



Circulation Policy

This policy governs borrowing and using library materials and provides written guidelines for circulation and borrower registration procedures.

REGISTRATION FOR LIBRARY CARDS

Anchorage Verified Resident Card

Any combination of picture identification and proof of address must be provided to obtain a verified library card. Current address verification is required in the form of a postmarked piece of mail or a rental agreement. Emancipated minors may obtain an adult resident library card if they provide the above information and a copy of their emancipation decree.

Anchorage Public Library cards are not transferable. There is no charge for a resident library card. Replacement cards are issued for a nominal fee. The Library issues library cards to patrons regardless of age.

For full borrowing privileges for minor children under the age of 18, the parent or guardian must sign the registration application accepting responsibility for activity on their child's account and provide any combination of official documents providing photo identification and address verification for the parent. The juvenile card will expire on the child's eighteenth birthday at which time the child can register as an adult.

Anchorage Resident Non Verified Card

Adults and youth without a permanent residence or accepted forms of identification may be issued a limited card and may check out up to three items at one time. Library cards will expire after one year.

Youth under the age of 18 may be issued a limited card without their parent's signature. The youth will be limited to three items at one time until their parent or guardian signs for financial responsibility and displays an accepted form of identification.

Alaska Resident Not Residing in Anchorage

Applicants who live outside the boundaries of the Municipality of Anchorage (MOA) but pay property taxes will have the annual fee requirement waived upon presentation of a current MOA property tax bill or property tax receipt bearing their name as a property owner. MOA property owners are subject to the same identification requirements as Anchorage resident borrowers.

Alaska residents who do not own property in Anchorage will pay an annual non-refundable fee when issued an Anchorage Public Library card. The library card will expire one year from the date it is issued. Library cards are not transferable. For children under the age of 18, the parent or guardian must sign the registration application accepting financial responsibility. Alaska

resident borrowers are subject to the same identification requirements as Anchorage resident borrowers. Current address verification is required.

Alaska Libraries Reciprocal Borrowing Program

Anchorage Public Library participates in the Alaska Libraries Reciprocal Borrowing Program. Alaska residents who hold borrowing privileges with their home library within Alaska may borrow up to three items from any of the libraries within the library system of the Municipality of Anchorage. Guidelines may be found on the Alaska State Library web-site. Registration for the reciprocal borrowing program is subject to the same identification requirements as Anchorage resident borrowers. More information can be found from the link below.

<http://library.state.ak.us/recipborrow/home.html>

Visitor Cards

Applicants, including those who are not residents of Alaska, may apply and receive an Anchorage Public Library visitor card. Visitor cards are subject to the same identification requirements as Anchorage resident borrowers. Any combination of official documents may be provided to confirm photo identification and address for the applicant. The visitor's out of state address must be included on the application. Visitor Cards shall be valid for three months. Visitors shall pay a non-refundable fee when they are issued an Anchorage Public Library card. There shall be a three item limit applied to visitor cards.

Corporate Cards

Corporate cards will be issued to a business, association, institution, or non-profit group that is within the boundaries of the Municipality of Anchorage. A corporate card application must be accompanied by a letter of authorization, written on letterhead, from the director. The letter must provide the names of the persons who will be allowed to use the card. The organization's letterhead will serve to confirm the address of the organization. Corporate cards will expire one year from issue date and each organization must reapply annually. The organization will be financially responsible for all materials checked out on the card and any overdue charges that may accrue.

CIRCULATION OF LIBRARY MATERIALS

To checkout materials, patrons must be in good standing and present their library card, a valid form of photo identification or answer questions about their account, such as address and phone number or birthdate.

Patron borrowing privileges may be blocked for the following reasons:

- Overdue item(s)
- Unpaid fines
- Mail return
- Lost or stolen card
- Inactive or deleted card

Item Limits

A patron may have 50 items checked out on their card with some material types having lower limits.

Loan Periods

Items are not due on days the library is closed.

Renewals

Items will be renewed up to two times if the item is eligible for renewal. Items not eligible for renewal include those being requested by other patrons, checked out for a special loan period, or materials owned by other libraries

Requests

Patrons may request materials to be held for them at the library location of their choice. Requests can be made in person or by using the online catalog. Requests are filled on a system-wide first come, first served basis. Patrons will be notified by an automated phone call or email when their request is available. Materials will be held for seven days from the date of notification.

Fines and Fees

Overdue fines, damage, and replacement charges will be set by Library Administration and approved by the Library Board and Assembly. Patrons must provide a phone number or email address to receive bills for fines, damage and replacement charges. Overdue fines are not levied for days the library is closed. Unpaid bills of \$100.00 or more will be sent to the Municipality's delinquent collection office. Once an account is turned over to the collection agency the bill must be paid at the collection agency.

Reciprocal Borrowing Privileges with University of Alaska Anchorage Consortium Library

The Anchorage Public Library system has an agreement with the University of Alaska Anchorage/Alaska Pacific University Consortium Library (UAA/APU), its South-central satellite campuses and the Alaska Resource Library and Information Services (ARLIS) which allows reciprocal borrowing, or "guest," privileges between cooperating libraries. In addition, materials from these libraries may be returned to any cooperating library. Library borrowers are responsible for all fines and fees on library materials from cooperating libraries as set by each library's policies.

PRIVACY

PATRON RIGHT TO PRIVACY - AS 40.25.140 A law of the State of Alaska regards the confidentiality of certain public library records.

To conform to this law, all library staff with no exceptions will adhere to the following.

1. Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be provided to anyone, including parents, guardians, spouses and law enforcement officers, without court order. Exceptions for parents noted in (3) below.

2. Patrons requesting information about their own cards may be given the information by showing any combination of official documents to confirm photo identification and date of birth for the applicant.
3. Parents may be given the titles of books their minor children have borrowed only for the purposes of retrieving overdue materials for which the parent has accepted financial responsibility. Any combination of official documents may be provided to confirm photo identification and date of birth for the parent. A minor's address and phone number are considered confidential and are not to be provided to anyone including a parent or guardian. Parents may be told if their child is registered. If for any reason, verification of correct name must be done using the address, the parent must give the address; staff shall not reveal it. The Alaska State Statute defines a minor child as anyone less than eighteen (18) years of age.

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Approved by Mary Jo Torgeson, Library Director