The American Philatelic Research Library was founded in 1968 to accumulate, organize, and preserve philatelic information including publications and other data relating to the stamp collecting hobby and to make it available to American Philatelic Society members, staff, and the public.

Today the APRL is the largest public philatelic library in the United States. Its mission is to gather a comprehensive collection of philatelic reference and resource materials, to organize it efficiently in useful and accessible ways, and to make it available to interested users both within the hobby and outside it, now and for generations to come.

The circulation and collections access policy is designed to promote fair and equitable access to library materials. This policy does not affect any existing agreements.

Late fees and replacement fees are collected to encourage prompt return of borrowed material and to replace lost or damaged material for the collection. The APRL’s goal is the return of borrowed material and a minimum replacement fee is set to discourage borrowers from keeping an item and paying replacement costs.

Rules for the use of archival and special collections materials are designed to provide as much access as possible with reasonable safeguards to protect these materials and honor donor restrictions and intellectual property rights.

Borrowing and reading room privileges may be revoked for failure to comply with rules or failure to pay library fees or return borrowed material.

1. **Borrowing eligibility and terms**

   Active members (consisting of members Members of the American Philatelic Society in good standing) may borrow materials. APS chapters are APS members and may use Library services at the member rate. The APS chapter representative must submit the request, and is responsible for the return of Library material. Associate members (APRL members who are not members of the APS) may use Library services at the member rate but may only borrow materials through interlibrary loan (ILL). Others may use Library services at the non-
member rate and may borrow materials by interlibrary loan (ILL) or use materials at the Library. The Library does not lend materials outside the U.S. and Canada.

Members may borrow books in person at the Library at no charge. Members with mailing addresses in the U.S. or Canada may also borrow books through the mail for a fee. The initial loan period is 2 weeks (14 days). The loan period for loans by mail is adjusted to include expected outgoing and return shipping time, usually 5 weeks (35 days).

Members are expected to return materials promptly for use by others. If there are no holds on an item, the loan period may be renewed up to two times by contacting Library staff before the due date.

Borrowed material may be returned in person at the Library or by USPS Delivery Confirmation Tracking.

II. Material available for borrowing

Most items in the Library collections, including books, journal issues, exhibit copies, auction catalogs, and digital media, are available for borrowing, either in person or by mail, unless otherwise noted in the catalog record. Archives, special collections, and rare books are available for in-library use only. These materials may be lent to offices and institutions for exhibition, reproduction, or conservation with the permission of the Librarian. Most closed stacks and reference items are for in-library use only, but some items may circulate with permission of the Librarian.

III. Overdue material and late fees

If materials are not returned or renewed by the due date, a late fee of $1 per week per order will be assessed. This fee will be waived if the item is returned within 2 weeks (14 days) of the due date. Members with overdue material or unpaid fees may not borrow additional material.

Library staff will contact the borrower by phone, e-mail, or mail 2 weeks after the due date with a reminder to return the material and a total of late fees owed.

If material is not returned by 4 weeks after the due date, Library staff will mail the borrower a letter including a list of overdue items and total of fees owed.

If material is not returned by 6 weeks after the due date, Library staff will send the borrower a certified letter including a list of overdue items, total of fees owed, and replacement costs and processing fees for lost or damaged items.

If material is not returned or replacement costs paid by 8 weeks after the due date, the Library will file a complaint with the APS.

IV. Lost or damaged material

If material is lost, or returned damaged beyond reasonable repair, the borrower will be charged a replacement fee (a minimum of $50 or fair market value if available or the cost to reproduce an out-of-print book) plus a processing fee ($25).

If material is returned damaged, a minimum repair or rebinding fee of $25 will be assessed. Additional fees may be assessed for extensive damage.
Borrowers may supply a replacement in good condition for a lost or damaged item in lieu of the replacement fee, but will still be charged the processing fee.

**V. Using archives, special collections, and rare books**

The APRL welcomes researchers to use archives, special collections, and rare books in its reading room. Some material may be restricted by the donor’s deed of gift, to protect individuals’ privacy, or due to fragility of the material. APRL staff will inform researchers of these restrictions.

All researchers, whether members or not, using these materials must register and agree to comply with the following rules:

Researchers should contact the APRL at least 3 business days in advance of their visit to ensure that materials can be made available in the reading room.

All parcels, bags, briefcases, purses, coats, etc. must be placed in designated areas.

Material may only be used at a location in the reading room designated by APRL staff. No food, drinks, chewing gum, or tobacco products are permitted in the reading room.

Researchers must wash and dry hands before handling material. Further, researchers agree to comply with any special handling instructions specified by APRL staff.

Material must be kept flat on the table and be handled with extreme care. Researchers should make no marks on materials and avoid unnecessary touching. Materials must be left in the original order; items must not be moved from one folder or box to another. Any damage, missing items, or items out of order must be reported to APRL staff.

Researchers may take notes in pencil only, and must not place writing paper on top of material.

Researchers are welcome to use the APRL’s copying and scanning equipment (fees may apply) or to use their own equipment. Permission from APRL staff is required before making any photographs, scans, or copies.

Researchers will notify APRL staff when they are finished using materials or leaving the reading room.

The burden of determining copyright status of materials and obtaining permissions to publish falls on the researcher.

Researchers will give full and proper credit to the APRL and cite sources completely when publishing or presenting based on material from APRL archives and special collections. Suggested citations are provided.