



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Fines / Fees  
Appendix #8

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FINES & FEES

Daily Fines for materials and Replacement of lost Library Cards are as follows:

- Library cards are free to first time registration. Your library card is assigned for your own use only. **You** are responsible for all materials borrowed on your library card, and for any charges on items that are overdue, lost or damaged. If a patron loses his / her library card, patron must inform the library immediately of their lost or stolen card immediately.

A notation will be made on your record. Library card replacement is 0.75¢. Upon re-applying for a new member number, all items checked out in the old library card will be transferred to the new account. It is also important that you inform the library of any changes on the information you have provided for us at the time of applying for a replacement library card so that we can update your record on our system.

- Hardbound books & paperbacks are available for check out, and can be borrowed for 21 days from the day of check out. A maximum of six (6) books per library member (twelve books if a child under the age of 6 is added to the parents card). If the books are not returned on or before the date due of the books, there is a fine of 25¢ per book per day.
- DVDs / VIDEO's (VHS) / music CD's are available for check out, they are due one week from the day of check out. A maximum of two (2) each is allowed to be checked out, not available for renewal. If either one are not returned on or before the date due of the item, there is a fine of \$1.00 per item per day.
- KITS and AUDIOBOOKS are available for check out, they are due two weeks from the day of check out. A maximum of two (2) each is allowed to be check out, not available for renewal. If either one are not returned on or before the date due of the item, there is a fine of \$1.00 per item per day.