

Not only is caring for library materials in the interest of the community, it's the law.

## The Law

California Education

Code Section 19910: IT IS

AGAINST THE LAW TO

CUT, TEAR, WRITE IN,

MARK, DEFACE, BREAK

OR INJURE LIBRARY

PROPERTY. Any person

who commits such an act

shall be GUILTY of a

misdemeanor.



### Temporary Main Library

1324 Fifth Street

Santa Monica, CA 90401

(310) 458-8600

#### Hours:

Monday-Thursday 10 am - 9 pm

Friday and Saturday 10 am - 5:30 pm

Sunday 1 pm - 5 pm

### Montana Avenue Branch

1704 Montana Avenue

Santa Monica, CA 90403

(310) 829-7081

### Fairview Branch

2101 Ocean Park Boulevard

Santa Monica, CA 90405

(310) 450-0443

### Ocean Park Branch

2601 Main Street

Santa Monica, CA 90405

(310) 392-3804

#### Branch Hours:

Monday-Thursday 12 pm - 9 pm

Saturday 10 am - 5:30 pm

Closed Friday and Sunday



# Caring for Library Materials

Santa Monica  
Public Library



Library materials are provided for the benefit of all users. To maximize these benefits, Santa Monica Public Library asks that library patrons treat all library materials with care. Patrons are accountable for lost or damaged materials; therefore it is their responsibility to properly care for the materials checked out to them.

Proper care of books, magazines, audiotapes, CDs, videotapes, and DVDs begins in the library and extends to home and car use. The following guidelines are in place so that the library can offer a wide variety of materials, in good condition, to the community.

## Books and Periodicals

- Do not pull books from the shelf by the head cap, or top of the spine. Push the two adjoining books inward and remove the book by grasping the spine.

- If you need to make notes, use a separate paper or post-it. It is illegal to write in library books. Notations in margins, highlighting, and underlining distract other readers.
- Folding pages to mark one's place can cause breakage over time. Instead, utilize a free library bookmark.
- Teach children to handle books carefully; even very young children can handle pages gently and put books in a safe place where they will not be damaged.
- Be careful around food and drink which can cause stains and water damage.
- The use of rubber bands or paper clips is discouraged. Both can damage book pages; rubber bands tear pages and fragile covers; and paper clips rust.
- Be careful when using writing implements around library books; unintentional marks or ink stains can happen easily.



## Audiovisual Materials

- Handle AV materials carefully; avoid touching tape surfaces and handle CDs and DVDs with your fingers around the outer edge.
- Keep AV materials in their protective storage cases when not in use.
- Avoid placing cassettes and videos near magnetic fields found in speakers, TVs, computers, etc.
- Keep your playing equipment clean and demagnetize your tape heads every 24 hours of playing time.
- Minimize the time AV materials are in your car in order to prevent damage and theft.
- Please report problems with AV materials to library staff.