



DIPATTAMENTON I KAOGHAO GUINAHAN CHAMORRO DEPARTMENT OF CHAMORRO AFFAIRS

Honorable Edward J.B. Calvo
Governor of Guam

Joseph Artero-Cameron
President, DCA

Raymond S.Tenorio
Lieutenant Governor of Guam



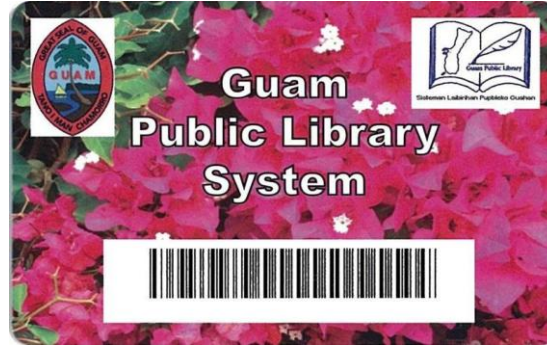
GUAM MUSEUM



Sistema Laibirhan Publika Guahan



HOW TO GET A LIBRARY CARD



The registered cardholder must present this card each time any materials are borrowed from any branch. S/He is responsible for all materials checked out on this card.

Welcome to the **Guam Public Library System (GPLS)**.

The main library, the **Nieves M. Flores Memorial Public Library**, is located in Hagåtña and also has a Bookmobile.

Please feel free to browse through our library and become familiar with our services and collections. If you have any questions, please ask one of the library staff.

To check out materials, you are required to have a valid Guam Public Library System card, and please present your library card each time.

- Library cards are free to all residents who live on Guam.
- Library cards can be applied at any of the six libraries and the Bookmobile within the GPLS.
- Each person (age six and older) must have his/her own card.
- To obtain a library card, everyone (age six and above) must fill out an application form in person. Please sign your name in front of a library staff.
- All information on the application must be filled or it will not be processed.
- Identification (ID) must be presented at the time of application.
- **ADULTS** must show identification (ID) or combination of IDs that includes the following: 1) current picture, 2) current address.
- Acceptable identification(s) include: Driver's license, Government of Guam ID, Military ID, Passport, MCB card, Automobile registration, Bank Statement, or Personal Mailing address with current postmark, Visa, or Birth Certificate.

"Department of Chamorro Affairs is an Equal Opportunity Provider and Employer"

- **UNIVERSITY/COLLEGE/HIGH SCHOOL** students may use the following identification (ID): Current and valid student ID card issued by the school.
- **MINORS** without his/her own form of ID must obtain a Parent or Legal Guardian’s signature when applying for a card. Parent or Legal Guardian must sign names in person in front of a library staff and must show acceptable ID(s.)
- **CHILDREN** (age twelve and under) must have the application form signed by a parent or Legal Guardian. Parent or Legal Guardian must sign name in person in front of a library staff and must show acceptable ID(s).
- **Bookmobile Applicants:** Your library card will be ready for you upon submission of completed application. School applicants will be ready within one (1) week.

Main Library and GPLS branch libraries. Your library card will be readily available the same day of application.

You can use your valid library card at the Bookmobile or within the Guam Public Library System.

Your valid library card is assigned for your own use only. You are responsible for all materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Please do not allow anyone else (e.g., other family members, friends, etc.) to use your library card.

If your card is lost or stolen, it is your responsibility to inform us immediately. Your report and date of reporting will be recorded. We will tag your account so that no one else can use your library card. There is a charge to replace the lost card. Upon reapplying you be issued a new number, however, all items checked out in the old library card will be transferred to the new account.

If there are any changes on the information you have provided us, please let know so that we can update your record.

LOAN PERIODS, LIMITS, FINES, AND CHARGES

ITEM	LOAN	LIMIT PER PERIOD	TIMES TO RENEW	DAILY FINE	MAXIMUM FINE
Books	21days	6	2	\$0.25 per item	\$20
Paperbacks	21 days	6	2	\$0.25 per item	\$10
Audio Cassettes	14 days	2	0		\$20
CDs	7 days	2	0		\$20
Kits	14 days	2	0		\$20
Video Cassettes	7 days	2	0		\$20

Additional cards for authorized family members \$0.75 each card
 Replacement of lost library card \$0.75 each card
 Audio/Video cassette(s) not properly rewound \$1.00 each card

LOAN PERIODS, LIMITS, FINES AND CHARGES

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 cardholders of the Guam Public Library System.

- You are responsible for all the materials borrowed on your card, and for any charges on items that are overdue, lost or damaged. Again, please do not allow anyone else (e.g., other family members, friends, etc.) to use your library card.
 - Upon submission of application, each new applicant can check out two (2) books only (not including audiovisual materials), until a library card is issued.
 - The maximum number of items any borrower can check out at one time is six (6) print, and two (2) non-print materials. Please consult the chart for limits on individual types of materials.
 - Reference materials, periodicals, newspapers and collections in the Guam Room and Federal Documents Room are not for circulation.
 - Print materials are circulated for twenty-one (21) days. The fine for overdue print materials is 25 cents per day per item. Most print materials can be renewed twice, on or prior to the due date. Please consult the chart for renewable materials.
 - Audio recordings are circulated for fourteen (14) days. The fine for overdue audio recordings is 25 cents per day per item.
 - Kits are circulated for fourteen (14) days to adults age 18 and above only. The fine for each overdue kit is \$1.00 per day per item.
 - Video recordings are circulated for seven (7) days to adults age 18 and above only. The fine for overdue video recordings is \$1.00 per day per item.
 - Library materials must be returned before closing time on the due date. Item(s) returned after the library closes will be treated as if returned on the next 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 Guam Public Libraries and at the Bookmobile.
- Again, most print materials can be renewed twice on or prior to the due date by telephone or in person. There are no renewals on audiovisual materials. Please consult the chart for renewable materials.
- For lost and/or damaged library materials, each item will be charged the current replacement cost + \$2.00 processing fee.
 - For lost/damaged and overdue library materials, each item will be charged the current replacement cost + maximum fines + \$2.00 processing fee.
 - For maximum fines of all materials, please consult chart.

Note: A borrower, who has overdue items, owes fines, or has damaged material(s) on record, will lose all borrowing privileges until the matter is cleared.

-Updated 2012January19 (1.19.12)

**Read a little every day!
Fanaitai' di'dide' kada diha!**