Loan policies

Fines:

- Materials for Children: $.10/day
  Maximum $5.00/item, Video fines $2.00/day, maximum $10/item
- Materials for Adults: $.25/day
  Maximum $10/item, Video fines $2.00/day, maximum $10/item
- Loan period for all circulating books is 21 days.
- Loan period for videos & DVD's is 7 days.
- All items may be renewed once.
A Message to Teachers

The San Diego Public Library knows the importance of literature in children’s lives. We also understand the crucial role school teachers play in creating life-long readers. We hope to make your job easier and to provide an enriching experience for you and your students.

The Staff of the San Diego Public Library look forward to seeing you at the library.

Introducing your class to the Library

One great way to introduce children to the world of literature is by planning a trip to the library.

- Please schedule class visits at least three weeks in advance.
- Class visits may include library card registration, tours, age appropriate storytimes, booktalks and research skills.

Library Cards

- At least three weeks before the class visit, come to the library or call and request applications for parents to fill out for each child.
- Before you return the library card applications to the library, please make sure that all forms have been completely filled in, including the child’s signature, parent’s signature and I.D. (if available.)
- Two weeks before the visit, please return the completed applications to the library.
- Library cards are valid for two years, and may be used and renewed at any San Diego public Library.

Special Programs

Storytelling, music, magic, puppet shows, and crafts are planned throughout the year. Please make an appointment for your class for these highly popular events. Other programs can also be arranged.

Ways you can help:

- Notify the library of school assignments in advance.
- Consult with the librarian when preparing reading lists. The library may not own some of the books you require. We may be able to recommend new or special titles. The library has also developed reading lists which are available to you.
- Schedule class visits at least three weeks in advance, and let us know of your particular needs.

CHILDREN’S COLLECTION

Materials: Books, magazines, videocassettes, DVD’s, audiocassettes, compact discs and software are available to borrow.

Reserves: Materials available at other city branches or Central Library may be requested by phone and sent to your branch for free. A $1.00 fee is charged for computer generated reserves where you will be notified by mail.

Teacher Collection: bibliographies, lesson plans, educational issues, classroom ideas, big books and storytime book kits are available at the Central Library.