

# Dr. William C. Herrick Community Health Care Library

Grossmont Healthcare District  
9001 Wakarusa Street, La Mesa, CA 91942  
619-825-5010 or info@herricklibrary.org

## BORROWING POLICY

### LIBRARY USE

FREE and open to the public

### LIBRARY CARDS

Available to people who live, work, attend school, or have health-related ties in the Grossmont Healthcare District (East County Region of San Diego). ID required.

### NEW LIBRARY CARDS

Loans limited to two items total on first checkout. After on-time return, full borrowing privileges are granted.

| Material                         | Item Limit | Lending Period | Number of renewals* |
|----------------------------------|------------|----------------|---------------------|
| Books                            | 3          | 3 weeks        | 1 (3 weeks)         |
| eBooks                           | 3          | 3 weeks        | 1 (3 weeks)         |
| Audiobooks                       | 3          | 3 weeks        | 1 (3 weeks)         |
| Medical DVDs                     | 3          | 3 weeks        | 1 (3 weeks)         |
| Hollywood DVDs or Documentary    | 3          | 1 week         | 1 (1 week)          |
| Streaming Video                  | 3          | 1 week         | 1 (1 week)          |
| Magazines (except current issue) | 3          | 3 weeks        | 1 (3 weeks)         |
| Digital Magazines                | unlimited  | n/a            | n/a                 |

\* *Renewal allowed unless item has been requested by another patron.*

### OVERDUE ITEMS

- No fines for overdue items.
- Email reminder sent 3 days before due date.
- Email or letter sent when 1 week overdue.
- Email or letter sent when 4 weeks overdue.
- No checkouts until overdue items returned.
- Library cards not renewed until overdue items returned.
- Items considered Lost when 60 days overdue.

### LOST OR DAMAGED ITEMS

Current price from Amazon.com or other source to replace with same or similar item plus \$10 processing fee. Only cash or checks are accepted to replace lost/damaged items. Returned check fee is \$25.00.

Effective 07/01/20  
Revised 11/06/20