



Thousand Oaks Library

Your World Within a World

Circulation Procedures & Regulations

for the Grant R. Brimhall Library and the Newbury Park Branch



Your Library Card

Page One

Welcome to the Thousand Oaks Library! As a library card holder, you have many library privileges, as well as access to an entire "World Within A World" at the Grant R. Brimhall Library, Newbury Park Branch, and online at the virtual library at www.toaks.org/library.

By agreeing to have access to these privileges, you are also agreeing to your responsibility regarding the use of the library's resources. Your Thousand Oaks Library card is an important card, similar to a credit card. Please treat it accordingly. You are responsible for all materials checked out on your card and on the card of your minor child under the age of 18. A library card is not transferable, and only you may use it.

To apply for a library card, fill out an online application or apply in person at the Library. Bring a valid photo identification listing your current residence address to complete the online application process and obtain a library card with full borrowing privileges.



Anyone who lives in California may apply for a Thousand Oaks library card free of charge. Children under the age of 18 will need to have a parent present in order to get a library card.

If a library card is lost, or there is a change in address, please notify the Library immediately. Library staff will put a "stop" on all activity on a lost card, and issue a new card. A \$5.00 replacement fee will be charged to replace a lost or damaged library card.

Card holders may be asked at any time to present identification verifying their contact information. This process will assist library staff in keeping your patron account current.



General Circulation Policies

The following regulations help to provide the most equitable distribution of library materials to the maximum number of people.

Loan Periods:

The usual loan period for most materials is four (4) weeks, but some materials have different loan periods. Please see "Borrowing Limits" (page 4) for specific information.

Fees:

Fees are charged on materials kept beyond the due date. The basic fee for most overdue library materials is 25¢ per day. When rented materials are kept beyond their due date, an overdue fee will be charged each day until the items are returned.

Please check "Borrowing Limits" (page 4) for the overdue fee charged on different types of materials.

The library does not mail fine notices, so it is recommended card holders check their online accounts frequently. Services may be restricted or refused next time an attempt is made to check out materials if unpaid fees exceed \$20.

Library fees may be paid at any library Circulation desk, and any fee amount over \$1 can be paid online at www.toaks.org/library or at any self check station, using a Visa or MasterCard. Card holders assume all responsibility for the use of their card and all activities associated with its use.



Renewing Materials

Most circulating materials may be renewed one time for half the original circulation period. Renewals are possible only within one week of the due date. Items cannot be renewed if they are rental items or on hold for another patron.

Patrons may check their accounts online and renew materials if they wish. The library's catalog computers or any computer with access to the Internet can be used to renew materials online at www.toaks.org/library.

Materials may also be renewed through the library's telephone renewal service at 805-449-2686 or 805-449-2688, and at any self check station. If renewing by phone, have your library card available and be prepared to enter the library's 14-digit barcode number found on each item you wish to renew.





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Returning Materials

Page Two

Materials checked out at the Grant R. Brimhall Library may be returned to the Newbury Park Branch and vice-versa. Thousand Oaks Library materials may also be returned to other libraries, but they remain the responsibility of the cardholder until they are received by the Thousand Oaks Library.

Grant R. Brimhall Library

Materials may be returned inside the library in the book drops next to either Circulation Desk.

When the library is closed or for your convenience, materials may also be returned in the book drops located outside the library. There is a drive-up book drop on the east side of the building, just around the corner from the entrance to the Children's Library, and a walk-up book drop at the main or north entrance to the library.

Damage to materials or the loss of materials left in the book drops is the responsibility of the cardholder. Some delicate or oversized materials require special handling and may not be returned to book drops. These materials will be designated as such, and patrons will be asked to return them to a Circulation Desk.

Newbury Park Branch

When the library is open, all materials may be returned inside the library in the book drop next to the Circulation Desk.

When the library is closed or for your convenience, materials may also be returned in the book drops located outside the library.

Walk-up book drops are located adjacent to the main entrance to the library. Drive-up book drops are located directly in front of the library's entrance in the parking lot. Please put audio-visual items such as DVDs, compact discs, and videos, in the book drops indicated for these types of items.

