

LA LAW LIBRARY
BORROWING RULES
Effective 01/01/2012

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

REGISTRATION

To borrow books and materials: (1) Complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved fees.

BORROWER CATEGORIES

Individual – any individual 18 years of age or older. Photo identification with current name and current address is required.*

Corporate – any law firm, corporate legal department, public interest law office, corporation or other business entity. A corporate borrower may identify, in writing, partners, associates or other employees as designated borrowers. Fines and fees accrued shall be the responsibility of the corporate borrower.

Judicial – any judge, commissioner, magistrate or referee of a State or Federal court located in Los Angeles County. A Judicial borrower may identify, in writing, a research attorney or other employee who does work of a legal nature in the performance of his/her duties.

Government – any elected or appointed State, Federal, County, Municipal, or special district official who maintains an office in Los Angeles County. A government borrower may identify, in writing, associates or other employees who do work of a legal nature in the performance of his/her duties.

Reduced Deposit – any individual who presents a Court approved “Waiver of Court Fees and Costs” for a specific, currently pending legal action in any State or Federal court within Los Angeles County. Photo identification with current name and current address is required.*

** Photo Identification: A California driver’s license or an ID card issued by the DMV. If no driver’s license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government issued ID together with proof of a current address.*

SECURITY DEPOSIT

The appropriate security deposit for each borrower category shall be collected and placed in a trust account. Any interest earned on the trust account shall be paid to the Law Library and used for its expenses.

Upon written request by a borrower, and following a three (3) month period from the date of Borrower Registration, a security deposit, less any outstanding fines or fees, will



be refunded, provided all borrowed materials have been returned. Borrowing privileges shall cease upon receipt of the written request for refund of the security deposit. Refund of security deposit will be issued in the form of a check. Security deposit is non-transferrable.

The Security Deposit shall be waived for Judicial Borrowers and Government Borrowers.

MESSENGER

An Individual, Corporate, Judicial, or Government Borrower may, in writing, designate persons or services to function as messengers to retrieve and return books or materials for the Borrower. The messenger must present proper identification when borrowing materials. The Borrower will be responsible for all fines and fees. Messenger services must be renewed on an annual basis, July 1 – June 30, at a rate of \$50 per messenger service listed on the account.

LOAN PERIODS

Library materials are loaned for five (5) days.

Individual, Judicial, Government, and Reduced Deposit Borrowers may check out and have up to 7 items in their possession at any one time. Corporate borrowers may check out and have up to 20 items in their possession at any one time.

Library materials may be returned in person or through a book drop at the Main Library. A freestanding book drop is located at the service entrance on Broadway.

RENEWING LIBRARY MATERIALS

Items may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending “hold” on the item. If the item is overdue at the time of a renewal, the standard overdue fine will be assessed.

Materials may be renewed in person or over the phone by calling 213-785-2529.

FEES AND FINES

If materials are returned or renewed late, overdue fines will be assessed at the rate of \$2 per day per item, with a maximum of \$60 per item. Special Loans accrue overdue fines of \$25 per day per item, with a maximum of \$225 per item. Failure to pay accrued fines may result in the Borrower’s account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days shall count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item shall be deemed lost and replacement steps initiated. Replacement cost equal to the invoice price or the reproduction price of the item, and a processing fee of \$70 per item will be assessed and added to the overdue fines.



A borrower who reports an item as lost, and who confirms the loss in writing, shall be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing fee. If an item deemed lost is returned before a replacement is ordered, the charges shall be reduced to the overdue fines as stated in the fee schedule.

Lost library cards may be replaced at a cost of \$6.

SUSPENSIONS / TERMINATIONS

Once an Individual Borrower reaches a fine equal to \$30, or a Corporate Borrower reaches a fine equal to \$60, no additional circulation privileges will be allowed until the fine is paid in full.

If a Borrower fails to return library materials or to pay the due amount of fines or fees within 30 days of a mailed notice, all borrowing privileges shall be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed shall be deducted from the Borrower's Security Deposit. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Borrower's account will be closed.

A Borrower whose privileges have been suspended shall not qualify for another Borrower category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A borrower whose privileges have been suspended may in writing request the return of their Security Deposit, less any fines or fees accrued, at any time within 2 years after borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the 2 years shall become the property of the LA Law Library.

CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Borrowers as follows: (1) review a Borrower's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fines or fees that are owed.

BORROWING RULES | FEES AND FINES

Borrower Category	Security Deposit
Individual	\$140.00
Corporate	\$400.00
Reduced Deposit	\$70.00
Judicial	None
Government	None

