

CIRCULATION SERVICES POLICIES FOR ST. JOHNS PUBLIC LIBRARY

CIRCULATION

Patrons may check out up to 10 items per card. The selection may include, but not exceed 4 new books, 4 books total on the same subject or by the same author, 2 DVD's, 3 Audio books or Playaways, 3 music CD's, or 4 Magazines.

Lending periods for various items are as follows:

Books - 2 weeks

Audio books - including Playaways, and CD's - 2 weeks

Magazines - 1 week

DVD's - 2 days (DVD's with multiple discs may be checked out for 7 days)

Games (Wii, X-Box and PS3) - 1 week

Items may be renewed twice. Items must be returned to the same library branch from which they were checked out. **New and reserved items may not be renewed.**

New items are to remain on the "new" shelf for 3 months.

Library staff has the right to limit the number and type of items that a patron borrows if the patron has a history of losing, damaging, or being irresponsible with books or other materials in any way.

LIBRARY CARDS

Initial library cards are free to residents of Apache County who present a current picture ID and proof of residency. Charges for replacement cards will be as follows: second and third cards \$1.00; four or more cards \$3.00. There will be no charge for weather or normal wear damaged cards. Cards damaged because of misuse and mishandling will be replaced using the fee scale described above.

Apache County Library's Definition of an Apache County Resident:

Anyone who owns property, works, lives, or attends school in Apache County is considered a resident.

Acceptable proof of residency includes the following items bearing the applicant's name:

- Assessor or tax records
- Driver's License with an Apache County address
- State ID card with an Apache County address
- Land lease agreement or rental contract
- Mail showing an Apache County address or P.O. Box
- Work or school ID
- Voter registration card
- Utility bill or check with applicant's name and address
- Rent receipt
- Letter of verification from a property owning landlord in Apache County
- Letter of verification from an Apache County property owner confirming the applicant is living on the owner's property.

Minors applying for a card must have a parent or legal guardian who possesses one of the forms of proof listed above.

Visitors to the Apache County Library District

All other persons wishing to borrow items from the library are considered visitors and must apply for a temporary card. Photo identification and proof of current address are required. The temporary card will be valid for no more than 30 days. When the initial validation period expires, visitors may request extensions at the branch from which they were issued their cards.

Visitors have access to library computers, copying, scanning, and faxing services, print materials available for check out, and branch view and return sections. A maximum of three print items may be checked out at one time. The selection may include but not exceed two magazines or three books, only one of which can be a new book. We have a selection of paperbacks that may be borrowed, or exchanged, without a due date.

A parent or legal guardian must be present at the library to register children under 18 for a temporary card and/or for permission to use the computers. A signed release for a visiting minor's use of library computers is valid for the life of the temporary card. It must be renewed if the temporary card is extended.

PHONE CALLS

The library phones are for business purposes only. Patrons may not receive personal phone calls at the library. In the event of an emergency, we will relay a message to the patron, providing they are in the library.

There is no cell phone use in the library. We request that you turn your cell phone ringer off while in the library and take any necessary phone calls in the foyer or outside the library.

INTRA/INTERLIBRARY LOANS

Intralibrary - St. Johns patrons may request and/or borrow a maximum of 6 intralibrary loans. New items will be loaned after three months, unless the item is on a waiting list. Eligible items may be loaned for four weeks with allowance for one renewal. A library card is required to check out intralibrary (in-county) loan materials. Overdue fees apply as stated in the overdue penalties and fees section below. A library card is required to check out intralibrary loan materials.

Interlibrary - St. Johns patrons may request and/or borrow a maximum of 6 interlibrary loan items at one time. Patrons are responsible for returning loaned items to the library at the designated time at the front desk. A library card is required to check out interlibrary loan materials. The patron must also sign out and sign in all interlibrary loan materials.

If a patron requests an interlibrary loan, and does not pick up the item, the library reserves the right to suspend the patron's interlibrary loaning privileges.

If a patron loses an item, the amount of the item will be charged to the patron's account, along with a \$5.00 processing fee and the \$1.00 late fee. If a patron is consistently late in returning Inter or Intra

library loan materials, the library reserves the right to suspend the patron's interlibrary loaning privileges.

OVERDUE PENALTIES AND FEES

Late items have a 2 day grace period. Items returned within that grace period will not be charged an overdue fine. Items returned after the grace period will be charged at a rate of 5 cents per day, per item, from the date due to the date returned. The maximum fee is \$1.00 per item. Holidays and days the library is closed are excluded. Library cards with overdue fees more than \$1.00 will be suspended until fees are paid in full.

Public computer privileges will be suspended for patrons owing fees of any amount.

LOST ITEMS

An item is deemed lost if it is reported as such by the patron, or if the item is not returned to the library 30 days after its due date. Patrons are responsible for paying the current list price on lost items. Once the patron pays for the lost item, and it is discarded and replaced by the library, the transaction is finished. If the patron finds the lost item after reimbursing the library, there is no refund and the item in question becomes the property of the patron.

The patron has the option of purchasing a replacement copy. However, the replacement copy must be an exact copy of the item lost or damaged, meaning it must have the same ISBN or EIN number as the original item. In this case, a \$5.00 processing fee will be charged.

The patron's card will be suspended until the item (s) is paid in full or adequately replaced.

DAMAGED ITEMS

Library staff will routinely check the condition of library materials as they are checked out and returned. If a patron damages an item which can easily be repaired and returned to the shelves, the patrons account will be assessed a \$5.00 fine. Damaged items which cannot be repaired will be assessed the current list price to replace the item.

If you notice that an item is damaged, we request you notify staff before checking out that item.

The patron has the option of purchasing a replacement copy. However, the replacement copy must be an exact copy of the original item. In this case, a \$5.00 processing fee will be charged. The damaged item in question becomes the property of the patron.

The patron's card will be suspended until the item (s) is paid in full or adequately replaced.

PUBLIC COMPUTERS

A library card is required to use the computers. Patrons may not use another patron's card to access the computers. This is a form of identity theft. If you are found to be using a card other than your own on the computer, your session will end immediately.

Revised 3/3/2015

Patrons under the age of 18 must have a internet permission slip on file at the front desk signed by a parent or legal guardian in order to use the computers with internet access. Adults signing for minors must sign the permission slip in-person, witnessed by a library staff member at the library's circulation desk.

NO handwritten or typed permission slips, or phone calls will be accepted in lieu of an in-person signature at the library.

Each patron may use a computer for a maximum of 60 minutes in a 24 hour period. If there are computers available, patrons may request 1 (one) 30 minute time extension.

Loss of privileges will result when:

- a) Patron has overdue fines
- b) Patron does not adhere to library policies

MISCELLANEOUS SERVICES

Copies and Faxes

Black & White copies or prints

(laser printer or copy machine): 8.5 X 11 or 8.5 X 14, 10 cents per side

Color laser prints: 25 cents per side

Faxes: 10 cents to send and receive

Confirmation page 10 cents

Toll free and local faxes are free

International faxing is not available

Checks: Checks will be accepted for amounts of \$2.00 or greater.

ARCHIVED ITEMS

The St. Johns Public Library has a collection of archived newspapers and magazines. Please see circulation desk for access to these items and a listing of archived newspapers and magazines.