

CIRCULATION POLICY

The Apache Junction Public Library, in an effort to establish fair and equal access to library materials, has developed the following circulation policy:

1. The requirements for obtaining a library card are listed in the Library Procedures Manual as approved by the Library Board of Trustees. In general, a library card will be issued at no charge upon request to:
 - a. All residents of Pinal County.
 - b. All individuals owning businesses within Apache Junction City limits
 - c. All individuals employed within Apache Junction (including the School District area)
 - d. All full-time students attending school within Apache Junction School District
 - e. All residents included in reciprocal borrowing areas or groups (as established by the Library Board)
 - f. All seasonal residents who meet the minimum length of stay requirement.

A library card will be issued for a fee to applicants not meeting the above conditions.

Lost or damaged library cards for all borrowers will be subject to a replacement fee as outlined in the Library Procedures Manual.

In applying for library cards, adult patrons assume responsibility for all charges assessed for lost, stolen, damaged or overdue items checked out on their cards.

Parents or guardians must assume responsibility for lost, stolen, damaged, or overdue items checked out on their minor children's cards.

2. The Loan Period for circulating library materials will be determined by the Library Board and posted at the circulation desk. A copy will also be placed in the Library Procedures Manual.

Bookdrops are available for returning library materials when the library is not open. Books returned to other libraries will be treated as overdue books if not returned to the Apache Junction Public Library by their due date.

3. Non-Circulation Materials may be used by the general public, but only within the confines of the library. These materials include:
 - a. Designated Reference books.
 - b. Periodicals stamped DO NOT CIRCULATE.

- c. The most current issues of all periodicals and newspapers.
 - d. Books marked "DO NOT CIRCULATE" which are restricted to library use because of the specialized nature or value of the material.
 - e. Vertical file materials.
 - f. Any microform materials.
 - g. Any book designated as "ON RESERVE".
4. The process of placing holds and notifications is a part of the Library Procedures Manual which will be located at the circulation desk.
 5. Patrons will be asked to observe the borrowing limit posted in the Library Procedures Manual as approved by the Library Board of Trustees.
 6. All charges on a patron's card including, but not limited to, assessments on damaged or lost items, must be paid before additional materials may be borrowed. No patron will be able to sign as responsible party for another's library card until all monies owed the library are paid in full.
 7. Interlibrary loan procedures and restrictions are outlined in the Library Procedures Manual as approved by the Library Board of Trustees.
 8. Should the Library decide to use a collection agency or service to retrieve overdue items [or collect other library charges](#), the patron will be responsible for any fees associated with that action.

All charges are set by the Library Board of Trustees. A current schedule of charges is available at the circulation desk.