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REQUIREMENTS TO OBTAIN A LIBRARY CARD

Patrons of all ages are encouraged to get a library card

1. Picture I.D. (driver's license or government issued identification).
- ~~1:~~ 2. Proof of address, if different from driver's license or identification, is required. Proof of address can be current: postmarked mail, utility bill or utility account viewed online, voter's registration, property verification via the Pinal County Assessor, etc. No general delivery or federal, county or state park addresses are acceptable residences for regular or non-resident library cards. A U.S. Post Office box in our service area will not be accepted as proof of residency, but is acceptable for mailing address.
- ~~2:~~ 3. If current address of residence is not in Pinal County or in a reciprocal borrowing area (Apache Junction city limits that lie in Maricopa County), a non-resident library card or limited use Easy Access library card can be issued.
- ~~3:~~ 4. A parent or legal guardian may apply for their minor child when child is present. Minors between the ages of 12-17 may apply for a library card if they have a current picture ID and/or proof of address.
- ~~4:~~ 5. A parent/legal guardian may not apply for a card for his/her child if the parent/guardian ~~owes more than \$5.00 on his/her own card.~~ **has a library account that has been referred for collection.**
- ~~5:~~ 6. Seasonal residents must be in Pinal County one month (30 days) from the date of application to obtain a regular library card at no charge.

¹ Approved 011421

LOAN PERIODS AND LIMITS

1. Items circulate for either 7, 21, 28 or 36 days based on demand, genre and/or format. Due dates are reflected on due date receipts. Electronic or download materials due dates vary by vendor.
2. The following items are for in-house use only:
 - Designated reference or reserved materials
 - Newspapers
 - Current periodicals
 - Designated library equipment or devices
3. Library materials may be renewed twice except: Interlibrary Loans, items other patrons have requested, or items that have exceeded the renewal limit. Library staff may restrict or extend renewals on library materials based on items' age, format or demand.
4. A total of thirty (30) items may be checked out on a regular library card; subject or format limits may be imposed by library staff.
5. A total of three (3) items may be checked out on a limited use Easy Access library card; subject or format limits may be imposed by library staff.
6. Patrons may not borrow more items if they have overdue items or a balance on their account that exceeds \$5.00.

¹ Approved 062421

CHARGES

FEE SCHEDULE:

No late fees on materials

Other Fees:

Out of service area registration	40.00 per year/20.00 for 6 months
Library card replacement	1.00
Debt collection fee	11.00 per account
Room rental	20.00 per hour

MISSING ACCESSORIES:

Youth backpacks	Current vendor price
Book Club bags	Current vendor price
Media covers (artwork)	2.00
CD or DVD case	2.00
RFID tag	2.00
Barcode	1.00
Cases, chargers, etc. for electronic devices	Current vendor price

COPY/PRINTING FEES:

Self-Service Copy Machine Fees:

8 ½ x 11 black and white	.10 per page
8 ½ x 14 black and white	.15 per page
11 x 17 black and white	.15 per page
8 ½ x 11 color	1.00 per page
8 ½ x 14 color	1.00 per page
11 x 17 color	1.50 per page

Large Format / Poster Printer Fees (24in (W) x 36in (L)):

Heavyweight Matte Coated (170gsm)	4.00 per page
Satin Photographic Paper (170gsm)	6.00 per page
Heavyweight Glossy Photo (200gsm)	8.00 per page

Other Fees:

Microfilm/Microfiche	.25 per page
Computer printouts, black and white	.25 per page
Computer printouts, color	1.00 per page
3D printer printed projects	.05 per gram
Failure to pick up interlibrary loan	1.00 per item

For any unspecified cost associated with the loss, damage, use or misuse of any library services, materials or equipment, customer will be charged for replacement or repair costs as identified by, and at the sole discretion of, library staff, in addition to any collection or legal fees that the City incurs.

¹ Approved 011421

UNCOLLECTIBLE PATRON ACCOUNTS

Definitions

Uncollectible: Money owed on accounts unlikely to be collected, according to established criteria.

Waive: Removal of the debt from uncollectible library records

Procedures/Conditions

The Apache Junction Public Library expects library materials to be returned on time and available for use by the public. Several steps are taken to ensure that loaned materials are returned, or that payment is received for lost and damaged materials.

