

The San Antonio Public Library

provides equal and open access to books, information, and technology resources to promote a lifetime of reading and learning, and to contribute to the enjoyment, enlightenment, and economic vitality of our diverse and dynamic community.

Checking Out Materials

A current San Antonio Public Library card is needed to check out materials. Library cards must be renewed every two years. Bring a current photo ID and proof of residence to replace or renew your card. If you lose your Library card, report the lost card immediately. Library patrons are responsible for all items borrowed. Parents and guardians are responsible for items checked out on their children's cards.

Check-Out Limits

Patrons may have a maximum of 50 items checked out at any one time, unless otherwise noted.

Books & Magazines

Adults, teen and children's hardbacks and paperbacks – 50 items per card

DVDs & Music CDs

5 DVDs per card / 10 CDs per card

Books on CD & Read-Alongs

10 items per card

Holds

You may place up to 25 items on hold. In order to pick up a hold item, patrons must present the library card in the name of the person who placed the hold. A maximum of 10 Interlibrary Loan items may be requested. These count toward the 25 item hold limit. Express Collection items may not be placed on hold.

Loan Periods

- 3 weeks for books, audiobooks, CDs, magazines & DVDs (excluding Express Collection DVDs)
- 3 weeks for Interlibrary Loan items
- Express Collection items:
 - 3 weeks for books
 - 1 week for DVDs

Overdue Fines

Keep your checkout receipt. It shows the date due for return or renewal. All Library materials may be returned in the bookdrop at any Library.

Adult books (including paperbacks), magazines, music CDs & audiobooks \$0.35

per day per item / \$10.00 max. per item

Children's & teen books (including paperbacks), magazines, music CDs & audiobooks \$0.15

per day per item / \$6.00 max. per item

DVDs \$2.00 per day per item / \$10.00 max. per item

Laptops (in-library use only) \$25.00/hr

Interlibrary Loan rates \$0.35 per day, per item

Notices are sent when materials are seven days overdue. The checkout receipt is considered as a first notification. Patrons are responsible for updating the Library with current contact information.

Patrons may accrue up to \$15.00 in overdue fines before borrowing privileges are suspended. Donated items are not accepted in lieu of fines.

Renewals

- Your account must be in good standing
- The items must not be on hold for other patrons
- Books, audiobooks, DVDs, CDs & magazines may be renewed for two additional loan periods
- Interlibrary Loan and Express Collection items cannot be renewed
- Items should be renewed prior to the due date to avoid late fees

How to renew items Bring the items into any Library, renew at mysapl.org, or call 210.207.6121 (toll-free 866.432.8950). To renew items by telephone or online, you must have your Library card account number and the barcode for each item to be renewed.

Browse our digital downloads for eBooks, audiobooks & videos at mysapl.org/digital!

These items check themselves in, so there are no overdue fines, and you can check them out even if you have fines or fees on your card.

Lost or Damaged Items

Patrons will be charged the full replacement cost of item plus a non-refundable processing fee of \$5.00. Damaged items may be charged at up to 100% of the replacement cost plus a non-refundable processing fee of \$5.00.

Exact replacements for lost or damaged items may be accepted in lieu of full replacement cost. The non-refundable processing fee of \$5.00 will still be charged. Please ask staff for details.

Homebound Service

If patrons are unable to visit a Library due to physical disabilities, they are eligible to apply for Homebound User cards (call 210.207.2500). Homebound Users may be required to submit certification of their disability or homebound status. This service is available only to residents of Bexar County. If you are no longer homebound, please let Library staff know during your next visit.

Borrowers Outside of Bexar County

Persons who reside outside of Bexar County, but who can prove ownership of property within Bexar County, are eligible for cards without charge, upon presentation of appropriate identification and property tax records.

City of San Antonio employees with current identification who reside outside the county are eligible for a card without charge.

Persons who reside outside of Bexar County may purchase cards at a charge of \$200 per year per card, or for a three-month period for a charge of \$60 per card. Appropriate identification will be required. Persons residing outside of the county may also look into the TexShare Card Program as an option. Please ask staff for details.

TexShare Card Program

The San Antonio Public Library is a participating member of the TexShare Card Program. Please inquire at any location or call 210.207.2500 for more information.

Visit us online at mysapl.org

Materials & Fee Recovery Program

If a patron's account reaches a balance of \$25.00 or more with no payment activity in 60 days, Unique Management Services will contact the borrower to request the return of the overdue materials and payment of all outstanding charges. A service charge of \$10.00 is added to the account when referred.

Interlibrary Loan

The Interlibrary Loan Service (ILL) allows San Antonio Public Library cardholders to request many items not available in the Library catalog. ILL is a free service for patrons with a valid Library card in good standing. Requests are limited to print materials, audiobooks, informational films, and microfilm.