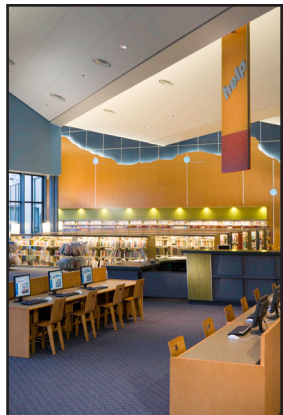


PHOTO BY ELON SCHOENHOLZ

The borrower is responsible for any damage to or loss of materials left in book drops. Some delicate or oversized materials require special handling and must not be returned to outside book drops. These items will be identified as materials that must be returned inside the library. Please note that the drive-up book drops may be unavailable in rainy weather.



Overdue Materials

As a courtesy, the library attempts to notify borrowers about overdue materials, but it is the card holder's responsibility to return materials on time. Card holders may elect to receive timely e-mail notification for overdue materials and holds. As an added feature, e-mail courtesy notices may be sent 3 days in advance of due dates. Sign up for this service at any Circulation Desk. Add circ@tolibrary.org to your address book or SPAM filter settings so that you can accept messages from the Library. Since several factors may impact the delivery of e-notices, the Library does not recommend relying solely upon e-notices to return materials on time.

Lost and/or Damaged Materials:

Borrowers are responsible for the cost of replacing lost or damaged materials.

The price charged for materials that have been lost or damaged includes a non-refundable processing fee of \$10.00 for each item. This charge helps offset the cost of purchasing and processing replacement material.

If an item that was lost and paid for is found and returned to the library in good condition within 90 days, the replacement cost (less the processing fee of \$10.00 and overdue fees) will be refunded.



Memorial Donations

A meaningful, lasting way to honor friends and relatives, or celebrate events such as graduations or anniversaries, is through a donation to the library. When possible, library materials or equipment purchased through a celebratory or memorial donation will bear gift plates with designation chosen by the donor. Please ask library staff about ways you can contribute a celebratory or memorial donation to the library.



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Library Support Groups

Page Three

Friends of the Thousand Oaks Library

A non-profit organization, the Friends of the Library is dedicated to supporting and promoting library services to the community through various activities and donations. Applications for membership in the Friends organization may be obtained at the Circulation or Information Desks. Membership in the Friends of the Library is an important way to proclaim support for your library. Visit www.ftol.org for more information or to join the Friends.

Thousand Oaks Library Foundation

Also a non-profit organization, the Library Foundation is composed of active community leaders who share an interest in the library's continued growth. The Foundation acts as the recipient for major contributions to the library and provides support by funding special programs and extraordinary (very rare or valuable) library materials.

Library Volunteers

Each month over 100 adult and teen volunteers contribute their time and energy to various activities within the library. Assignments range from leading ongoing book clubs to assisting with children's programs. Library volunteers provide valuable enrichment to their community and find the experience stimulating and rewarding. Applications for volunteer positions may be obtained in the Thousand Oaks Library's Administration Office at the Grant R. Brimhall Library, at any of the Information Desks, or online at www.toaks.org/library.



Library Hours

Grant R. Brimhall Library:

Monday – Thursday:	11:00 a.m. – 8:00 p.m.
Friday:	10:00 a.m. – 6:00 p.m.
Saturday:	10:00 a.m. – 5:00 p.m.
Sunday:	12:00 p.m. – 5:00 p.m.

Newbury Park Branch:

Monday – Wednesday:	12:00 p.m. – 8:00 p.m.
Thursday – Friday:	10:00 a.m. – 6:00 p.m.
Saturday:	10:00 a.m. – 5:00 p.m.
Sunday:	Closed



