Welcome to the San Antonio Public Library. We’re happy to have you here! Let’s get started.

Checking Out Materials
- You can check out materials, use a computer and access our digital collection with your card.
- You may have a maximum of 50 physical items checked out at any one time.
- DVDs - 10 per card
- Vinyl Records - 10 per card
- You may also have 25 digital items checked out at any one time.
- Forget your card at home? You can use a photo ID.
- You’re responsible for all items borrowed, so if you lose your Library card, let us know.
- You’re responsible for items checked out on your children’s cards.
- Renew your card every five years with a current photo ID and proof of residence.

Holds
Is the item you want already checked out or not available at your Library location? Put it on hold, and when it’s available, we’ll send it to the Library location of your choice. You can hold up to 50 physical items plus 20 digital items. Holds can be placed over the phone, online, in person or via our mySAPL app. We’ll contact you when holds are ready.

Loan Periods, Renewing & Returning
You can keep library items for 3 weeks. The only exception is Express Collection DVDs, which can be kept for 7 days.

Need more time?
Books, audiobooks, DVDs, CDs, vinyl records & magazines may be renewed for additional loan periods.
- Renew before the due date to avoid fines
- The item can’t be renewed if it’s on hold for someone else

How to renew items: Renew at mysapl.org, bring the items into any Library or call 210.207.6121 (toll-free 866.432.8950). To renew items by phone or online, have your Library card account number handy.

All Library materials (except for vinyl records) may be returned in the book drop at any Library. We’ll email you courtesy reminders along the way to remind you to renew or return your items to help you avoid fines. If items become overdue, a notice will be emailed after 7 days.

Print, Copy, Fax & Scan Fees
- Copy or Print - Black & White
  8.5” x 11” | 8.5” x 14” | 11” x 17”...........$0.20 / side
- Copy or Print - Color
  8.5” x 11” | 8.5” x 14”............................................ $1.00 / side
- 11” x 17” ..............................................................$2.00 / side
- No refunds are available for these services. Fax and scan services are available at limited locations.

Express Collection
Express Collections are made up of popular books and media titles that are currently in high demand. They can be checked out just like other items, but can’t be placed on hold or renewed, so they’re more likely to be available when you want them. Books can be checked out for 3 weeks and DVDs for 7 days.

Homebound Service
If you are unable to visit a Library due to a physical disability, you may be eligible to apply for a Homebound User card (call 210.207.2500).

Outside Bexar County
The San Antonio Public Library is a participating member of the TexShare Card Program. If you live outside of Bexar County, membership options are available for a fee.

Interlibrary Loan
The Interlibrary Loan Service (ILL) allows San Antonio Public Library cardholders to request items not available in the Library collection. ILL is a free service for patrons with a current Library card. Requests are limited to print materials, audiobooks, informational films, and microfilm. A maximum of 10 Interlibrary Loan items may be requested. These count toward the 50 item limit on holds.

Late, Lost or Damaged Items

Late Fines
- Items for adults: books, magazines, music & audiobook CDs
  - $0.35 per day per item
  - $10.00 max. per item
- Items for children & teens: books, magazines, music & audiobook CDs
  - Currently no late fees on youth materials through 9/30/20
  - Lost or damaged item fees still apply
- DVDs
  - $2.00 per day per item
  - $10.00 max. per item
- Laptops
  - $25.00/hr (in-library use only)
- Interlibrary Loan
  - $0.35 per day per item

If you owe $50.00 or more in overdue fines, you can’t check out or renew physical items, but you can still check out digital items, such as eBooks, eAudiobooks, digital magazines, and streaming video. Payment plans are an option.

Lost or Damaged Items
Can’t find that book? If an item is more than 21 days overdue, you’ll be billed the full replacement cost of the item plus a non-refundable processing fee of $5.00. If the item is lost or damaged, you will owe the replacement cost (plus the nonrefundable $5.00 processing fee). For information on providing an exact replacement for a damaged item, please visit a Library location or call 210.207.2500.

Items & Fine Recovery Program
If your account reaches a balance of $60.00 or more with no payment activity in 60 days, Unique Management Services will contact you to request the return of the overdue items and payment of all outstanding fines. A nonrefundable service fee of $10.00 will be charged.

Don’t forget that you can register to vote at any Library location!