Library Services & Resources

In addition to books and media in the Libraries, we offer many other resources and services. For more information, please visit mysapl.org.



Career Center (*tutor.com*)

Online job search & résumé assistance



Jobs & Small Business Center at Central

Help with résumés & business research



Online Homework Help (*tutor.com*)

Tutoring in writing, math, English & science



Dial-A-Story 210.207.4466

Hear a new story every week (English & Spanish)



Online Software Tutorials from *Learning Express*

Learn Word, Excel, and more, online 24/7



Texana/Genealogy at Central

Resources for genealogical research



Digital Collection (mysapl.org/digital)

eBooks, audiobooks & movies



Public Computers

Wi-Fi and printing are also available



MySAPL app for Android & iPhone

Download it for faster access & cool features

Central Library*	600 Soledad Street 78205	210.207.2500	Mon. - Thur. 9 am - 9 pm Fri. & Sat. 9 am - 5 pm Sun. 11 am - 5 pm
Texana/Genealogy at Central	600 Soledad Street 78205	210.207.2500	Sun. - Mon. closed Tue. & Thur. 12 - 8 pm Wed., Fri. & Sat. 9 am - 5 pm
Bazan Branch Library	2200 W. Commerce Street 78207	210.207.9160	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Brook Hollow Branch Library	530 Heimer Road 78232	210.207.9030	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Carver Branch Library	3350 E. Commerce Street 78220	210.207.9180	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Cody Branch Library	11441 Vance Jackson Road 78230	210.207.9100	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Collins Garden Branch Library	200 N. Park 78204	210.207.9120	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Cortez Branch Library	2803 Hunter Boulevard 78224	210.207.9130	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Encino Branch Library	2515 East Evans Road 78259	210.207.9250	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Forest Hills Branch Library	5245 Ingram Road 78228	210.207.9230	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Great Northwest Branch Library	9050 Wellwood Street 78250	210.207.9210	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Guerra Branch Library	7978 Military Drive West 78227	210.207.9070	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Igo Branch Library	13330 Kyle Seale Parkway 78249	210.207.9080	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Johnston Branch Library	6307 Sun Valley Drive 78227	210.207.9240	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Landa Branch Library	233 Bushnell Avenue 78212	210.207.9090	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Las Palmas Branch Library	515 Castroville Road 78237	210.207.9200	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Maverick Branch Library	8700 Mystic Park 78254	210.207.9060	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
McCreless Branch Library	1023 Ada Street 78223	210.207.9170	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Memorial Branch Library	3222 Culebra Road 78228	210.207.9140	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Mission Branch Library	3134 Roosevelt Avenue 78214	210.207.2704	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Pan American Branch Library	1122 W. Pyron Avenue 78221	210.207.9150	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Parman Branch Library	20735 Wilderness Oak 78258	210.207.2703	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Potranco Branch Library	8765 State Hwy. 151 78245	210.207.9280	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Pruitt at Roosevelt High School	5110 Walzem Road 78218	210.650.1122	Mon., Fri., Sat., Sun. 10 am - 6 pm Tue., Wed. & Thur. 12 - 8 pm
San Pedro Branch Library**	1315 San Pedro Avenue 78212	210.207.9050	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Schaefer Branch Library	6322 US Hwy. 87 East 78222	210.207.9300	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
Semmes Branch Library	15060 Judson Road 78247	210.207.9110	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Thousand Oaks Branch Library	4618 Thousand Oaks Drive 78233	210.207.9190	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm
The Tobin Library at Oakwell	4134 Harry Wurzbach Road 78209	210.207.9040	Mon., Wed., Fri., Sat., Sun. 10 am - 6 pm Tue. & Thur. 12 - 8 pm
Westfall Branch Library	6111 Rosedale Court 78201	210.207.9220	Mon. & Wed. 12 - 8 pm Tue., Thur., Fri., Sat., Sun. 10 am - 6 pm

*3 hours free parking at Central Library Garage

**only metered (pay) street parking is available at San Pedro; free parking after 6 pm and on weekends

Our Library Partners The Friends of the San Antonio Public Library (friendsofsapl.org) promote use of the Library, appreciation of its value as a cultural and educational asset to the community, and encourage the extension and improvement of Library services.

The San Antonio Public Library Foundation (saplf.org) supports the Library and increases awareness and use through financial support and special programming, enhancing the community's appreciation and utilization.

Our Mission The San Antonio Public Library changes lives through the transformative power of information, imagination, and ideas.

revised 2/2017



welcome

take advantage of all our materials, services and resources with your Library card

mysapl.org



mysapl



Download the MySAPL app for faster access and cool features