



## CIRCULATION OF LIBRARY MATERIALS

### PURPOSE

The Anchorage Public Library strives to provide current and future users with the fullest possible access to library materials and services. The intent of this policy is to enhance access for our public and to clarify loan periods and possible fees. APL circulation policies are intended to be in accord with the American Library Association's Library Bill of Rights.

### DEFINITION

A loan period is the total number of days a customer can keep a specific item. A loan and holds limit is the number of items that can be on loan or on hold at one time.

### POLICY

1. To checkout materials, users must be in good standing and present their library card, a valid form of photo identification or confirm two pieces of personal information in their library account.
2. Checkout limits and lending periods
  - a. Patrons with a verified or non-resident card may check out 50 items on their card.
  - b. Patrons with non-verified or visitor cards may checkout 3 items at a time.
    - i. In each instance some material types may have lower checkout limits.
      1. Books — 21 days
      2. Magazines — max 10 for 7 days
      3. DVDs — max 10 for 7 days
      4. CDs/Audio Books — max 10 for 21 days
      5. Book Club Bags — max 2 for 42 days
      6. Beginner Reader Bag – for 21 days
      7. All other Youth Services bags and kits — max 1 each for 21 days
      8. Holds — up to 10 holds at a time
      9. Partner library lending period and limits will vary by location.
  - c. Items are not due on days the library is closed.
3. Renewals
  - a. Items may be renewed up to two times if the item is eligible for renewal.
  - b. Items not eligible for renewal including items on hold by other patrons or institutions, checked out for a special loan period, or materials owned by other libraries.
4. Requests
  - a. Patrons may request materials to be held for them at the library location of their choice.
  - b. Requests can be made in person, on the phone or by using the online catalog.
  - c. Requests are filled on a system-wide first come, first served basis.
  - d. Patrons will be notified by an automated phone call, text message, or email when their request is available, unless in the rare event they have asked to not be notified.
  - e. Materials will be held for seven days from the date of the hold being processed and put on the shelf for user pickup.

5. Lost/damaged materials
  - a. Items over 17 days late or returned with damage will be charged a replacement fee, plus a \$5 processing fee per item.
  - b. Bills may be paid through a patron's online library account, at a library self-check machine or at a library desk; replacement fee payments can only be made at home libraries or online.
  - c. Fines or fees of \$100 and more that includes lost or damaged materials are sent to a collection agency.
  - d. Materials owned by partner libraries are subject to the owning libraries fines, fees and limits.
  
6. Reciprocal Borrowing Privileges with Alaska Library Consortium and the statewide Alaska Borrowing Program
  - a. The Anchorage Public Library system has an agreement with the Alaska Library Consortium that the patrons of Consortium Libraries can check out APL items and APL users can check out their items.
  - b. Materials from these libraries may be returned to any participating consortium library.
  - c. The Alaska Borrowing Program allow reciprocal borrowing privileges with anyone in Alaska with a library card from another library.
  - d. Library borrowers are responsible for all fines and fees on library materials from cooperating libraries as set by each library's policies.
  - e. Patrons disputing the return of items and fines or fees need to contact the owning library directly.

**Recommended for approval: Mary Jo Torgeson, Library Director**

**Approved by: Library Advisory Board, December 18, 2019**