

DIRECT LOAN
BACKGROUND MATERIALS

CALIFORNIA LIBRARY SERVICES ACT (CLSA)
DIRECT LOAN REGULATIONS (EXCERPT) AND DEFINITIONS

The following are some of the more important regulations adopted by the CLSA Board with relation to Direct Loans. We feel this should clear up most of your standard daily questions. If you have any further questions, see Administrative Code, Title 5, Chapter 2, Article 6. Your headquarters should have a copy of this, or feel free to call us at the State Library CLSA Fiscal Office at (916) 651-0976 or the CLSA Program Office at (916) 653-7532.

Administrative Code Section 20204. Loans to Eligible Non-Resident Borrowers.

- (a) Public libraries participating in Direct Loan programs under this Act shall not charge any fee to non-residents for borrowing privileges.
- (b) Reserves and interlibrary loan requests shall be accepted by the participating public library under the same rules and policies applied to local residents
- (c) All procedures governing registration of borrowers shall apply equally to residents and non-residents.
- (d) All materials normally loaned by a participating public library are available for loan to non-residents under the same rules and policies applied to local residents.
- (e) All loan and return rules governing circulation apply equally to residents and non-residents. If overdue materials are returned to a library other than the library from which borrowed, fines may be paid to and retained by the library to which the return was made. Payments for lost or damaged material are payable to the lending library and are to be forwarded by the library to which payment is made.
- (f) Special loan privileges extended by the participating public library to teachers and other groups within its jurisdiction need not be extended beyond the jurisdiction.

Direct Loan Definitions

Direct Loan: The circulation of a library material of any type which is collected by a library or the provision of a copy in lieu of loan of a library material to a California resident who is not a resident of the loaning jurisdiction.

- (a) **Limitations:** This definition places no limits on the type of material eligible for reimbursement. Any type of material a library will loan that will fulfill a user's request is eligible.

(b) Copies: A photocopy, microcopy, telefacsimile copy, tape copy, sent as a response to a specific request for an item, is eligible for reimbursement. In addition, a copy which is given as a response to a reference request in lieu of sending the journal, book, or master tape is also eligible for reimbursement.

(c) Pamphlets: Pamphlets and other ephemeral which are generally not fully catalogued nor individually charged out and controlled should be reimbursed, but the reimbursable transaction equals one charge-out function, no matter how many individual items are included in the single charge (i.e., if 25 pamphlets on sheep-raising are pulled from a subject file and charged as one check-out transaction, that constitutes one reimbursable transaction). Free informational pamphlets or brochures given as gifts with no expectation of return are not eligible for reimbursement.

CALIFORNIA LIBRARY SERVICES ACT
NOTES ON BORROWER RESIDENCY

1. Residency Definition: A library participating in CLSA Direct Loan programs cannot have a more restrictive definition of residency than is outlined in the excerpt from the regulations for these programs included below. A library may have a broader definition if it chooses, however.

Administrative Code Section 20203. Residency.

For purposes of this Article, each resident of the State shall be deemed to have a single legal residency, which shall entitle him/her to resident library services of the jurisdiction in which he/she resides, and such services shall not be reimbursable under this Article. In determining the place of residency, the following rules as excerpted from Government Code Section 244 shall be observed:

- (a) It is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which he or she returns in seasons of repose.
- (b) There can be only one residence.
- (c) A residence cannot be lost until another is gained.
- (d) The residence of the parent with whom an unmarried minor child maintains his or her place of abode is the residence of such unmarried minor child.

2. Determination of Borrower's Residency

- (a) From Borrower's Card: If the borrower has a library card indicating his home (i.e., resident) library jurisdiction, this can simply be recorded as the Borrower's Resident Library.

IMPORTANT NOTE: Libraries which issue residents of other jurisdictions a library card showing only the name of the issuing library and not that of the Borrower's Resident Library should consider changing this practice. If you have no distinction between a resident borrower's card and a non-resident borrower's card, your staff will have no way of knowing they are loaning to a non-resident and will not know to record the transaction for direct loan reimbursement calculations. In addition, if that non-resident **presents the card he received from your library** at any other library (including his own), the loan transaction would be charged as a resident of your library and will reduce your potential reimbursements.