The Library is responsible for determining when patron accounts are considered uncollectible and eligible for a write-off.

1. The Library provides due dates for loaned materials

- Account holders are provided with due dates when materials are borrowed.
- The Library sends notices at regular intervals when materials are overdue. These notices inform the patron of the need to return the materials and the potential for charges to be incurred.

2. The Library notifies account holders of monies owed

- Account holders are advised of charges on accounts by staff when using the library, as well as when accessing accounts online.
- A billing notice is sent to the address on the library account when the balance exceeds the established threshold as documented in the Library Procedures.
- Account holders are unable to access some library services when the balance exceeds the established threshold as documented in the Library Procedures.

3. The Library may utilize a collection service to recover library materials and monies owed

- Accounts with unpaid balances that exceed \$49.99 are sent to a collection service.
- The collection service makes every reasonable effort to contact library account holders by phone and by mail to request the return of materials and the payment of outstanding balances.

4. The Library waives unpaid charges that have not been sent to a collection service when they are determined to be uncollectible

- Unpaid charges that have not been sent to a collection service are considered uncollectible when any of the following conditions are met:
 - The charges were incurred more than seven (7) years ago and the accounts are expired.
 - The Library has received notification that the account holder has a discharged bankruptcy.
 - The Library has received notification that the account holder is deceased.

5. The Library deletes expired patron accounts after unpaid charges have been waived

- Patrons whose accounts have been deleted are eligible for a new library account if they meet the requirements to obtain a library card as listed in the Library Procedures.

HOLDS

Most titles not immediately available may be placed on hold. With a current library card, holds may be placed by the patron through the online catalog or by any library staff member. Staff may restrict materials available for hold based on demand, format or items' age. Upon notification that the item is available, the patron will have seven business days to pick it up.

Items found in the online catalog but not owned by Apache Junction Public Library must follow the loaning library's policies and procedures.

¹ Approved 041416

INTERLIBRARY LOAN

Interlibrary loan is a service through which patrons may borrow materials from participating libraries throughout the country. When requesting items, please adhere to the following procedures.

1. A patron must have a current, regular or non-resident library card with Apache Junction Public Library.
2. There is a limit of 6 interlibrary loan requests per patron at any one time.
3. Requested materials must be known items. A patron must provide a specific title, author, and if possible date and publisher. Subject requests can be made if all the library resources have been exhausted. Please check with Reference staff.
4. The Library does not interlibrary loan genealogy materials. Reference, expensive, rare, or irreplaceable items will not, as a general rule, be available through the interlibrary loan system.
5. Interlibrary loan will not be used as a substitute for our reserve system. Items less than a year old will not be borrowed from another library.
6. Multimedia (audio and video) materials will not be borrowed.
7. A patron will be electronically notified when the item is ready to be picked up. Upon notification that the item is available, the patron will have seven business days to check out the item.
8. Requests for interlibrary loans may take several weeks. The Library cannot guarantee delivery by any specific time, or that the items will be delivered at all. Failure to pick up a requested interlibrary loan item within the acceptable time period will result in a \$1.00 charge being added to the patron's record.
9. Lending libraries may have charges attached to loans or photocopy requests. The patron must pay for any charges incurred when ordering an interlibrary loan. The patron must advise library staff if he or she is willing to pay these charges before the item is ordered.
10. The late fee for interlibrary loans is \$1.00 per day, per item. There are NO RENEWALS and there is NO GRACE PERIOD.

Approved 011421

LOCAL AUTHOR COLLECTION

The Apache Junction Public Library invites local authors to donate one copy of their recently published work for inclusion in the Local Author Collection. Local authors are defined as those with an active and current community connection with Arizona. Materials must meet the selection criteria, and if accepted, a single copy of the work will be added to the collection. Accepting an author's work does not guarantee the library will purchase additional copies. The library's decision to include or reject donated titles in the collection does not imply agreement or disagreement with any ideas presented in the work.

Please take note of the following:

The space allocated for the local author collection is limited, so each item must contribute to the education and enjoyment of the community. The library will retain only one copy of each title unless there is a high demand for multiple copies. The collection will be regularly reviewed, and books will be removed based on age and popularity. This policy ensures that the Local Author Collection remains dynamic and reflects the community's interests.

Materials will be selected based on the guidelines below.

Submission Guidelines:

- The author must currently reside in Arizona.
- Book submissions must be professionally printed and bound. No spiral binding or consumable books will be accepted.
- Submissions must be donated to the library and will become the property of the Apache Junction Public Library and the City of Apache Junction.
- Please be aware that any materials added to the library collection will be held to the same standards as other library materials. Over time, these materials may be reviewed, removed, and reconsidered. If withdrawn materials are in good condition, they may be given to the Friends of the Library to be sold, donated to other non-profit organizations, or recycled. Please note that items cannot be held for or returned to individuals. Additionally, discarded, lost, or withdrawn titles will not be automatically replaced or reordered.
- Local materials not accepted for addition to the library's collection will be given to the Friends of the Library to be sold, donated to other non-profit agencies, or recycled if appropriate.
- The library is not obligated to promote individual books or authors or provide authors with a platform for programming, promotion, or sales.
- Please complete and submit the submission form along with the book.



Apache Junction Public Library

Local Author Submission Form

Author Information

Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Book Information

Title: _____

ISBN: _____

Publisher: _____

Year: _____

Audience:

Adults

Teens

Children

Subject:

Fiction

Nonfiction

Other: _____

I have read, understood, and agree to the Submission Guidelines of AJPL's Local Author Collection.

Author Signature

Date

This completed form, along with the book, can be brought or sent to:

Apache Junction Public Library

Attn: Local Author Collection

1177 N. Idaho Road

Apache Junction, AZ 85119

CONDITIONS OF USE PROCEDURES FOR LIBRARY OR EQUIPMENT

- Library users shall have access to the Library's electronic information resources on a first-come, first-served basis.
- Computers are usually available during normal working hours of the Library, subject to periodic maintenance.
- The library staff will determine the maximum number of people allowed at a computer at any one time based upon the disruption caused to other patrons.
- If patrons are disruptive they will lose any additional time they have allotted to them. Disruptive patrons may be barred from using the Library's computers and/or asked to leave the Library.
- Patrons shall observe all posted time limits when using the library's electronic information systems. The library as a whole or each individual location and/or department within the library, shall have discretion to impose time limits, and to select the method of monitoring time limits. Posted time limits may be extended at the discretion of the staff.
- Library patrons are expected to use discretion in the use of the Internet. Patrons should follow common netiquette courtesy.
- Abuse or misuse of the equipment may, at the discretion of the staff, bar a patron from future use. The patron may also be billed for the cost to replace or repair the equipment.
- Copyrighted programs are protected by copyright law and may not be copied by patrons.
- Library users shall not, in accordance with applicable law, reproduce or distribute copyrighted materials without the permission of the copyright holder, except as permitted by the principles of "fair use." Responsibility for any copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- The Library does not provide E-mail accounts to the public and does not support access to BBS, Usenet (newsgroups), IRC (Internet relay chat), MUD (multi-user domain), or other online games.
- At the discretion of library staff, patrons may download files to personal storage media. Use of personal storage media on the library's computers is at the patron's own risk. Patrons are not allowed to download files or programs to the city's computer equipment.
- Regulations governing the use of computers in the Youth Services areas are posted by the game computers.
- A patron whose bodily hygiene is offensive so as to constitute a nuisance to other people may be asked to leave the building.

Approved 011421

WEEDING PROCEDURES

In accordance with space and efficiency requirements of the facility and recognized standards for weeding library materials, the following guidelines will be used for permanent removal of items from the library's cataloged collection:

1. non-repairable damage to the item
2. the item is outdated or it has not circulated in over two years, excepting works that are recognized as classics.
3. there are more copies of the item than demand warrants.
4. the item needs repair but the cost exceeds its value to the collection.

Removal of items under this procedure will only concern items that are too old, too worn, too damaged, or without demand. No item is to be removed under this procedure as a result of content.

The Library Director or designee will make the final decision concerning removal or retention of items under this procedure.

COMPLAINT PROCEDURES

The library recognizes the right of any member of the public to express negative opinions on the selection of any material the library holds. For this reason the Library Board has approved the following procedure to handle complaints in an impartial and factual manner. The library will review selection decisions regarding specific materials upon the completion of the Request for Inclusion/Review of Library Materials form by the individual or group raising the objection. Copies of this form will be available at the circulation desk. The completed form will be returned to the Library Director for review by the staff. If the complaint is not satisfactorily resolved, the patron may petition a hearing before the Library Board by filing the request with the Library Director within 30 calendar days after the Library Director has made a decision on the complaint. The decision of the Library Board is final.

Request for Inclusion/Review of Library Materials

Author:

Publisher:

Title:

Date of Publication:

Requestor _____

If requestor represents organization:

Name of organization _____

Name of officer or person in charge _____

1. How did you hear of this material?

2. What are your concerns regarding this material?

3. What value/harm do you feel might be the result of reading/viewing/hearing this material?

4. Have you read/viewed/heard the material in its entirety? _____ Yes _____ No
If not, what parts did you read?

5. Is there anything worthwhile in this material?

6. Have you read any professional reviews of the item in question? If so, please list names of critics and sources of reviews.
 - 1.
 - 2.
 - 3.

7. What do you believe are the main ideas of the material?

8. What do you think was the purpose in creating this work?

9. In view of the purpose as you perceive it, does the material succeed or fail?

10. What currently available material with a similar purpose or theme would you recommend?

Author:

Publisher:

Title:

Date of Publication:

11. Additional comments:

Requestor's full name (please print) _____

Address _____

City, State, Zip _____

Phone number _____

Return your completed form to the Library Director for review by the staff.

PERMIT FOR USE OF LIBRARY PROGRAM FACILITIES
 APACHE JUNCTION PUBLIC LIBRARY
 1177 North Idaho Road - Apache Junction, AZ 85119

DATE(S) NEEDED (LIST EXACT HOURS REQUESTED ON EACH DATE)

DATE _____ HOURS _____

DESCRIPTION OF ACTIVITY _____

NAME OF ORGANIZATION _____

PERSON(S) IN CHARGE _____ E-MAIL ADDRESS _____

MAILING ADDRESS _____ PHONE _____

INSURANCE AMOUNT _____ POLICY NUMBER _____ COMPANY _____

OPAL ROOM (140 CAPACITY) _____ ENCHANTED FOREST (45 CAPACITY) _____ AMETHYST ROOM (15 CAPACITY) _____

Permittee agrees to comply with all federal, state and municipal laws, rules, ordinances, regulations and orders with respect to the use of facilities and occupancy thereof. Permittee, during the terms of this permit, covenants and agrees to defend, indemnify and hold harmless the city, its elected officials, employees and agents from each and every loss, cost, damage and expense arising out of any occurrence causing injury or death of persons or damage to property due to conditions of the rented premises or the use of neglect thereof by Permittee. At the city's request, Permittee further agrees to provide, pay for and maintain public liability insurance with both City and Permittee and will name city, its elected officials, employees and agents as additional insured parties. Permittee agrees that it will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the Permittee. Should a post-use inspection reveal damages, Permittee shall reimburse the City for full costs necessary to restore facility to its condition prior to use by Permittee. The City reserves the right to refund payments made in advance for the rental of any facility, should the City decide the rental is not in the City's best interests, and cancel the use of the facility on the date or dates specified in this permit. Additional fees may be charged on Permittee if the facility is found to be damaged or not properly cleaned. If the Permittee chooses to cancel or adjust their reservation for any other reason, a request for credit/transfer/refund must be made prior to the facility rental date in order to receive a partial refund or full credit/transfer. All refunds granted will be minus 10% or \$5, whichever is greater.

Set up and break down of chairs, tables, and any other furniture is the responsibility of the Permittee.

Use of Library A-V equipment requires permission of Library Director before room is reserved.

	CHARGES
USE CHARGE (\$20.00 per hour)	\$ _____
CLEAN UP/DAMAGE FEES:	\$ _____
TOTAL DUE:	\$ _____
LESS REFUND	\$ _____
TOTAL AMOUNT	\$ _____

APPLICANTS SIGNATURE _____ DATE _____

APPROVAL SIGNATURE _____ DATE _____