

Welcome to the Galena Public Library!

www.galenalibrary.org

Length of Loans

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

Most items can be renewed unless there is a waiting list for that item.

Items may be renewed online (PrairieCat “My Account”), by phone, in person or by e-mail at info@galenalibrary.org.

Fines

Overdue material	\$0.15/day
Overdue DVD/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
Overdue Interlibrary Loan – same as above	

Fees

East and West Galena Townships residents may obtain a library card with 2 current pieces of identification.

Non-resident card	Tax Bill Method, see attachment
Replacement of lost library card	\$1.00
Computer/Printer/Copier	\$0.15/sheet, regular and legal \$0.30/11x 17
Reader/Printer	\$0.50/sheet
Laminating	\$1.50/8.5x11

The Galena Public Library District is a fully participating member of the PrairieCat consortium which connects 90 online libraries and provides patrons access to over 8,000,000 items. The library has an annual circulation of 38,000 items. Every year 30,000 people frequent the library.

Approved by the Board of Trustees: 09/15/2009