Consequently, it is highly recommended that ALL CARDS YOU ISSUE TO

NON-RESIDENTS OF YOUR LIBRARY CLEARLY INDICATE THE PERSON'S HOME LIBRARY JURISDICTION. This can be in the form of a simple addition (written or typed) of the jurisdiction name to any form of card you wish to provide.

- (b) No Borrower' Card: If a non-resident wishing to borrow materials from your library does not have a public library card and you wish to include the transaction in your report of direct loans, you will need to establish the name of the "Borrower's Resident Library" (i.e., local library jurisdiction). In most cases, this is simply the name of the city in which the person resides. This is not true of cities served by a county library or contract library service.

We have developed a list which can be used to assist in determining the Borrower's Resident Library. This list is attached to these instructions. It may be copied and used as needed.

INSTRUCTIONS FOR COUNTY EXCLUSIONS LIST

For Direct Loan reporting, the list should help everyone to find out what library jurisdiction patrons belong to if the patron only knows his or her own residence and not the library jurisdiction.

Example: If in Butte County Library, a resident from Artesia requests a direct loan,

- (1) The Artesia resident does not have a library card, but Butte County Library chooses to issue him a non-resident borrower's card, loan him an item, and record the transaction for a Universal Borrowing reimbursement. Now you want to determine what library jurisdiction actually serves the borrower's home, so the Universal Borrowing transaction can be properly recorded.
- (2) Ask for patron's residence (i.e., home town).
- (3) Patron's response is Artesia, but he doesn't know the library jurisdiction.
- (4) Ask what county it is in.
- (5) Patron's response: Los Angeles County (most people know their county of residence).
- (6) Look at your exclusion list under Los Angeles County. You see that it is not an exclusion, so Artesia is part of the Los Angeles County Public Library, and the transaction should be recorded as a loan to a Los Angeles County Public Library borrower (or resident).
- (7) If you don't find a county listed on the County Exclusions List, it means all libraries in the county are part of the county library jurisdiction of that county and should be recorded as such.
- (8) Remember that the names on the list are cities and no branch names appear, so you must ask for and get the city and county of the borrower, not a specific library branch name.

Another example: If in Butte County Library, a resident from Fullerton requests a direct loan,

- (1) Ask for patron's residence.
- (2) Patron's response is Fullerton; doesn't know library jurisdiction.
- (3) Ask what county it is in.
- (4) Patron's response: Orange County

- (5) Look at your exclusion list under Orange County, and you see that it is an exclusion. That means Fullerton maintains its own public library and, therefore, the transaction should be recorded as a loan to a Fullerton Public Library borrower (or resident).

The whole idea of this list is to help with those libraries whose location we all sometimes forget. It has been created strictly to assist with recording direct loans and does not reflect any other purposes. If the list is useful to you, fine. If not, please give us any suggestions which might make it more helpful for you and/or don't use it, as you wish.

**California Library Services Act
Direct Loan Data Collection
County Exclusions**

All cities in each county are served by the county library except those listed on the County Exclusion List. If a county does not appear on this list, it means that no city in that county maintains library service separate from the county library services (i.e., there are no exclusions)

Los Angeles County (cont.)

