



SAN DIEGO COUNTY PUBLIC LAW LIBRARY BORROWER'S RULES

1. Membership Eligibility

Borrowers must be residents of San Diego County. Residents must present a valid street address and telephone number when opening an account. A post office box is not considered valid proof of residence in the county. However, we do accept PO boxes when the applicant can provide proof of county residency with a driver's license, a rental agreement, utility bill, or copy of pay stub. Paralegals, clerks, and legal secretaries may not apply for individual accounts; however, they may join the Law Library as affiliates of a law firm or solo practitioner (see section 6 below).

2. Borrower's Responsibility

- (a) The Library reserves the right to refuse a borrower's application for membership when an individual has previously exhibited conduct detrimental to the maintenance of the collection, has a documented history of violating the Library's Standards of Acceptable Behavior, or other practices inconsistent with any element of the borrower's rules.
- (b) Access Services reserves the right to suspend a borrower's account when a borrower is negligent with library publications (e.g., loss or damage to library materials), or exhibits other behavior detrimental to the library collections, staff or facility.
- (c) A SDCPLL borrower's card or picture ID must be presented whenever checking out library materials.
- (d) It is the borrower's responsibility to check date due slips and return materials on time.
- (e) All borrowers are responsible for knowing these borrower's rules.

3. Inactive Accounts

An account is declared inactive when a borrower is unable to conform to the policies and procedures required of a library borrower. A borrower with an inactive account is not eligible for borrowing. The Library will attempt to notify members of a change in status within two weeks of this designation. Notification will include any conditions that the borrower must fulfill to return the account to its active status. Usually these conditions must be fulfilled within 90 days of the written notification. After notification to the member, no further correspondence will be initiated by the Library. If a balance remains in the deposit account, it will be considered forfeit and will be placed in the Law Library Trust Fund.

A member who has had an account closed due to inactive status may not open a new account until all fees or fines which were outstanding on the old account at the time of closure are satisfied. If the borrower's irresponsible treatment of library materials was the reason for this designation, the borrower may be required to deposit an additional sum.

4. Conditions for Law Library Instituted Closing of a Member's Account

Address Changes - The Library may close an account if it cannot reach a member over a six month period after an account is suspended or inactive. All library members are obliged to keep the Library informed of any changes in name, address, or telephone number. Any remaining deposit will be applied to the Law Library's general fund.

Accounts Accruing Fines and/or Costs- If an account accrues fines and/or costs and the member does not discharge them within a six month period, the account may be closed and any remaining deposit

becomes the property of the Library. The Library will send a statement requesting a sum sufficient to clear the account prior to any action being taken.

5. Member Instituted Closing of An Account

Once opened, an account must remain open for a minimum of three months before a request to refund the balance will be honored. All deposits are placed in the Law Library Trust Fund and are treated as all other monies in that fund. The security deposit, less any unpaid fines or other charges will be refunded approximately six weeks after the Library receives a member's written request to close the account.

6. Individual Accounts

All applicants must complete a library borrower application form, show appropriate identification, and make a security deposit of \$50. A borrower's fee of \$45 per attorney (who is not employed by a law firm), or \$10 for San Diego County residents who are not attorneys, will be charged annually. Attorneys who have passed the bar within the previous two years may elect to pay a reduced rate of \$10.00 per year for the first two years. The fee is charged on October 1st of each year. Failure to pay the fee will result in a suspension of membership.

A solo practitioner may have a second card issued for the use of other individuals acting on his/her behalf. This card may **only** be issued to the member's paralegal, law clerk, or legal secretary. It may not be issued for the use of an attorney who is serving as a paralegal, law clerk, or legal secretary. The attorney must request the second card by providing a signed letter, on office letterhead, with the name of the paralegal, law clerk, or legal secretary who will be authorized to receive the card. It is the responsibility of the attorney to inform the library of any changes regarding paralegals, clerks, or secretaries.

7. Law Firm Accounts

Eligibility- Law firms conducting their activities in San Diego County may set up membership at the Library for their attorneys by completing the firm borrower's application.

Security Deposit Requirements- The amount of the **security deposit** will be calculated by the number of attorneys in the firm. If the number of attorneys should change significantly then the required security deposit amount will change. The scale is as follows:

Number of CA Attys.	Security Deposit
2-3	\$65
4	\$100
5	\$120
6-7	\$135
8-9	\$150
10	\$165
11-12	\$200
13-19	\$250
20-29	\$300
30 and above	\$350

Borrower's Fees

The annual borrower's fee is charged on October 1st of each year. The fee is \$45.00 for each attorney employed by the firm. The number of attorneys is based on information provided by the

California State Bar Association and other sources. Failure to pay the fee will result in the suspension of membership.

