

FINES AND FEES (AS OF JULY 1ST, 2018)

Replacement Card:	\$ 2.00
Adult card overdue book charge /per day:	\$ 0.30
Kids/Teen overdue book charge /per day:	\$ 0.15
All Audio-Visual overdue charge /per day:	\$ 0.50
Reserve fee (non-refundable):	\$ 0.75
Interlibrary loan fee ¹ :	\$ 5.00
Non-resident ² card:	\$276.00/Year
Returned check fee:	\$43.00
Passport processing fee ³ :	\$35.00
Passport photo:	\$12.00
USB Flash Drive:	\$15.00
Headphones:	\$ 4.00
B&W copies and prints /per copy:	\$ 0.20
Color copies and prints /per copy:	\$ 1.00
Scanner usage /per use:	\$ 1.00

Lost or damaged materials – cost of materials plus processing fee of \$10.00

1 - Per item if requested from outside the regional library system and lender's charges if applicable.

2 - For borrowers from outside of Los Angeles, Orange and Ventura Counties.

3 - Passport processing fee is set by Federal Law.



PROTECTING YOUR PRIVACY

- Your records are strictly confidential.
- If you forget your library card, you may checkout and retrieve account information only with photo ID. The process helps us recognize you and avoids checkout discrepancies.
- Your hold items will check out only to your card. If you want friends or family to pick up your hold items, please be sure to give him/her your library card.
- Your records are available to you. Your account is protected from others; you can access information at (310) 288-2223 or www.bhpl.org.

BEVERLY HILLS PUBLIC LIBRARY

444 N. Rexford Dr
Beverly Hills, CA 90210

LIBRARY HOURS:

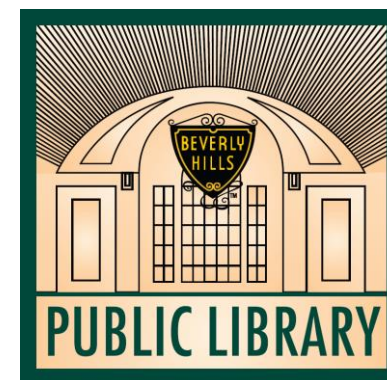
Monday – Thursday: 9:30 AM – 9:30 PM

Friday – Saturday: 10 AM – 6 PM

Sunday: 12 Noon – 6 PM

Reference:	(310) 288-2244
Circulation:	(310) 288-2222
Passports:	(310) 288-2279
Renewal:	(310) 288-2223
Children's:	(310) 288-2211
Facility Rental:	(310) 288-2220
Literacy:	(310) 288-2207
Friends' Bookshop:	(310) 288-2209
Roxbury Book Nook:	(310) 285-6849

Welcome to the Beverly Hills Public Library



444 N. Rexford Dr.
Beverly Hills, CA 90210



www.bhpl.org

www.bhpl.org

REGISTRATION

If you reside in Los Angeles, Orange, or Ventura Counties, you may obtain a library card for free by coming to the library. You can begin your registration online at www.bhpl.org under **Search Catalog** and then create an account. To activate your card or to register at the library, you will need to provide the following:

1. A photo identification for proof of identity (e.g. driver's license, passport, government ID)
2. A piece of mail for proof of current residence address (e.g. utility bill, credit card statement, tax receipt or school documents)

For applicants 17 years or younger a parent or court-appointed guardian must be present and provide his or her forms of identification as listed in 1 and 2 and sign the application.

A commercial address, mail drop, or PO Box will not be accepted for proof of residence.

All materials charged on your card and all fines, costs and fees assessed by the library are the responsibility of the card owner. All unpaid accounts over \$25 are sent to Fidelity Creditor Services for collection.

Please report lost or stolen cards, or changes in contact information to the library immediately.

Library cards are renewed annually on your birthday. You will be asked for a photo ID and proof of your current residence address at that time.

Computer cards are available with photo identification. The card provides access to public computers only. Computer cards are renewed every 6 months.

RESERVES

You may place a reserve request either by using our website (www.bhpl.org) or by coming to the check out desk, for a non refundable fee of 75¢.

Circulating materials that are checked out may be reserved by an adult card holder.

Interlibrary loan service is available for books we don't own. You can request a reserve card at the circulation desk. Additional interlibrary loan fees may apply.

HOME DELIVERY

Home delivery is also available for residents unable to come to the library due to temporary or permanent disability or illness. Please call (310) 288-2222 for information about eligibility and an application.

CHECKOUT

28 days for books (including audio books) and 14 days for new books from the bestseller section, books on reserve for other patrons and all media (music CDs and DVDs).

You may have up to 64 items checked out to your account.

RENEWALS

You may renew books and audio books for 2 weeks from the date of renewal. The earliest an item may be renewed is 6 days before it is due. Items may be renewed only twice and media items, such as music CDs and DVDs are **not renewable**.

Please note that items on reserve for another patron are not renewable.

You may renew borrowed materials by:

1. Using our online services found at: <http://www.bhpl.org> – Renew Your Materials
2. Automated Attendant: (310) 288-2223
3. Asking at the check out desk or calling (310) 288-2222 for assistance.

E-MAIL NOTIFICATION AND EARLY REMINDER SERVICES

If you would like a **courtesy** e-mail reminder, **before your library materials are due**, when they are overdue, and when items placed on hold are available for pick-up, please contact the circulation desk at circulation@beverlyhills.org or call 310-288-2222 to sign-up.

Registration, Computer access and Periodicals services stop 10 minutes before closing. **There is no phone service on Sundays.**

The library has a code of conduct visitors are expected to abide by. If you have any questions please ask to speak to a manager in charge.

Parking is available in the structure adjacent to the library. There is 2 hours of free parking and a fee is incurred after 2 hours. There is no charge for vehicles entering after 5:00 PM and exiting before 6:00 AM.

The library offers free wireless access to the Internet for any user with a wireless-enabled device.

HOW TO RENEW YOUR ITEMS (or access your account)

Online:

1. Visit www.bhpl.org
2. Click on *Renew Your Materials*
3. Enter the following:
 - Your name
 - Your library card barcode (no spaces)
 - Your PIN (Personal ID Number)*

Click on **Submit**.

* – Please note that if you are a first time user, you start by entering your name and barcode. Then click on **Submit**. Now, create your PIN.

4. Click on *Items currently checked out*.
- 5a. To renew all items click on **Renew All**.
- 5b. To renew single items please mark the checkbox before it and when done click on **Renew Selected Items**.

Via Automated Attendant:

1. Dial **310-288-2223**
2. Press **1**, then enter your library card number and press **#**.
3. Press **#** to accept.
4. To renew items, press **1**.
- 5a. To renew all items:
 - Press **1** (Be sure to stay on the line until all renewals are completed)
- 5b. To renew single items:
 - Press **2**
 - Enter the last four digits of the item barcode.
 - Press **#** to accept or * (star) to try again.
 - Repeat steps 4 and 5b for each item.
6. When all items are renewed, press *, then **9** to exit.

Overdue items may be renewed online, or by contacting staff directly at 310-288-2222