

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
B/W copies	\$0.15/sheet, regular and legal \$0.30/11x17
Color copies	\$0.50/sheet regular and legal \$1.00/11x17
Computer Printouts	\$.025/sheet
Microfilm Reader & DocuPen print or scan	\$0.50/sheet
Laminating	\$1.50/8.5x11

Double sided copies are always considered 2 sheets.

The Galena Public Library District is a fully participating member of the PrairieCat consortium which connects 90 libraries online and provides patrons access to over 8,000,000 items. Annual circulation: 38,000 items. Annual attendance: 30,000 people.

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

Revised: 03/09/2010