Caring for Library Materials

Library materials are provided for the benefit of all. To maximize these benefits, Santa Monica Public Library asks that library patrons treat library materials with care. Patrons are responsible for lost or damaged materials. The following guidelines are in place so that the library can offer a wide variety of materials, in good condition, to the community.

### Books & Periodicals

- Use a separate paper or post-it to make notes. 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, use 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.

- Food and drink can cause stains and physical damage.

- Rubber bands tear pages and fragile covers and paper clips rust.

- Unintentional marks or ink stains can happen easily.

### Audiovisual Materials

- Handle CDs and DVDs with your fingers around the outer edge.

- Keep AV materials in their protective storage cases when not in use.

- Minimize the time AV materials are in your car to prevent damage and theft.

- Report problems with AV materials to library staff.

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