



# Circulation Policy

## **LIBRARY CARDS POLICY**

The Galena Public Library District is supported by property taxes assessed within East and West Galena Townships. A library card is available to anyone who lives within the limits of these townships.

Anyone living outside these townships who does not support another public library may purchase a non-resident library card (see section about non-residents).

### **Residents of East or West Galena Townships**

Adults wishing to apply for a library card must bring 2 pieces of identification: bearing their name and address and a current picture ID. Documents accepted include a driver's license, voter registration, utility bill, checkbook, passport, etc.

A parent or legal guardian must be present to apply for a minor's library card. Parents/Guardians are responsible for what their child checks out. They are to understand that this library card will entitle the child to borrow any material available in the library, and items that can be requested from other libraries, without restriction. Parent/Guardians are responsible for materials borrowed on the child's card.

Cards are valid for one year. When cards expire, proof of residence must be furnished again. Cards will not be honored if the residence is changed to a location outside the district.

Library Cardholder must report change of address immediately.

### **Non-Residents**

A person/family residing outside East or West Galena Township may purchase a non-resident card. The non-resident area for the Galena Public Library District is defined by the Administrative Code of the Illinois State Library, Section 3050.10. A person residing outside of the public library service area must apply for a non-resident library card at the public library closest to the person's principal residence. A current picture ID and a copy of the individual's current tax bill need to be furnished to calculate the fee for a non-resident card.

The fee is determined by the Tax Bill Method which is the net taxable value of the residential property appearing on the applicant's tax bill by the Library's current tax rate (Net Taxable Value x .0017317, see attachment). This fee is non-refundable.

The card is valid for one year. Each family member of a household may have his/her own card.

**Non-Resident Fee Cards for Renters:**

The non-resident renter's fee is determined by multiplying the monthly rent by .15. The renter shall provide a current rent receipt or a cancelled check for verification (see attachment).

**Non-Resident Property Owner**

The fee for non-residents will be waived for any person who resides outside the Galena Public Library District, but owns property in the district. Only one card will be issued per taxable property and may be used by that person only. The card is valid for one year. Identification and proof of paid-up taxes on the property in the district will be required annually.

**Services to Non-Resident Cardholders**

A valid non-resident card accords the cardholder all the services the library provides to its resident cardholders, including reciprocal borrowing privileges.

**Reciprocal Borrower**

The Galena Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of the Prairie Area Library System and the Illinois State Library. Any valid library card from another library in Illinois will be honored pending verification at the home library. Reciprocal Borrowing patrons must register the library cards issued by their home libraries but do not receive Galena Public Library District borrowers cards. Library cards honored through the Reciprocal Borrowing Program are subject to the following limits:

1. Reciprocal borrowers may not place reserves on materials.
2. Reciprocal borrowers may not request materials through interlibrary loan.

**Lost cards**

Lost cards should be reported immediately. The patron to whom the card is registered is held responsible for all materials charged to that card. There is a \$1.00 charge to replace lost or damaged cards that have not expired.

**Forfeiture of circulation privileges**

Circulation privileges may be withdrawn under the following circumstances:

- lending the library card to someone other than family members residing at the same address.
- books are one month or more overdue or fines exceed \$5.00

Fines must be paid and overdue materials must be returned before cards are renewed or replaced. If fines are accrued by a minor, the parent or legal guardian is responsible for payment.



## **Right to Privacy**

To the extent permissible under current law, 1) it is the policy of the Galena Public Library District that a patron's library card number will not be supplied, by staff, to any other patron and 2) all records relating to a patron's library card and the borrowed materials are confidential.

## **Loan Period, Renewals, Fines and Fees**

<b>Material</b>	<b>Length of Loan</b>
Books	2 weeks
Book Kits	2 weeks
Audio Books	2 weeks
Music CDs	2 weeks
Magazines	2 weeks
DVD/VHS	3 days; limit of 3 per person and 5 per family
DVD series	2 weeks, limit of 1 per person and family
Interlibrary Loan periods vary	

## **Renew Items**

Most items can be renewed unless there is a waiting list for that item. Items may be renewed in person, by phone (815) 777-0200, by email [info@galenalibrary.org](mailto:info@galenalibrary.org), or through the online card catalog, PrairieCat, accessible through [www.galenalibrary.org](http://www.galenalibrary.org), through the "My Account" feature. Interlibrary loan items will be renewed at the lending library's discretion.

