Donations are **not** accepted at the Roxbury Book Nook. Please call the main library at **(310) 288-2222** for more donation information.

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*.
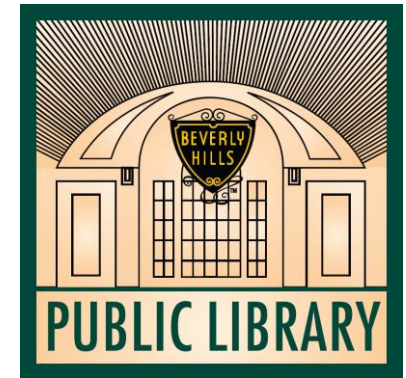
ROXBURY BOOK NOOK
471 S. Roxbury
Beverly Hills, CA 90210

HOURS:
Monday – Friday:
10 AM - 2 PM; 3 PM - 5PM
Closed Saturday and Sunday

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

www.bhpl.org

Welcome to the

Roxbury Book Nook

471 S. Roxbury Dr.
Beverly Hills, CA 90210

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.

CHECKOUT

All materials check-out for 14 days. **No renewals.**
You may have up to 3 **Roxbury** items checked out to your account.

FINES AND FEES

Lost or damaged materials – cost of materials plus processing fee of $10.00
All fines and fees need to be paid either in person at the main library or by phone at 310-288-2222.

RETURNS:

Materials may be returned at the Roxbury Book Nook or the Main Library.

COURTESY E-MAIL NOTIFICATION AND EARLY REMINDER SERVICES

If you would like an 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.

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.

RESERVES

No reserves may be placed on materials located at the Roxbury Book Nook.

You may place a reserve request on materials located at the main library for 75¢:

- by using our website (**www.bhpl.org**),
- or by coming to the check-out desk at the Main Library at 444 N. Rexford Dr.,
- or at Roxbury Book Nook at 471 S. Roxbury Dr. check-out desk.

When you are notified by phone or email reserved materials may be picked up in the location you designated when reserving the item

The library has a code of conduct visitors are expected to abide by.

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