1) <u>Alameda County</u>			
- Alameda City	M598	- Calabasas City	M918
- Berkeley	M607	- Cerritos	M618
- Hayward	M640	- Commerce City	M623
- Livermore	M654	- Covina	M626
- Oakland - serves Emeryville and Piedmont	M677	- Downey	M630
- Pleasanton	M930	- El Segundo	M633
- San Leandro	M713	- Glendale	M638
		- Glendora	M639
		- Hidden Hills	M658
		- Inglewood	M645
2) <u>Contra Costa County</u>		- Irwindale	M810
- Richmond	M698	- La Habra Heights	M658
		- Long Beach	M657
3) <u>Fresno County</u>		- Los Angeles City	M659
- Coalinga	M620	- Monrovia	M668
		- Monterey Park	M671
4) <u>Glenn County</u> served by		- Palmdale	M685
- Orland	M682	- Palos Verdes	M688
- Willows	M751	- Pasadena	M690
		- Pomona	M694
		- Rancho Palos Verdes L.D.	M688
		<u>serves:</u> Rolling Hills	
		Rolling Hills Estates	
5) <u>Imperial County</u>		Palos Verdes Estates	
- Brawley	M609	Rancho Palos Verdes	
- Calexico	M615	- Redondo Beach	M696
- El Centro	M631	- Crowell (San Marino)	M715
- Imperial City	M644	- Santa Clarita	M800
		- Santa Fe Springs	M724
		- Santa Monica	M726
		- Sierra Madre	M730
		- Signal Hill	M816
		- South Pasadena	M734
6) <u>Los Angeles County</u>		- Torrance	M742
- Alhambra	M599	- Vernon City	M811
- Altadena	M601	- Whittier	M750
- Arcadia	M604	-----	
- Azusa	M606	* - Industry	
- Beverly Hills	M608		
- Bradbury	M658		
- Burbank	M611		

* No library service to this city

7) Marin County

- Belvedere-Tiburon M900
 - Larkspur M651
 - Mill Valley M665
 - San Anselmo M703
 - San Rafael M718
 - Sausalito M728

8) Monterey County

- Carmel (HM) M617
 - Monterey City M670
 - Pacific Grove M684
 - Salinas M702

9) Napa County

- St. Helena M737

10) Orange County

- Anaheim M603
 - Buena Park M610
 - Fullerton M637
 - Huntington Beach M642
 - Mission Viejo M902
 - Newport Beach M676
 - Orange M681
 - Placentia M692
 - Santa Ana M719
 - Yorba Linda M754

11) Placer County

- Lincoln M653
 - Roseville M700

12) Riverside County

- Banning M817
 - Beaumont M812
 - Blythe M689
 - Corona M625
 - Hemet M641
 - Indian Wells M884
 - Moreno Valley M917
 - Murrieta M919
 - Palm Springs M686
 - Palo Verde Valley M689
 - Rancho Mirage M884
 - Ripley M689
 - Riverside City M699

13) Sacramento

- Folsom M874

14) San Benito County

- San Juan Bautista M712

15) San Bernardino County

- Colton M621
 - Ontario M679
 - Rancho Cucamonga M877
 - Redlands M815
 - San Bernardino City M706
 - Upland M747
 - Victorville M136

16) San Diego County

- Carlsbad M616
 - Chula Vista M619
 - Coronado M809
 - Escondido M634
 - National City M674
 - Oceanside M678
 - San Diego City M709

17) San Joaquin County

- Lodi M655

18) San Luis Obispo County

- Paso Robles M691

19) San Mateo County

- Burlingame M612
 - Daly City M627
 - Hillsborough served by
 Burlingame M612
 San Mateo M716
 - Menlo Park M663
 - Redwood City M697
 - San Bruno M707
 - San Mateo City M716
 - South San Francisco M735

20) Santa Barbara County served by

- Lompoc M656
 - Santa Barbara M720

- Santa Maria	M725
21) <u>Santa Clara County</u>	
- Los Gatos	M814
- Mountain View	M672
- Palo Alto	M687
- San Jose	M711
- Santa Clara City	M721
- Sunnyvale	M739
22) <u>Santa Cruz County</u>	
- Watsonville	M749
23) <u>Shasta Public Libraries</u>	M729
<u>serves:</u> Anderson	
Burney	
Redding	
Shasta	
24) <u>Sierra County</u> served by	
Plumas County	M693
25) <u>Solano County</u>	
- Benicia	M813
- Dixon	M629
26) <u>Tulare County</u>	
- Porterville	M695
- Tulare City	M745
27) <u>Ventura County</u>	
- Camarillo	M879
- Moorpark	M173
- Oxnard	M683
- Santa Paula	M727
- Thousand Oaks	M831
28) <u>Yolo County</u>	
- Woodland	M752