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Borrowing Limits

Materials	Loan Period	Borrowing Limit**	Fine	Rental Fee	Max. Fine/Fee
Fiction	4 wks.	None	25¢/day		\$15.00
NEW Adult books	2 wks.	None	25¢/day		\$15.00
Rental books	2 wks.	None	25¢/day	25¢/day	No maximum
Non-Fiction	4 wks.	None	25¢/day		\$15.00
Magazines (over 3 mos. old)	4 wks.	10	None		None
Circulating Encyclopedias	4 wks.	None	25¢/day		\$15.00
Puppets	4 wks.	None	25¢/day		\$15.00
Holiday books	2 wks.	10 [■]	25¢/day		\$15.00
Music Compact Discs	4 wks.	20 [◆]	25¢/day		\$15.00
Spoken Word	4 wks.	20	25¢/day		\$15.00
Playaway Audio	4 wks.	20 [◆]	25¢/day		\$15.00
Playaway View	4 wks.	10 [■]	25¢/day		\$15.00
Special loan materials	Varies	6	Varies		Varies
Non-Fiction DVD (No Fee)	2 wks. + 1 renewal	10*	\$1.00/day		\$30.00
Feature DVD (No Fee)	1 wk.	10*	\$1.00/day		\$30.00
J Feature DVD (No Fee)	2 wks.	10*	\$1.00/day		\$30.00
NEW Feature DVD (Rental Fee)	3 days	10*	\$1.00/day	\$1.50/day	No maximum
Regular Feature DVD (Rental Fee)	1 wk.	10*	\$1.00/day	50¢/day	No maximum
Blu-ray (Rental Fee)	3 days	10*	\$1.00/day	\$1.50/day	No maximum

* A maximum of any combination of 10 DVD/Blu-ray. Patrons under age 18 may check out only non-fiction, Disney, and j videos/DVDs.

** There is an overall limit of 10 holds and 50 items checked out per account, regardless of item type.

◆ A maximum of 20 of any combination of Music Compact Discs and Playaway Audio.

■ A maximum of 10 of any combination of Holiday Books and Playaway View.



Biblioteca de Thousand Oaks

Su mundo dentro de un mundo

Procedimientos y regulaciones de circulación

para la Biblioteca Grant R. Brimhall y la Biblioteca de Newbury Park

Límites de préstamos

Materiales	Período de préstamo	Límite de préstamo**	Multa	Precio del alquiler	Multa/tarifa máxima
Ficción	4 semanas	Ninguno	25¢/día		\$15.00
Libros NUEVOS para adultos	2 semanas	Ninguno	25¢/día		\$15.00
Libros de alquiler	2 semanas	Ninguno	25¢/día	25¢/día	No hay máximo
No ficción	4 semanas	Ninguno	25¢/día		\$15.00
Revistas (más de 3 meses de edad)	4 semanas	10	ninguna		ninguna
Enciclopedias que circulan	4 semanas	Ninguno	25¢/día		\$15.00
Marionetas	4 semanas	Ninguno	25¢/día		\$15.00
Libros sobre los días de fiesta	2 semanas	10 [■]	25¢/día		\$15.00
Discos compactos de música	4 semanas	20 [◆]	25¢/día		\$15.00
Libros de voz hablada	4 semanas	20	25¢/día		\$15.00
Playaways audio	4 semanas	20 [◆]	25¢/día		\$15.00
Playaways view	4 semanas	10 [■]	25¢/día		\$15.00
Materiales de préstamo especial	Varía	6	Varía		Varía
No ficción DVD (Gratuito)	2 semanas + 1 renovación	10*	\$1.00/día		\$30.00
Películas DVD (Gratuito)	1 semana	10*	\$1.00/día		\$30.00
Películas J DVD (Gratuito)	2 semanas	10*	\$1.00/día		\$30.00
Película Nueva DVD (tarifa de alquiler)	3 días	10*	\$1.00/día	\$1.50/día	No hay máximo
Película Regular DVD (tarifa de alquiler)	1 semana	10*	\$1.00/día	50¢/día	No hay máximo
Blu-ray (tarifa de alquiler)	3 días	10*	\$1.00/día	\$1.50/día	No hay máximo

* Un máximo de cualquier combinación de 10 DVD/Blu-ray. Los clientes menores de 18 años pueden sacar solamente los videos y DVD/Blu-ray de no-ficción, Disney, y "j."

** Hay un límite global de 10 reservas y 50 artículos sacados prestados por cuenta, independientemente del tipo de materia.

◆ Un máximo de 20 en cualquier combinación de música de discos compactos y Playaway Audio.

■ Un máximo de 10 en cualquier combinación de libros sobre días de fiestas y Playaway View.