

# CIRCULATION POLICIES

**The Apache County Library District is dedicated to ensuring the community enjoys excellent access to information and services through its extensive library offerings, materials programs, and top-notch facilities.**

## **REGISTRATION AND LIBRARY CARDS**

### **Eligibility and Registration**

Residents 18 years of age and older may obtain a free library card by completing registration at any district library. Applicants must present a valid photo ID and proof of residency, such as a utility bill, voter registration card, government-issued ID, or County Assessor's property records for Apache County. Once a library card is issued to a registrant, that person becomes responsible for all fines and fees associated with the misuse in handling borrowed materials including damages and costs for lost as well as overdue fines for late returns. In the instance an adult wants to apply for a library card but is under the legal guardianship of another adult, a card cannot be approved until an adult with legal authority signs for the card and is willing to accept financial responsibility for all fines and fees accumulated.

### **Card Term and Renewal**

Library cards are valid for three years. To maintain active status, patrons must verify their residence and contact information with any Apache County library location. Accounts not updated six months beyond the expiration date will be closed, and patrons will have to reapply for a new card.

Catron and Graham County residents may be issued temporary Apache County Library cards indefinitely if they are able to confirm residency in those two counties.

### **Children's Cards**

Children aged five and older are eligible for a library card linked to their parent or guardian's account. A parent or guardian must sign the registration form in the presence of library staff. Parents are not required to register for a library card but will be financially responsible for their child's card(s) for children ages 5-17. At age 18, library patrons are considered adults. Once a child reaches adult age, a parent or guardian is no longer financially responsible for the sons' or daughters' card(s). Parents/guardians will not have access to the card including information on the account nor can they use the child's card unless they have legal guardianship over the patron.

### **Borrowing Privileges**

Permanent cardholders have access to all print and digital materials, including resources available on the library website and through the Libby app. Patrons may also request interlibrary and intralibrary loans. If the desired item is unavailable, staff help patrons purchase materials through the Library District's Resource Access and Attainment Policy service.

### **Cardholder Responsibilities**

Cardholders must comply with all library policies, are responsible for materials borrowed on their account, and must promptly report any changes in contact information or lost cards. The first replacement card is free. Thereafter the cost is \$1.00 for the second replacements, and \$3.00 for each additional card. There will be no charge for replacing cards worn out from normal use. Once the worn-out card is returned to the library, a new card will be issued.

### **Non-Resident Access**

Non-residents are welcome to use library facilities and most in-house resources. Those residing in Apache County for at least two months (verified by a letter from a host business or resident) may apply for a temporary card. Temporary cardholders may borrow up to three items from any Apache County Library. There is no access to the district's Overdrive resource with a temporary card. However, individuals may access the Libby app using their driver's license for one year. Thereafter, library card registration is required. Other digital resources on the Library District website are available without a library card.

## **CIRCULATION**

### **Borrowing Requirements**

Cardholders must present a valid library card to check out materials. The library reserves the right to set borrowing limits or place restrictions on specific materials based on type, format, or subject matter.

Each cardholder may borrow up to 10 items.

Items' specific limits are as follows:

- **Books:** Ten
- **Audio book/Playaway:** Three
- **Magazines:** Four
- **DVDs:** Three.  
The number of series checked out at one time will be at the discretion of the library owning the materials.
- **Video Games:** One

### **Loan periods**

All library materials have a two-week loan period.

### **Renewals**

Most library materials may be renewed twice unless they are:

- Newly added items
- On hold for another patron
- Already renewed twice
- Associated with an account having outstanding fees exceeding \$5.00

## **Returns and Restrictions**

Items must be returned to the same library branch from where borrowed. New and reserved items are not eligible for renewal and must remain on the "new" shelf for three months.

Libraries reserve the right to limit borrowing privileges for patrons with a history of lost, damaged, or repeatedly overdue materials.

## **INTRA/ INTERLIBRARY LOANS**

If items are not available at a branch a patron frequents, materials may be borrowed from within the Apache County Library District (intralibrary loans) or from other library systems in the state of Arizona and the United States (Interlibrary loans). An active library card is required to check out these types of materials. A patron's account must also be in good standing.

*Intralibrary* - New items will be lent after a period of three months, if the items are not on a waiting list. Regular items may be borrowed for four weeks with allowance for one renewal. All items must be returned to the library where they were received.

*Interlibrary* - Patrons may request and/or borrow a maximum of 6 Interlibrary loans at a time. Requested items must have been in publication for at least one year. Patrons are responsible for returning loaned items to the library at the designated time at the front desk.

The patron must also sign for the check out and check in of all ILL materials. If a patron loses an item(s), is consistently late in returning ILLs, or consistently neglects to pick up items, the library reserves the right to suspend the patron's interlibrary loaning privileges.

## **RESOURCE ACCESS AND ATTAINMENT POLICY**

When materials requested by patrons cannot be obtained from in-house, ILL, or digital materials, and are not new items readily available for purchase, library staff may assist patrons in locating items through an approved vendor. Upon agreement to purchase, patrons must pay the library in cash for the request item(s) then the order is placed. The library will notify the patrons when purchased materials are available for pick up. Once the patron receives the item(s), he or she will be required to sign for the items as confirmation of receipt.

## **OVERDUE PENALTIES AND FEES**

A two-day grace period is granted for late returns, depending on the library's operating hours (smaller branches allow two days). After the grace period, overdue fines accrue from the due date until the day before return, excluding holidays and closed days.

- Fines: **\$0.05 per day**, per item
- Maximum fine per item: **\$1.00**
- Borrowing privileges are suspended when total fees reach **\$5.00** or more

## **LOST AND DAMAGED ITEMS**

### **Lost Items**

An item is considered lost if reported by the patron or not returned within **60 days** of the due date. Patrons are responsible for paying the item's current list price. Once payment is made and the item is replaced by the library, the transaction is final—no refunds will be issued if the item is later found.

### **Damaged Items**

Print materials with torn pages, damaged covers, stains, liquid spills, mold, offensive or smoke odors, or other conditions deemed unsanitary must be replaced. Media materials that are returned damaged or not usable must also be replaced.

Patrons may pay for a replacement copy of an item at the list price on Amazon and the processing fee of \$5.00. Patrons may also supply an identical replacement copy with the same ISBN for lost or damaged items within a reasonable timeframe. Any replacement submitted must be in new or nearly new condition without any conditions mentioned above as damaged. Submission of replacement copies will also include a \$5.00 processing fee. If a replacement copy or appropriate fees are not presented to the library 30 days after the due date, the patron's card will be suspended until the item is paid in full or adequately replaced.

### **Fees**

In addition to books, DVDs, and games, the following lost or damaged components for library materials must be replaced and will incur fees.

- Barcodes
- DVD sleeves
- Media cases
- Media cover art

Replacement costs are determined by the Library District's Technical Services Division and will be assessed at the time of loss or damage.