file: Budgets\TBR\DIR LOAN 8/2011

PUBLIC LIBRARY ABBREVIATIONS

Alameda County Library	M597	AlaC
Alameda Free Library	M598	Ala
Alhambra Civic Center Library	M599	Alh
Alpine County Library	M600	AlpC
Altadena Library District Library	M601	Alt
Amador County Library	M602	AmaC
Anaheim Public Library	M603	Ana
Arcadia Public Library	M604	Arc
Azusa City Library	M606	Azu
Banning Library District	M817	Ban
Beaumont Library District	M812	Beau
Belvedere-Tiburon Library	M900	BelT
Benicia Public Library	M813	Ben
Berkeley Public Library	M607	Berk
Beverly Hills Public Library	M608	Bev
Blanchard / Santa Paula Public Library District	M727	SPaul
Brawley Public Library	M609	Brw
Buena Park Library District	M610	Bpk
Burbank Public Library	M611	Bur
Burlingame Public Library	M612	Burl
Butte County Library	M613	ButtC
Calabasas City Library	M918	Calab
Calaveras County Library	M614	CalaC
(Calexico) Camarena Memorial Library	M615	Calx
Camarillo Public Library	M879	Caml
Carlsbad City Library	M616	Carl
(Carmel) Harrison Memorial Library	M617	HM
Cerritos Public Library	M618	Cerr
Chula Vista Public Library	M619	Chu
Coalinga-Huron USD Library District	M620	Coal
Colton Public Library	M621	Colt
Colusa County Free Library	M622	ColuC
Commerce Public Library	M623	Comm
Contra Costa County Library	M624	ConCosC
Corona Public Library	M625	Coro

Coronado Public Library	M809	Crnd
Covina Public Library	M626	Cov
Daly City Public Library	M627	Daly
Del Norte County Library	M628	DelNC
Dixon Public Library District	M629	Dix
Downey City Library	M630	Dow
El Centro Public Library	M631	ElCen
El Dorado County Library	M632	EIDC
El Segundo Public Library	M633	ELS
Escondido Public Library	M634	Esc
Folsom Public Library	M874	Fols
Fresno County Public Library	M636	FresC
Fullerton Public Library	M637	Full
Glendale Public Library	M638	Gdl
Glendora Library & Cultural Center	M639	Glendo
Hayward Public Library	M640	Hay
Hemet Public Library	M641	Hem
Humboldt County Library	M635	HumC
Huntington Beach Library	M642	HuntB
Imperial County Library	M643	ImpC
Imperial Public Library	M644	Imp
Inglewood Public Library	M645	Ing
Inyo County Free Library	M646	InyoC
Irwindale Public Library	M810	Irw
Kern County Library	M647	KernC
Kings County Library	M649	KingsC
Lake County Library	M650	LakeC
Larkspur Public Library	M651	Lark
Lassen Library District	M878	Lass
Lincoln Public Library	M653	Line
Livermore Public Library	M654	Liv
Lodi Public Library	M655	Lod
Lompoc Public Library	M656	Lomp
Long Beach Public Library	M657	LBch
County of Los Angeles Public Library	M658	LAC
Los Angeles Public Library	M659	LAPL
Los Gatos Public Library	M814	LG

Madera County Library	M660	MadC
Marin County Free Library	M661	MarinC
Mariposa County Library	M832	Marip
Mendocino County Library	M662	MendC
Menlo Park Public Library	M663	MenP
Merced County Library	M664	MerC
Mill Valley Public Library	M665	MilV
Mission Viejo Public Library	M902	MisV
Modoc County Library	M666	ModC
Mono County Free Library	M667	MonoC
Monrovia Public Library	M668	Mon
Monterey County Free Libraries	M669	MontCo
Monterey Public Library	M670	Mont
Monterey Park Bruggemeyer Library	M671	MontP
Moorpark City Library	M173	Moor
Moreno Valley Public Library	M917	MorV
Mountain View Public Library	M672	MtV
Murrieta Public Library	M919	Mur
Napa City-County Library	M673	NapaC
National City Public Library	M674	Nat
Nevada County Library	M675	NevC
Newport Beach Public Library	M676	NpB
Oakland Public Library	M677	Oak
Oceanside Public Library	M678	Ocns
Ontario City Library	M679	Ontr
Orange County (O C) Public Library	M680	OrgC
Orange Public Library	M681	Org
Orland Free Library	M682	Orlnd
Oxnard Public Library	M683	Oxn
Pacific Grove Public Library	M684	PG
Palmdale City Library	M685	Palm
Palm Springs Public Library	M686	PmS
Palo Alto City Library	M687	PA
Palo Verde Valley Library District	M689	PVV
Palos Verdes Library District	M688	PVP
Pasadena Public Library	M690	Pas
Paso Robles Public Library	M691	PasoR

