

Thank you for signing up for a San Diego Public Library card. Here are some important things you need to know:

Your Card

You are responsible for anything checked out with your card. Notify us immediately if your card is lost. Accounts must be renewed every 2 years.

Card Replacement Fee: \$1

Account Access

Online: sandiegolibrary.org
Mobile App: SDPL To Go

Loan Periods

Books & CDs

21 days, up to 5 renewals

DVDs

7 days, up to 5 renewals

Express Books

14 days, no renewals

Express DVDs

7 days, no renewals

Returns

Returns are accepted at all San Diego Public Library locations.

Renewals

Renew on our website, the SDPL to Go app, by phone or at any library. Items with holds cannot be renewed.

Holds

Holds can be placed by phone, online or at any library. The library will send an email when items become available. They are held for 13 days after the hold notice is issued. Limit of 25 holds at a time.

Damaged Items

Items returned damaged or missing parts will be fined after a staff assessment. Unusable items are considered lost. See Lost Items on reverse side.

Library Fees

Beginning July 1, 2018, there will be no daily overdue fees for San Diego Public Library items returned late. Materials checked out before this date will incur overdue fees. See other side for more details about the new policy.

San Diego Public Library Eliminates Overdue Fees

Beginning July 1, 2018, items checked out from the San Diego Public Library will not incur overdue fees. Materials are late one day after they are due.

Accounts with overdue materials cannot check out any additional items but can renew other items.

When an item is 30 days overdue it is marked lost. The Library will send a bill for the replacement cost of the item and processing fee per item, if applicable. You have 30 days to return the item or pay the bill. If you return the item in good condition you will not be charged.

At 60 days overdue, your debt will be transferred to the City Treasurer. The City will send a bill for all debt owed to the library. You are responsible for paying the entire bill. If it is not paid, you will be referred to collections and assessed additional fees.

San Diego Public Library will no longer accept payments for City Treasurer.

Lost Items

If you lose an item you must pay the replacement cost and processing fee, if applicable. You have 30 days to pay for the lost item before the bill is transferred to the City Treasurer. You will not be able to check out or renew library materials until payment is received. Replacements for lost items will not be accepted.

After 30 days, you will be sent a bill from the City for the item's replacement cost and processing fee. You are responsible for paying the entire bill to the City Treasurer. If the entire bill is not paid, you will be referred to collections and assessed additional fees.

