

Apollo Memorial Library (AML) Policy: Circulation and Overdue

Library Cards

Any resident of Apollo Borough or North Apollo Borough may have a free library card by providing photo identification and proof of a current address.

For children under 18, a parent or guardian must be present to apply for a card. Parent/Guardian shows ID.

Each borrower (or parent/guardian) is responsible for all materials checked out on the card.

A blue Access PA sticker is available for you to register and use at most public libraries in Pennsylvania

The library will issue a "Special Group" card with the understanding that a supervisor/teacher will be responsible for the items borrowed.

People who live outside the free membership area who do not have a valid Access PA library card may purchase a family membership card for \$25, student membership for \$15, or a Senior membership (62+) for \$10.00.

Paid members are not eligible for the blue Access PA sticker.

Lost Library Cards

A replacement card costs \$1.00.

Loan Period

Members may borrow up to 10 items at a time, per person, a maximum of 5 DVDs, books and audio books are lent for two weeks, DVDs are lent for one week. Items may be renewed up to two times, barring any holds on the item. A receipt is included with the borrowed items, and serves as the borrowers receipt of transaction and due date reminder.

Overdues

- When items become a week overdue, patron will be called and reminded to return the items.
- Fines will be calculated at \$.25 cents per book/audiobook per day, and \$1.00 per DVD, with a maximum fine of \$10.00.
- Patrons are given a one-day grace period before fines begin accruing. Fines do not accrue on days the library is not open.
- One month after items have not been returned, patron will be called and given one week to return the items or the books will be marked as billed.
- When an item is marked billed, patron will be mailed an invoice outlining the cost of the item, the cost of the processing fee, and the cost of max fines (\$10.00).
 - If the patron returns the item(s) within the next month, they will only be responsible for the max fines fees.
 - If the patron cannot return the item and chooses to pay the bill they will only be responsible for the cost of the item and cost of processing fee, not the max fines fee.
- If the patron does not return the items within a month or pay the bill, they will receive another invoice via certified letter, and their library privileges will be revoked.
- Special circumstance
 - If patrons have returned the items, but cannot pay all of their fines right away, they may pay ½ of what they owe and establish a payment plan for the remaining items