

## FINES AND FEES (AS OF JULY 1<sup>ST</sup>, 2023)

Replacement card /per card:	\$ 2.00
Interlibrary loan fee <sup>1</sup> :	\$ 5.00
Non-resident <sup>2</sup> card:	\$75.00/Year
Returned check fee:	\$50.00
Passport processing fee <sup>3</sup> :	\$35.00
Passport photo:	\$12.00
USB flash drive:	\$10.00
Headphones:	\$ 3.50
B&W copies and prints /per copy:	\$ 0.20
Color copies and prints /per copy:	\$ 1.00
Scanner use <sup>4</sup> /per session	\$ 1.00
Processing fee	\$10.00

A fee of \$1.00 per item will be charged for holds not picked up/not cancelled by the expiration date.

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

<sup>1</sup> - Per item if requested from outside the regional library system plus lender's charges, if applicable.

<sup>2</sup> - For borrowers from outside of Los Angeles, Orange and Ventura Counties.

<sup>3</sup> - Federally mandated by US Department of State.

<sup>4</sup> - USB flash drive required to use.



### 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. Anyone picking up items on your behalf is required to bring your library card.
- Your records are available to you at [www.bhpl.org](http://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

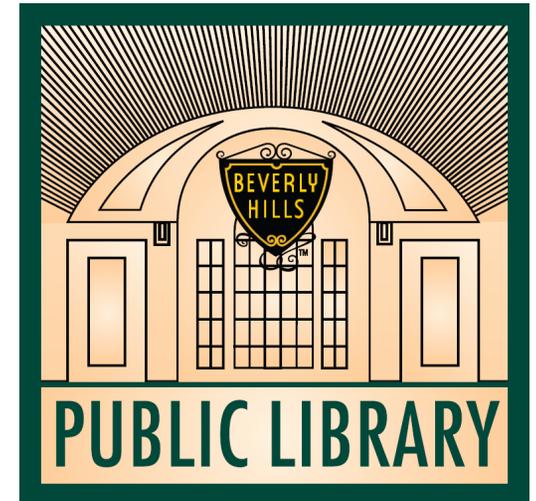
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Reference:	(310) 288-2244
Circulation:	(310) 288-2222
Passports:	(310) 288-2279
Renewal:	(310) 288-2223
Children's:	(310) 288-2211
Facility Rental:	(310) 288-2220
Literacy:	(310) 288-2207
Friends' Bookshop:	(310) 288-2209
Roxbury Book Nook:	(310) 285-6849
Donations:	(310) 288-2234

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[www.bhpl.org](http://www.bhpl.org)

# Welcome to the Beverly Hills Public Library



444 N. Rexford Dr.  
Beverly Hills, CA 90210



[www.bhpl.org](http://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](http://www.bhpl.org) under **Using My Library - My Account - Renew/Create an account**, and then create an account. To activate your account and receive your card, you will need to come in person and 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). A commercial address, mail drop, or PO Box will not be accepted for proof of residence.

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

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/stolen cards, or changes in contact information to the library immediately.

Library cards are renewed biannually on your birthday. You will be asked for a photo ID and proof of your current residence address at that time, with library card present.

## RESERVES

You may place a reserve request either by using our website ([www.bhpl.org](http://www.bhpl.org)) or by coming to the Customer Service desk.

A fee of \$1.00 per item will be charged for holds not picked up/not cancelled by the expiration date.

Holds can be cancelled online or by calling (310) 288-2222

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

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

## THE HOMEBOUND DELIVERY PROGRAM

The Homebound Delivery Program is also available for residents unable to come to the library due to temporary or permanent disability or illness. Please call (310) 288-2264 for information about eligibility and an application.

## CHECKOUT

A patron may have a total of 64 items checked out on their patron record at one time.

Adult Card	Loan Period.	Renewals
Books and Audio Books	28 days*	2
Designated New Books	28 days*	2
Media (CDs/DVDs/etc)	28 days	0
Youth Card		
Books and Audio Books	56 days*	2
Media & Devices	28 days	0

\*If an item is reserved by another patron the check out period is limited to two weeks.

## RENEWALS

You may renew books and audio books for 2 weeks from the date of renewal. The earliest an item may be renewed is 7 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 any items on reserve for another patron are not renewable.

You may renew borrowed materials by:

1. Using our online services found at: [www.bhpl.org](http://www.bhpl.org), under **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

To receive courtesy email reminders, please log in to your account and input your email address at [www.bhpl.org](http://www.bhpl.org) or call customer service at (310) 288-2222

## GENERAL INFORMATION

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

The library has Standards of Behavior visitors are expected to abide by. The Standards of Behavior can be viewed on our website, at [www.bhpl.org](http://www.bhpl.org), under "About Us" - "Library Policies & Reports"

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.

The library offers free wireless access to the Internet for any user with a wireless-enabled device. No password for the **City Guest** wireless network is necessary.

## PASSPORT INFORMATION

**If you have a travel emergency** and need to make an appointment at a Regional Passport Agency please call the National Passport Information Center to speak to a customer service representative. **1-877-4USA-PPT (1-877-487-2778)**

TDD/TTY: **1-888-874-7793** Telephone number for customers with telecommunication devices for the hearing impaired. This telephone number cannot be accessed by a standard touch tone or rotary dial phone.

## PASSPORT SERVICES

BHPL accepts passport applications on behalf of the U.S. Department of State for U.S. citizens only.

Passport services are provided by **appointment only**. All appointments can be scheduled on our website at [www.beverlyhills.org/passports](http://www.beverlyhills.org/passports).

Questions? Call (310) 288-2279

## LIBRARY PASSPORT SERVICES HOURS OF OPERATION:

Monday-Thursday: 10:00 am to 8:00 pm  
Friday-Saturday: 10:00 am to 5:00 pm  
Sunday: 12:00 noon to 5:00 pm

## WHAT TO BRING TO YOUR APPOINTMENT:

1. Proof of U.S. CITIZENSHIP
2. Proof of IDENTITY
3. Completed, unsigned DS-11 form (black ink only)
4. One CHECK or MONEY ORDER for passport fee to U.S. Department of State
5. Credit card, cash or check for facility fee
6. One recent COLOR passport PHOTO (may be done in our office)
7. **Other forms/documents may be required**; refer to [travel.state.gov](http://travel.state.gov) for information.