The borrower's fee for firms is based on the number of attorneys in the firm in San Diego, not the number of library cards. If a firm has over 16 attorneys we reduce the fee to 75% of the total due. If the firm has over 51 attorneys we reduce the fee to 50% of the total owed.

Library Cards

The library will issue one library card for each California attorney, and up to three additional general firm cards. The general cards do not bear the name of a member, but are for use by the paralegals, clerks, secretaries, and librarians. The firm will provide, on firm letterhead, a list which contains the names of those authorized to use the general account cards.

The firm is responsible for all materials checked out using its borrower's cards. This is true even when the person presenting the card is no longer employed by the firm. If an individual is no longer eligible for membership through the firm, the firm will notify the Access Services Department in writing so that he/she will be removed as an authorized user on that account. If possible, the individual's library card should be returned to the library along with the request.

Name Change

Firms who change their names must inform the Library in writing. Please call Access Services for more information regarding this process.

8. Business and Organizational Account Members

Eligibility

San Diego County businesses other than law firms may set up membership at the Library for their employees. Non-attorney individuals who use the Library for business purposes, corporations, and other non-lawyer organizations (including not-for-profit organizations) who desire to have library cards may do so. If the legal department of a business, corporation, or for-profit organization has more than 5 attorneys, that business, corporate, or for-profit organizational membership will be treated as a law firm membership for all purposes.

A non-profit organization must be a qualified 503(c)(1) organization.

Deposit Requirements- Businesses and Organizations - Profit and Non-Profit

The required deposit is based on the number of members. [See firm deposit requirements above at number 7.]

Borrowers Fee - Businesses and Organizations

An annual borrower's fee is charged on October 1st of each year. The fee is \$45 for each member based on the number of staff members holding a card. The annual fee is calculated the same as for law firms. Failure to pay the fee will result in a suspension of the account.

Borrowers Fee -Non-Profit Organizations

The borrower's fee for non-profit organizations classified as 501(c)3 organizations is waived upon presentation of the paperwork indicating 501(c)3 classification.

Library Cards

The library issues one card for each member. If a person is no longer employed by the business or organization, it is the responsibility of the

business or organization to notify the library to delete the name from the list of authorized borrowers. Notification to the Access Services Department must be in writing. If the library is not notified, the business or organization will continue to be responsible for any books checked out on the card.

9. Government and Quasi-Government Organizations

There is no annual borrower's fee for government and/or quasi-government members. There is also no security deposit account requirement for government and/or quasi-governmental agencies. However, they are responsible for overdue fines. Fines not paid in a timely manner may result in a suspension of the account.

10. Use of Library Cards by Persons Other Than the Named Borrower

Members are responsible for any materials checked out on their cards. A letter authorizing use by a specific individual must be placed in the member's file. We may refuse to check out materials to individuals not listed as authorized borrowers.

For general account cards, the user needs to be a paralegal, legal secretary, librarian, or law clerk with that type of card. If usage will be by a courier or runner, the library will need a signed fax or signed letter on firm letterhead authorizing check out of specific materials by the courier or runner on that card. The library has no family account. If a spouse will be coming in to check out books for the member, a signed letter authorizing such usage by the member must be in the borrower's file.

11. Additional Library Cards

Any requests for additional or replacement cards must be made in writing. Individual attorney members may request one additional card and designate one individual authorized to use it.(see Rule #6).

Firm members may have up to three general cards [see discussion Rule #7 - General Account cards] in addition to cards issued for each attorney employed by the firm.

12. Access Service Hours-Main Library

The Access Services Desk closes 15 minutes before the library closes.

Monday -Thursday: 8:00AM - 5:45PM
Friday: 8:00AM - 4:45PM
Saturday: 10:00AM - 4:45PM

All materials must be checked out, checked in or renewed before these times. At 30 minutes prior to closing, processing of memberships and library cards is no longer available.

13. Overdue Fines for Main Library Materials

First Week - \$1.00 per item per day
Second Week - \$2.00 per item per day

The above fine scale was developed to emphasize the need for a timely return of overdue publications and materials. The library considers a week to be seven consecutive days. Please note: Under 11 USC §523(a)(7) fines are not eligible for dismissal in a Chapter 7 Bankruptcy.

If overdue fines of \$20 or more accrue, the account will be blocked until the fines are paid.

