**Limitless Libraries at AMS!**

Permission for this program is granted by parents checking YES under section G of the student Code of Conduct form and returning that form to your homeroom teacher.  Your librarian can get you a new copy of this document if you don't already have permission.

**To Order Items:**

* Go to the AMS Library website at [www.apollolibrary.weebly.com](http://www.apollolibrary.weebly.com)
* Under Quick Links, click on “Limitless Library Catalog. “
* Search for your items and click the “Place Hold” button.
* When prompted, log in using your Student ID number (this is a 9-digit number that should start with 190…) that is found on your ID badge.
* Enter your 2-digit birth month, 2-digit birth day as your PIN. For example, February 3 would be 0203. (If you already have a Public Library card, you should have your own secret number, so you may need to use that number instead.)
* Choose “MNPS School” as the place you want it sent to if you want your item to come to AMS.

**To Access Your Account to Renew/Check Due Dates:**

* Go to the AMS Library website at [www.apollolibrary.weebly.com](http://www.apollolibrary.weebly.com)
* Under Quick Links, click on “Limitless Library Catalog. “
* In the top right-hand corner, select “Account Login.”
* Login using the directions above.
* To view what you have currently checked out, click on “Checked Out” from the table on the left-hand side of the screen.
* To renew, select “renew all” and click “YES” to proceed when prompted.
* To view items you have requested, click “On Hold” from the table on the left-hand side of the screen.

Questions? Concerns? Contact your librarian, Ms. Alison Maliszewski, at apollolibrarian@gmail.com or by phone 615-333-5025 extension 303.

**When will I get my books?**

* If you are the only person with a hold on it, it should arrive at AMS in 3 –5 days. Items that have holds on them by others will take longer.

**How will I get my books?**

* Your books will be mailed to AMS with a label on them stating your name and the due date. DO NOT REMOVE THIS LABEL.
* When deliveries arrive, they are sorted by homeroom. Because of this, you will get your books the day of or the day after they arrive.
* 8th Grade Library Helpers deliver books every morning to different homerooms at AMS.

**Returning Items:**

* Different items have different lending periods. Most items are 3 weeks, however, DVDs are only loaned out for 7 days. To check lending periods, go to: <http://www.library.nashville.org/about/abt_policies_checkout.asp>
* Return Items to the Apollo Library by the due date on the label in order to avoid late fees. You can also choose to return them to ANY public library branch in Nashville.
* If you have Overdue Items, you WILL be charged late fees.
  + Books cost $0.10 per item, per day late.
  + DVDs cost $1.00 per item, per day late.
* For information on fines, please view the NPL policies here: <http://www.library.nashville.org/about/abt_policies.asp#overdues>

**How To Pay Late Fees:**

1. Go to a branch library with your student ID card and pay the fine. If you don’t your ID, you can’t do this way.
2. Mail a check to Nashville Public Library, attn: Limitless Libraries, 615 Church Street, Nashville Tennessee 37189. On the Memo line, put student name & ID number.
3. In the month of JANUARY, you can do Food For Fines and reconcile your fines by bringing in canned goods instead of money. More information will be coming home about this as it approaches.