Placentia Library District	M692	Plac
Placer County Library	M605	PlcrC
Pleasanton Public Library	M930	Plea
Plumas County Library	M693	PluC
Pomona Public Library	M694	Pom
Porterville Public Library	M695	Port
Rancho Cucamonga Public Library	M877	RnchC
Rancho Mirage Public Library	M884	RnchM
(Redlands) A.K. Smiley Public Library	M815	Redlds
Redondo Beach Public Library	M696	Red
Redwood City Public Library	M697	Redw
Richmond Public Library	M698	Rich
Riverside County Library System	M911	RivC
Riverside Public Library	M699	RivP
Roseville Public Library	M700	Rosv
Sacramento Public Library	M701	Sac
Salinas Public Library	M702	Sal
San Anselmo Public Library	M703	SnA
San Benito County Free Library	M704	SanBC
San Bernardino County Library	M705	SnBC
San Bernardino Public Library	M706	SnB
San Bruno Public Library	M707	SBru
San Diego County Library	M708	SnDC
San Diego Public Library	M709	SnD
San Francisco Public Library	M710	SFPL
San Jose Public Library	M711	SJ
San Juan Bautista City Library	M712	SJB
San Leandro Public Library	M713	SnL
San Luis Obispo City-County Library	M714	SnLOC
(San Marino) Crowell Public Library	M715	SMar
San Mateo County Library	M716	SMatC
San Mateo Public Library	M717-03	SMat
San Rafael Public Library	M718	SnR
Santa Ana Public Library	M719	StA
Santa Barbara Public Library	M720	StB
Santa Clara County Library	M722	StClC
Santa Clara City Library	M721	StCl
Santa Clarita Public Library	M800	StClrta

Santa Cruz Public Libraries	M723	SC
Santa Fe Springs City Library	M724	SFe
Santa Maria Public Library	M725	StM
Santa Monica Public Library	M726	SaM
Sausalito Public Library	M728	Saus
Shasta Public Libraries	M729	Shta
Sierra Madre Public Library	M730	SMD
Signal Hill Public Library	M816	Sig
Siskiyou County Public Library	M731	SiskC
Solano County Library	M732	SolC
Sonoma County Library	M733	SonC
South Pasadena Public Library	M734	SPas
South San Francisco Public Library	M735	SSF
St. Helena Public Library	M737	StHel
Stanislaus County Free Library	M736	StanisC
Stockton-San Joaquin County Public Library	M738	StocC
Sunnyvale Public Library	M739	Sun
Sutter County Library	M740	SutC
Tehama County Library	M741	TehC
Thousand Oaks Public Library	M831	ThOaks
Torrance Public Library	M742	Tor
Trinity County Library	M743	TrinC
Tulare County Free Library	M744	TulC
Tulare Public Library	M745	Tul
Tuolumne County Library	M746	TuolC
Upland Public Library	M747	Upl
Ventura County Library	M748	VentC
Vernon Public Library	M811	Vern
Victorville City Library	M136	Vic
Watsonville Public Library	M749	Wat
Whittier Public Library	M750	Whi
Willows Public Library	M751	Will
Woodland Public Library	M752	Wood
Yolo County Library	M753	YoloC
Yorba Linda Public Library	M754	Yrb
Yuba County Library	M755	Yub

**BLANK COPIES OF FORMS TO BE USED FOR ADDITIONAL
BORROWERS'S RESIDENT LIBRARIES, AS NEEDED.**