14. **Loss or Damage to Main or Branch Library Materials**

When a patron loses library materials, he/she should notify the Library as soon as possible. There are two costs assessed for a lost book - the cost of the book and a replacement fee of \$90.00. Overdue fines will be assessed until the material is reported lost.

When damaged materials are returned to the Library, a fee will be assessed for the damage. If the material needs to be replaced, the borrower will be charged all costs for replacing the item.

15. **Lending Limitations for Main Library**

Qualified borrowers may have up to nine publications checked out simultaneously. Each bar coded item is considered to be a separate item. Up to three audio tape sets may be checked out at one time. Each set of tapes constitutes one item for the purposes of circulation.

16. **Renewals for Main Library Materials**

Materials may be renewed by phone or bringing them into any location/branch. However, any renewal by phone must be made during phone renewal hours. No renewals may be made by leaving a name and bar code on the library's answering machine after hours.

Main Library Phone Hours for Renewals-

Monday -Thursday	8:00AM - 5:45PM
Friday	8:00AM - 4:45PM
Saturday	10:00AM - 4:45PM

Renewals in person may be made at any time, except for the last 15 minutes the library is open.

Materials which are on hold for another patron are not eligible for renewal. Most materials are renewable for two check out periods, although heavily used items may be non-renewable. Please have the bar codes available for the items you want to renew.

17. **Loan Periods -Main Library**

Most library materials have either a three-day or seven-day loan period. The borrower is responsible for knowing the due date of an item. When an item is checked out, the borrower receives a print-out containing the item's due date. Some items will not be loaned out such as certain looseleaf services, rare books, archival materials, and other materials marked "Does Not Circulate".

18. **Holds - Main Library**

Holds may be placed on materials which are checked out of the Main Library. When the material is returned, a Library staff member will call and inform you that the item is available for pick-up. Materials are held until close of next business day. If an item on hold is not picked up by the designated time and the library has not been notified of extenuating circumstances, it will be returned to the shelf.

19. **Briefs and Government Documents - Main Library**

Briefs and government documents circulate for three days. All pieces must be returned in order for the item to be considered returned. Overdue book fines will continue to accrue until all pieces are returned.

20. **Computer Disks - Main Library**

Computer disks are available for check out. Computer disks circulate for three days or the same period as the publication to which they are attached. These materials circulate to members with the condition that the patron will not copy them. Members who check out these materials must fill out and sign an agreement with the library (Patron Software Circulation Agreement form) before checking out the disks.

21. **CD-ROM Discs-Main Library**

CD-Roms are available for check out. They circulate for the same period as the publication to which they are attached. These materials circulate to members with the condition that the patron will not copy them. Members who check out these materials must fill out and sign an agreement with the library (Patron Software Circulation Agreement form) before checking out the disks.

22. **Video Tapes -Main Library**

Each video tape circulates for three days.
Each video tape is renewable two times.

23. **Audio Tapes -Main Library**

At Main audio tapes circulate for three days with two renewals allowed. A patron may check out up to three tape sets at a time.

BRANCH LIBRARIES

24. **Branch Hours**

Note: Doors are locked 15 minutes prior to closing.

North County -

325 South Melrose, Vista, CA 92081
Monday-Friday 8:00AM-5:00PM

East County-

250 East Main Street, El Cajon, CA 92020
Monday-Friday 9:00AM-4:00PM
Closed for lunch 1:00PM-2:00PM

South Bay-

500 Third Avenue, Chula Vista, CA 91910
Monday-Friday 9:00AM-4:00PM
Closed for lunch 1:00PM-2:00PM

25. **Loan Periods -Branch Libraries**

Branch materials that circulate may be borrowed overnight and are due back the next business day. Members should check at the individual branch for check out and return time since hours of operation vary at each location. Materials not returned by the appropriate time (during the first hour the branch is open) are subject to a \$1.00/ hr. per item fine up to \$9.00 per item per day.

26. **Holds -Branch Libraries**

Branch publications may be placed on hold for overnight circulation by calling the branch the day the member wants to borrow. (No advance holds.)

27. **Computer Disks -Branch Libraries**

Branch computer disks are available for overnight circulation.

28. **CD-ROMs - Branch Libraries**

Branch CD-Roms that circulate are available for overnight circulation.

29. **Lending Limitations - Branch Libraries**

Members may borrow up to 5 bar-coded items for overnight use.

30. **Conditions for Restricting Overnight Privileges - Branch Libraries**

Because branch materials must be available for all library users during court hours, members who do not consistently abide by the return time may have their branch borrowing privileges restricted. Returning branch materials late 2 or more times in a 6 month period is considered excessive.