## **E-Mail Notification**

With your Galena Public Library District Card you can receive e-mail reminders of you upcoming due dates, and notice of the availability of your reserved titles. To activate your e-mail, contact the staff of the library or access the online card catalog, PrairieCat, through the "My Account" feature.

## **Interlibrary Loan**

When patrons want material that is not available from the Galena Public Library collection, we ask other agencies to provide it. Materials borrowed through interlibrary loan have a circulation period and renewal policy, which is determined by the lending library, not the Galena Public Library. Fees might occur for certain special loans, which will be discussed with the patron before the loan request is made.

Interlibrary Loan requests may be made directly with a valid Galena Public Library Card through the online card catalog, PrairieCat, accessible through [www.galenalibrary.org](http://www.galenalibrary.org).

## **Reserves**

Patrons may reserve materials that are not immediately available for patron use, but are in the collection of the Galena Public Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone or e-mail. Prompt retrieval of the material is the responsibility of the patron. The material will be held for the patron for a period of three days. A reserve may be canceled prior to notification by calling 777-0200 or by email at [info@galenalibrary.org](mailto:info@galenalibrary.org).

A patron must have a valid Library card in good standing before a reserve will be placed.

## **Fines and Fees**

Fines are charged for materials returned to the library after the due date on a per day basis when the library is open. The library will always be open on the due date itself. The daily rate and the maximum overdue charge are reviewed and approved by the Board of Trustees.

Notification of overdue notices will be done by phone or by mail to the borrower's address within 14 days of the due date. Patrons who have received a notice they believe is in error should contact the library. After 21 days, a final notice is sent to the borrower charging him/her for the cost of the item. After two months (60 days), a bill is sent to the borrower. Borrowing privileges are suspended for all accounts when overdue fines exceed \$5.00.

The library may take legal action to collect on overdue accounts. Any fees or expenses associated with that action would be the responsibility of the patron.

## **FINES**

Overdue adult materials	.15/day
Overdue children's materials	.15/day
Overdue DVDs/VHS	1.00/day

## **Maximum Fines**

Adult materials (1 item)	5.00
Children's materials (1 item)	4.00
More than 1 item returned together	12.00
Fines for overdue Interlibrary Loan vary.	

## **FEES**

Non-resident card	Tax bill method (see attachment)
Replacement of lost library card	1.00
Computer/copies	0.15/sheet, regular and legal 0.20/11x 17
Patron's own materials	0.15/sheet, regular and legal 0.30/11x17
Historical Room	0.15/sheet, regular and legal

0.30/11x17  
0.50/sheet from Reader/Printer  
1.50/8.5x11

Laminating

### **Lost and/or Damaged Materials**

It is the responsibility of any patron who borrows and loses any library material, to pay for lost or damaged items in accordance with the following schedule of terms:

1. Full replacement cost of any item that is lost or damaged beyond repair.
2. Materials borrowed through interlibrary loan, which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

### **Claims Returned**

When a patron claims that he/she has returned an item that appears on the Galena Public Library system as still checked out, the transaction is given a "Claims Returned" status. The library is searched at least once a week for the item. The patron is also encouraged to search for the item. If the item is found at the library, the record is cleared. If someone else brings the item to check out, the record is cleared. If the patron finds the item, the overdue fine is calculated from the due date to the return date. At no time will the overdue charge exceed the cost of an item. If, after three months, the item is not found, the patron will be sent a bill for lost materials.

### **Material Returns**

The library maintains an outside drop box for patron convenience allowing return of library materials. The drop box is emptied daily. Materials returned after 11 a.m. will be checked in the next day the library is open to the public.

Materials deposited in the material drop box when the library is closed will be checked in the next day the library is open.

Appropriate fines will be added to the accounts if materials are returned late.

### **Materials Not Allowed in the Outside Drop Box**

DVDs/VHS tapes  
Oversized books  
Audio Books  
CDs

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