

## Library Guidelines

Washington Community Health Resource Library requests all library card holders and visitors follow these guidelines:

<b>Your Library Card</b>	Anyone 16 years of age or older with a California license, permit, or ID in his/her name may apply for a library card (out of state identification will not be accepted). You must show your card each time you borrow items from the library. Please call the library if you moved or if you lost your card.
<b>Borrowing Period</b>	You may check out a maximum of two items of any format; e.g., two books for a period of two weeks and two audiovisuals for a period of one week. Audiovisuals require a \$20 deposit; deposits are refunded upon return of audiovisuals. You may check out a maximum of five children's books for two weeks.
<b>Renewals</b>	You may renew the items you have checked out twice, UNLESS another patron has put a "Reserve" on the item. A third renewal (or subsequent) will require approval from the library Operations Coordinator. If the item is overdue you may renew it, however, it will still incur a fine. Renewals may be done in person or over the phone (510-494-7030).
<b>Reserves</b>	If an item is currently checked out, you may request that it be held and we will call you to let you know when it is returned. We will hold items for you for one week.
<b>Returns</b>	All borrowed items must be returned to Washington Community Health Resources Library. If the library is open, please bring items to the circulation desk. After hours, please use the outside return box.
<b>Overdue and Fines</b>	Overdue fines are \$0.25 per day/per item for every day the library is open. If your fines total \$10, you will not be allowed to borrow additional items until your account is paid in full.
<b>Lost Items</b>	You will be charged for the cost of replacing any lost item plus a \$10 fee for cataloging and processing expenses.
<b>Internet Access</b>	<p>Public computers are to be used for health-related research in addition to job searches due to the present economic state. Gaming and viewing of any sexually explicit sites is strictly prohibited.</p> <p>While you are at the computer, we encourage you to check out the hospital's library website at <a href="http://www.healthlibrary.org">www.healthlibrary.org</a>.</p>
<b>Audiovisuals</b>	You may view audiovisuals while in the library. Your California ID will be required for use. See volunteer to deposit your ID; it will be return at the end of use.
<b>Children/Juvenile</b>	<p>Parents must supervise small children while in the library to ensure items are not removed inappropriately from the shelves and to assure their safety</p> <p>It is also imperative parents directly supervise their children while on the Internet.</p>
<b>Other Rules</b>	Food, drinks, use of cell phones / audio devices, and loud conversations are not permitted in the library.

2500 Mowry Ave. Fremont, CA 94538

[www.healthlibrary.org](http://www.healthlibrary.org)