



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Acting Library Director Ellen Pastore
MEETING DATE: July 19, 2006
SUBJECT: Resolution amending Council Policy 200-6[A], Library Card Applications, to allow for issuance of library cards to California residents showing identification and a valid library card from another California public library.

RECOMMENDATION:

Amend Council Policy 200-6[A], Library Card Applications, to allow for issuance of library cards to California residents showing identification and a valid library card from another California public library.

DISCUSSION:

Council Policy 200-6[A] (copy attached) describes the rules and regulations for obtaining a library card. The current policy, adopted in 1995 and amended in 1996, limits the issuance of free cards for non-city residents to persons living in Monterey, San Benito and Santa Cruz counties. By issuing cards to tri-county residents the Library is a participant in the State-funded Equal Access program which means for each item borrowed by a non-resident cardholder from the tri-county area, the library receives a financial reimbursement from the State. It recently has come to our attention that Pacific Grove is one of only eleven California public library jurisdictions not participating in the State-funded Universal Borrowing program which provides reimbursement each time an item is lent to a non-resident from any other public library jurisdiction in the state. It is not expected that there would be a great number of people from outside the tri-county area applying for cards.

Since Monterey Public Library has discontinued its non-resident fee as of July 1, 2006, there is an added incentive to participate in Universal Borrowing. Tri-county residents are now eligible for free cards from Monterey; therefore, we anticipate a somewhat negative impact on the number of cards we will issue to tri-county residents; therefore, the recommended action would help offset the decrease in State reimbursement because the library would be able to participate in both Universal Borrowing as well as Equal Access.

FISCAL IMPACT:

Minimal.

ATTACHMENTS:

Council Policy 200-6[A]
Resolution

RESPECTFULLY SUBMITTED:

Ellen G. Pastore
ACTING LIBRARY DIRECTOR

REVIEWED BY:

James J. Colangelo

Digitally signed: I have reviewed this document

James J. Colangelo
CITY MANAGER

CITY OF PACIFIC GROVE, CALIFORNIA

COUNCIL POLICY

SUBJECT	POLICY NO.	EFF. DATE	PAGE
LIBRARY CARD APPLICATIONS	200-6 [A]	2/7/96	1 of 2

General: Before checking out any library materials, the Library must have on file information about where the materials are located.

Operation: The Pacific Grove Public Library is a facility of the City, operated under the direction of the City Manager and his/her designated representative, the Library Director.

Purpose: The Library is responsible for the materials owned by the City and kept at the Library. These materials are public property ~~and must be accounted for~~ for which proper accounting and control must be maintained. Therefore, the following rules are established to provide the Library with the information needed to circulate these materials to citizens.

Rules and regulations:

1. Applications for library cards must be completed in ink by the applicant.
2. Verification of residence address is required, for example a valid California Driver's license, a utility bill, a rent receipt or lease agreement, a piece of mail or voter registration card.
3. Cards issued to minors under 14 years of age or below 9th grade must be signed by a parent or guardian.
4. ~~Non residents from outside Monterey, Santa Cruz and San Benito Counties may apply for a temporary card which is retained at the Library, to be used for a term of less than one month, for a charge as established in the current City Resolution on fees. In these cases, the local address as well as the permanent address is required.~~ Persons from outside Monterey, San Benito or Santa Cruz counties may apply for a card by showing a valid library card from another California public library along with a photo ID.
4. It is the responsibility of the borrower to present a valid library card (or apply for one) in order to check out library materials.
5. Library cards will be issued upon completion of the application and verification of residency. The library card may be used immediately. Library cards are not mailed nor are they retained by the Library, with the exception of cards for shut-in patrons. Cards left in the Library or in library materials will be held to be picked up by the patron.
6. It is the responsibility of the patron to notify the Library of changes of address in person with verification of current address. Telephone numbers may be changed in person or by phone.
7. Library cards are issued for a period of three years.

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8. Borrowing privileges may be lost by repeated misuse of materials or failure to observe library rules, and may be applied to a particular type of materials (i.e., videos, books, etc.) or to borrowing any materials. ~~Fines in excess of the maximum fine established by the City's current Fees Resolution must be paid before any additional materials may be checked out.~~ Any person owing library fines exceeding \$5.00 shall not be allowed to check out library materials until the total amount of fines remaining to be paid by that person is less than \$5.00.

Approved by Pacific Grove Library Board, April 11, 1995

Adopted by City Council Resolution #6-003, February 7, 1996

Approved by Pacific Grove Library Board, June 13, 2006

RESOLUTION NO. 6-

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING COUNCIL POLICY NO. 200-6(A) REGARDING
LIBRARY CARD APPLICATIONS**

**THE COUNCIL OF THE CITY OF PACIFIC GROVE DOES RESOLVE
AS FOLLOWS:**

SECTION 1: Council Policy No. 200-6(A) entitled "Library Card Applications," attached hereto and incorporated herein by this reference, is hereby adopted and approved as amended.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this 19th day of July 2006, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

DANIEL E. CORT, Mayor

ATTEST:

JAMES J. COLANGELO, City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney

