

GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

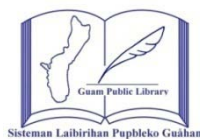
CATEGORY: Lending Period of Books & Non-prints
Appendix #6

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LENDING PERIOD FOR MATERIALS

To ensure that your public libraries always have an adequate supply of materials for all patrons, the following loan periods, fines, charges and limits on the number of items allowed out each time apply to all library card members of the Guam Public Library System.

1. You are responsible for all the materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. As a reminder, do not let anyone else (i.e., other family members, friends, etc.) use your library card.
2. Upon submission of completed application, each new applicant can borrow the following number of items:
 - a. ADULTS A maximum of six (6) printed materials, and two each of the following Non-Print: two (2) DVD's, two (2) music CD's, two (2) VIDEO's (VHS), two (2) AUDIOBOOKS, and two (2) KITS.
 - b. ADULTS WITH ONE (1) AUTHORIZED MEMBER UNDER THE AGE OF SIX (6) A maximum of twelve (12) books, and two each of the following Non-Print: two (2) DVD's, two (2) music CD's, two (2) VIDEO's (VHS), two (2) AUDIOBOOKS, and two (2) KITS.
 - c. CHILDREN (AGES 6-17): Are only allowed to borrow the maximum of six (6) printed materials. Print materials are circulated for twenty-one (21) days. The fine for overdue print materials is 0.25¢ per day per item. Most print materials can be renewed twice, on or prior to the due date of the item.



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Print materials: Are circulated for twenty-one (21) days. The Fine for overdue print materials is 0.25¢ per day per item. Print materials can be renewed twice, on or prior to the due date of the item.

Non-Prints: DVDs, CDs, Video Recordings (VHS) are circulated for one (1) week. The Fine for overdue DVDS, CDs, and VHS's is \$1.00 per item per day. Non-Print materials are not available for renewal.

AUDIOBOOKS and KITS are circulated for two (2) weeks. The Fine for overdue AUDIO BOOKS and KITS are \$1.00 per day. Non-Print materials are not available for renewal.

Library materials must be returned before the closing time on the due date. Item(s) returned after the library closes will be treated as if returned on the next business day the library is open. There will be no overdue fines charged on holidays and /or closed days.

You can return or renew library material(s) at any of the six (6) Guam Public Libraries and the Bookmobile. Renewals can be made by visiting the library, by telephone, or via GPLS email address.

Reference, Special Collections, Periodicals/Serials, and Federal Documents are not available for circulation. They can be reviewed here or at any of the other GPLS libraries.