



# Public Library

## San Diego Circuit FAQs

### [Connect to San Diego Circuit Catalog](#)

[What is the San Diego Circuit?](#)

[Who is the San Diego Circuit?](#)

[What do I need to use it?](#)

[What is a Password/PIN?](#)

[How do I access and use the Circuit?](#)

[What materials are available using the San Diego Circuit?](#)

[How long does a San Diego Circuit request take?](#)

[What happens after I place the request?](#)

[How long can San Diego Circuit items be kept?](#)

[How do I return borrowed Circuit Items?](#)

[What are the fees for lost or damaged San Diego Circuit items?](#)

[How many San Diego Circuit requests and check-outs can be made?](#)

[How can I view my San Diego Circuit Account information?](#)

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### [What is the San Diego Circuit?](#)

The San Diego Circuit is a service designed to allow library users from participating libraries to quickly borrow books from other San Diego Circuit libraries if the titles are not owned by their home library or if their library's copy is already checked out. Similar to placing a hold in our catalog, these books will be shipped to your local SDPL branch.

### [Who is the San Diego Circuit?](#)

- San Diego County Library
- San Diego Public Library
- San Diego State University
- University of California, San Diego
- University of San Diego

### [What do I need to use it?](#)

- A San Diego Public Library (SDPL) [library card](#) in with full borrowing privileges and Password/PIN.
- Internet access from outside the library or, a Catalog computer from inside the library.
- An email address to receive request pickup, renewal and/or overdue notices.

## [What is a Password/PIN?](#)

The Password/PIN used for Circuit requests should be the same as the one used with your San Diego Public Library account and should be between 4-16 alphanumeric characters. Password/PINs are case-sensitive. Please do not include spaces or special characters such as %, @, and \$.

If you provided an email address when you registered your library account, you may [reset your Password/PIN online](#). If this does not work, contact staff at any SDPL branch for assistance. Staff can re-set your Password/PIN.

## [How do I access and use the Circuit?](#)

Search SDPL's Catalog for the title you need. If the title is not owned by SDPL the "Try your search in Circuit" link is displayed.

Try your search in Circuit  
[Search >](#)

If the item is available from another Circuit library, request it online in the Circuit catalog and have it delivered to the SDPL Library of your choice. Inside Circuit, click on the title you want, and the Request button. You will be asked to "Choose Your Institution." Select San Diego Public Library from the dropdown menu and click Submit.



Next, you will need to enter your name (Last, First) as it appears in your library account, your library card number, Password/PIN, and branch where you would like to pick up the requested item.

## [What materials are available using the San Diego Circuit?](#)

In the San Diego Circuit catalog, books with a Request Status of "**Available**" can be requested and borrowed.

## [How long does a San Diego Circuit request take?](#)

In most instances, items will be received at your pickup library within 2-4 days. **Note:** Weekends, holidays and closed days may affect the delivery schedule.

## [What happens after I place the request?](#)

You will be notified by email when the book is ready for you to pick up. You can follow the progress of your request by logging into your San Diego Public Library account. Visit <https://www.sandiego.gov/public-library>. Click on the Catalog or PowerPac® buttons, then log into your Account.

## [How long can San Diego Circuit items be kept?](#)

Circuit items are checked out for 28 days. Two renewals are possible, if the book is not needed by the owning library.

Almost overdue/Auto-renew reminder Email notices are sent one (1) day prior to the book's due date.

## [How do I return borrowed Circuit Items?](#)

Return the borrowed Circuit book to a San Diego Public [Library location](#). To ensure that you're not assessed lost fines/fees, **please do not place it in the book drop**. Bring the item to the circulation desk and ask staff to check it in.

### What are the fees for lost or damaged San Diego Circuit items?

See more information about San Diego Public Library [Circuit Fines](#).

Fine Type	Amount
Lost Item	\$140.00/item assessed on the 60th day an item is late (overdue). The fee will be waived if the item is returned within 60 days of the bill. No refunds will be given once a payment has been received for the Lost Item.
Damaged Item	\$140.00/item if it cannot be returned to circulation by the lending library.
Unpaid Fees	Accounts that remain unpaid for 60 days will be referred to the City Treasurer for collection, resulting in additional fees and interest. A negative credit report reflecting on your credit record may be submitted to a credit reporting agency.

### How many San Diego Circuit requests and check-outs can be made?

- The maximum number of combined Library and Circuit requests allowed at any given time is fifty (50).
- The maximum number of combined Library and Circuit checkouts at any given time is one hundred (100).

### How can I view my San Diego Circuit Account information?

Visit <https://www.sandiego.gov/public-library>. Click on either the Catalog or PowerPac® buttons to access the library's online catalog.

Catalog

If you selected the Catalog button, click on the Log In/My Account button upper righthand corner of the screen.

Log In / My Account ▾

PowerPac®

If you selected the PowerPac® button, click on the Log In button upper righthand corner of the screen or the My Account link in the middle of the screen.

Log In