

**Subject:** [External Message Added] City of Santa Clara public records request #20-42  
**Date:** Tuesday, February 4, 2020 at 5:21:41 PM Pacific Standard Time  
**From:** City of Santa Clara Public Records  
**To:** Bree Norlander

-- Attach a non-image file and/or reply ABOVE THIS LINE with a message, and it will be sent to staff on this request. --

## City of Santa Clara Public Records

**Hi there**

A message was sent to you regarding record request #20-42:

Dear Bree:

The City of Santa Clara acknowledges receipt and pursuant to the California Public Record Act, provides this response to your request.

The City has released responsive documents pursuant to the California Public Records Act and are available for download through the [SantaClara.NextRequest.com](https://SantaClara.NextRequest.com) portal.

Please note the following:

1. Total physical item circulation (delineated by first time check-outs versus renewals) - **The library does not capture first time checkouts vs renewals)**
3. Total circulation Electronic Content Use - **The library does not collect electronic content use (ie database retrievals)**
5. Lost library items aggregated monthly for 2015, 2016, 2017, 2018, and 2019 - **The Library does not collect aggregated**

**monthly or yearly data on Lost Library items.**

6. Patron circulation records including material due dates and material return dates for 2015, 2016, 2017, 2018, and 2019. If possible, please provide these as hashed (de-identified but with unique key per patron) - **The Library does not retain historical circulation records and patron borrowing history is elective**

7. Annual itemized library budget 2015, 2016, 2017, 2018, and 2019 including any donations made to the library. Please provide a record of donations collected aggregated monthly for these years. Please also provide a description of how donations are solicited. - **Donations are not handled by the Library and the Library's Foundation & Friends collect and solicit donations through book sales, fundraising events, email, web, and mail solicitations.**

9. The current library policy on fines and fees and the date this policy took effect as well as dates of changes to the policy between 2015 and today. - **Attached is the current policy on fine and fees.** <https://www.sclibrary.org/services/library-cards/lending-guidelines>

**This policy took effect 16-17 Municipal fee schedules dating back to Fiscal year 15/16 can be found online**  
<https://www.santaclaraca.gov/our-city/departments-a-f/finance>

Sincerely,

Simrat

City Clerk's Office

**View Request 20-42**

<http://santaclara.nextrequest.com/requests/20-42>



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*The All in One Records Requests Platform*

*Questions about your request? Reply to this email or sign in to contact staff at City of Santa Clara.*

*Technical support: See our [help page](#)*