

Sanibel Public Library District

Circulation Policy

All patrons with a current Sanibel Public Library card can borrow materials.

- Library Card or valid Photo ID must be presented to check out materials.
- Patrons accept full responsibility for the materials they borrow.
 - Fees remain the responsibility of the account holder, even if the card is loaned to another individual.
- Please notify the Sanibel Public Library in the event your card is lost or stolen, so the account can be suspended until a replacement card is issued.

Resident Library Cards

Library cards are free for Sanibel Residents and provide access to all of our services.

- Individuals 16 years of age and older may register for a library card by presenting a valid Photo ID and proof of residency at the main desk.
 - Proof of residency includes any of the following with patron name and current Sanibel address:
 - Driver's License or Photo ID
 - Voter registration card
 - Mortgage document
 - Vehicle Registration
 - Proof of timeshare ownership
 - Utility bill (postmarked within 90 days)
 - Standard lease agreement
 - Proof of Internship (Card will be valid through the internship period.)
- Those 15 years of age or younger may sign up for a youth library card if they are present with their parent/guardian who has a SPL account. The parent/guardian accepts full responsibility for any materials checked out to the youth account.
- Library cards must be renewed every three (3) years from the date of issue, so patron information remains current.
- Expired library accounts are periodically deleted after three (3) years of inactivity.

Visitor Library Cards

Visitor cards are available for a \$10.00 fee for one (1) year of service from the date of issue.

- Individuals 16 years of age or older may register for a visitor card by presenting a valid Photo ID and paying the visitor card fee.
- Visitor cards provide access to our physical materials and digital resources.

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Loan Period

Loan policies balance informational needs with Sanibel Public Library's obligation to make materials widely available to multiple users.

- Materials will automatically renew twice unless they are on hold for another account.
 - NEW materials are limited to one automatic renewal.
- Library materials will not be due on days when the Library is closed.

Material	Check Out Period	Automatic Renewals
Books	21 days	2
CD Books	21 days	2
DVD TV Series	14 days	2
DVD Films	7 days	2
Kits	Varies	Varies
NEW Materials	Varies	1

Reserves

Holds may be placed on any circulating item in our catalog.

- Items on hold will be held for seven (7) calendar days.
- Account holders may pick up items on hold at the main desk with their library card or photo ID.

Limits

Up to thirty (30) items may be checked out per card. Certain collections have specific limits.
Up to twenty (20) holds may be placed per card.

Fines and Fees

Accounts with a balance of \$20.00 or more will be unable to check out or renew materials until resolved. The Library charges overdue fines for all general materials. Replacement costs for damages or lost items reflect the Library's cost for the item. The Library is unable to accept replacement copies for damaged or lost items. Fines may be paid with cash, check, or credit card at the main desk.

For more information refer to our [Fines and Fees Policy](#).

Library Policy
Sanibel Public Library District Board of Commissioners
Adopted December 18, 2025