San Diego Circuit FAQs

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What is the San Diego Circuit?
The San Diego Circuit is a service designed to allow library users from participating libraries to quickly borrow books from other San Diego Circuit libraries if the books are not owned by their home library or if their library's copy is already checked out. Similar to placing a request in our catalog, these books will be shipped to your local SDPL branch.

Who is the San Diego Circuit?
San Diego Public Library
University of California, San Diego
San Diego State University
University of San Diego
California State University San Marcos
San Diego County Library

What do I need to use it?
- An SDPL library card in good standing and PIN.
- Internet access from outside the library, or, a Catalog computer from inside the library.

What is a PIN?
PIN is an acronym for Personal Identification Number. Simply speaking it is your password. Patrons who have not already created their own PIN may have had their PIN set as the last 4 digits of their phone number listed when they applied for their library card. If you are unable to login or cannot remember your PIN, speak with someone at the front desk or call any branch for assistance.
**How do I access and use the Circuit?**

Simply search SDPL's Catalog for the book you need, if the book is not owned by SDPL or checked out, click on the "Show Results" icon on the results page. If the item is available from another Circuit library, request it online in the Circuit catalog and have it delivered to the SDPL Library of your choice. Inside Circuit, click on the title you want, and click the link called "REQUEST THIS ITEM." When you are asked to enter your name, use your name as it appears in your account.

**What materials are available using the San Diego Circuit?**

Books listed as "Available" in the San Diego Circuit are available for borrowing.

**How long does a San Diego Circuit request take?**

In most instances, items will be received at your library within 1-3 days. NOTE: Weekends, holidays and closed days may affect the delivery schedule.

**What happens after I place the request?**

You will be notified by USPS mail or email when the book is ready for you to pick up. We encourage you to use email notification. You can follow the progress of your request by logging into your San Diego Circuit account. See "How can I view my San Diego Circuit Account information" below.

**How long can San Diego Circuit items be kept?**

28 days. Renewals are possible if a university customer is not waiting for the book. In rare circumstances, the university may also recall the book during your loan period.

**How do I return borrowed Circuit Items?**

Return the borrowed Circuit book to the library where you checked it out. To ensure that you're not assessed overdue or lost fines/fees, **please do not place it in the book drop.** Ask Staff to check it in as Circuit material.

**What are the overdue fines and replacement costs for San Diego Circuit items?**

See more information about San Diego Public Library [Circuit Fines](#).

**How many San Diego Circuit requests and check-outs can be made?**

The maximum number of requests and checked out items allowed at any given time is 20. NOTE: Items returned to your library will count against this limit until they are received at the owning library.

**How can I view my San Diego Circuit Account information?**

You can log-in to view your San Diego Circuit account by clicking [here](#). To log in to your account, use the first name **exactly** as it appears in your SDPL account.

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**Please Login**

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