

County Library

777 Arnold Drive, Suite 210
Martinez, California 94553
(925) 608-7700
FAX (925) 608-7761

Contra Costa County

Alison McKee
County Librarian



March 25, 2026

Matt Rodriguez, City Manager
1000 Gateway Ave
San Pablo, CA 94806

Re: Self-Service Sundays at the San Pablo Library

Dear Mr. Rodriguez,

Contra Costa County Library is implementing a new program known as Self-Service Sundays. The program is being funded by the County at six library locations evenly distributed throughout the county. Cities not chosen as one of the six county-funded Self-Service Sunday sites, may reimburse the County for the full costs of implementing and operating Self-Service Sundays. The goal is to permit as many county residents as possible to access library resources and space outside of normal staffed operating hours. In brief, the program provides:

- Access to selected libraries for county residents who complete and return to the Library a Self-Service Sunday User Agreement, a copy of which is attached as Attachment A.
- Access to holds, self-checkout machines, collections, WiFi, and space for quiet study.
- A security guard that patrols the interior and exterior of the building.
- Typically, five open hours. Usually between 12:00 p.m. and 5:00 p.m.

If the City of San Pablo elects to participate, there will be no cost to the City. The terms of the City's participation are described in Attachment B.

If you determine that the terms are acceptable, please indicate by signing and returning Attachment B to me. If you have any questions, please do not hesitate to let me know.

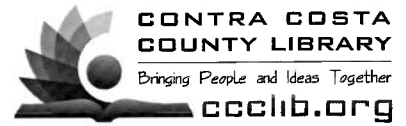
Sincerely,

A handwritten signature in black ink that reads "Alison McKee".

Alison McKee

Cc: Greg Dwyer, Director of Community Services

Self-Service Sunday User Agreement



The Self-Service Sunday program provides access to the library outside of normal, staffed operating hours. The program provides access to holds, self-checkout machines, collections, the Library's Wi-Fi, and space for quiet study. Access to the library under this program is available to patrons who agree to the terms set forth below. Self-Service Sunday hours are subject to change. Access to the library through the Self-Service Sunday program is not available on observed holidays.

For your information:

- Self-Service Sunday hours are unstaffed, which may expose patrons to a greater risk of personal injury.
- During Self-Service Sundays, public phones are not available; patrons are encouraged to carry their own cell phone while in the library.
- During Self-Service Sundays, there is no access to community rooms, study rooms or staff areas.
- Some areas of the interior and exterior of the library may be monitored by security cameras.
- To qualify for library access under this program, a patron must (i) be age 13 or older, (ii) have a current library card in good standing, (iii) not been suspended from the Library within the past 12 months, and (iv) agree to the terms of this agreement.

The patron signing below agrees:

- To watch an online orientation prior to being approved for Self-Service Sunday library access.
- To exercise reasonable care and accept responsibility for using library equipment and resources.
- To check out all materials borrowed from the library using a self-check machine.
- To report any issues encountered to library staff or the security guards as soon as practical.
- To abide by all library policies and procedures, including those listed at cclib.org/policies.
- That their Self-Service Sunday access is not transferable and may not be shared with unapproved users, except that adults who are approved users may bring minors with them who are not approved users.
- That any minors who are not approved users must be accompanied and supervised by an approved adult at all times.
- To comply with announcements and directions from library staff, security, other agents of the County, or the public address system.
- To remain out of areas designated as off-limits, such as staff areas, community rooms, and study rooms.
- To not admit any adult into the library who is not an approved user under this program.
- Not to sue Contra Costa County, its board members, officers, employees or agents (the Released Parties), for any personal injury sustained, or any loss or damage to property, that arises out of the use of Self-Service Sunday access, and to hold the Released Parties harmless from all costs, claims, liabilities and suits arising out of the use of Self-Service Sunday access.

Violations of library policies or refusal to leave the library if asked during Self-Service Sundays hours may result in suspension of Self-Service Sunday privileges or other library privileges.

I have read and understand all of the statements above and I agree to abide by these terms and conditions of use. I understand that this agreement is a full release of all liability and sign on my own free will.

Date: _____

Patron Email: _____

Patron Phone: _____

Library Card No: _____

Signature of Patron

Signature of Parent/Guardian
if Patron under age 18

Staff Use Only:

Staff Initials: _____

Approved Date: _____

PIT: _____

Updated: _____

*Once completed, scan and load the Agreement to designated folder.

ATTACHMENT B

County responsibilities:

1. Fund, procure, and install computer hardware and software necessary for Self-Service Sundays.
2. Fund and implement any minor building modifications necessary for Self-Service Sundays.
3. Fund, procure, and manage security guard services for Self-Service Sundays.
4. Work collaboratively with city staff to plan and implement Self-Service Sundays.

City responsibilities:

1. Work collaboratively with County staff to plan and implement Self-Service Sundays.

AGREED AND ACCEPTED
CITY OF SAN PABLO

By: _____
Name
Title

Date Signed