Circulation Policy

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Library Card 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 cards).

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. Adult age is 18 years and older.

A parent or legal guardian must be present to apply for a minor’s library card. Parents or legal 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. Parents or legal 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 cardholders must report change of address immediately.

Non-Residents
A person or 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 nonresident card. The fee is determined by the tax bill method. The net taxable value of the residential property appearing on the applicant’s tax bill will be multiplied by the library’s current tax rate. This fee is non-refundable.

The card is valid for one year from the day of purchase. Multiple cards may be issued to members of the same household.

Non-Resident Fee Cards for Renters:
The non-resident renter’s fee is determined by multiplying the monthly rent by 0.15. The renter shall provide a current rent receipt or a cancelled check for verification. The card is valid for one year from the day of purchase. Multiple cards may be issued to members of the same household.

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 taxes on the property in the district will be required annually. A non-resident cardholder will be provided all the services the library provides to its resident cardholders, including reciprocal borrowing privileges.

When Galena Public Library patrons including Galena non-resident library card holders, are delinquent, all individuals listed in the same household are also considered delinquent. At that time, the Galena Public Library suspends circulation for all household members. Delinquent status means that patrons are prohibited from borrowing material and placing holds.

**Reciprocal Borrower**
The Galena Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of the *Reaching Across Illinois Library System* (RAILS) and the *Illinois State Library*. Any valid library card from another public library in Illinois will be honored pending verification at the home library.

Reciprocal borrowers must register the library cards issued by their home libraries. They do not receive a Galena Public Library barcode. Reciprocal borrowers may not place reserves on materials and may not request materials through interlibrary loan.

Library cardholders of fully participating and basic online libraries within the PrairieCat consortium are entitled to full library services except for interlibrary loan requests through WorldCat. These searches must be initiated at their respective home library.

**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.

**Right to Privacy**
To the extent permissible under current law, it is the policy of the Galena Public Library District that all records relating to a patron’s library card and the borrowed materials are confidential.
**Loan Periods, Renewals, Fines, and Fees**

All items have a two (2) week check out period.

Limits: DVD check outs are limited to ten (10).
CD checkouts are limited to ten (10).

**Renewal of Materials**
Items may be renewed twice if said item has no holds. Items may be renewed:
- in person
- by calling the library at 815-777-0200
- by email - info@galenalibrary.org
- in the patron’s account on PrairieCat

Interlibrary loan items will be renewed at the lending library’s discretion. E-Readers cannot be renewed.

**Notifications**
Patrons providing the Galena Public Library with either phone number, e-mail address or text message number will receive reminders of upcoming due dates and notices of available holds in their preferred way of notice.

**Interlibrary Loan**
Materials borrowed through interlibrary loan have a circulation period and renewal policy, which are 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.

**Holds**
Galena Public Library patrons and patrons of either fully participating or basic online libraries within the PrairieCat consortium may reserve materials that are not available, but are in the collection of the Galena Public Library or within the PrairieCat consortium. Patrons may put 20 items on hold.

Materials will be held for patrons for a period of six days. A hold may be cancelled by calling 815-777-0200, by emailing to info@galenalibrary.org, or by deleting the hold online. A patron must have a valid library card in good standing before a hold will be placed or fulfilled.

**Fines for Overdue Items**
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.

An overdue fine of $0.25 will be charged per day per item.

An overdue fine of $2.00 will be charged per day for the Hotspots, Epson EX3210 Projector, and Shure Wireless Microphone.
Once the material is overdue, the library contacts the patron with overdue notices before billing the patron for the items. After overdue notices have been sent, a final bill will be sent to the patron.

Circulation privileges are suspended when overdue fines exceed $5.00 or more. The library may take legal action to collect on overdue accounts. Any fees or expenses associated with that action will be the responsibility of the patron. If fines are accrued by a minor, the parent or legal guardian is responsible for payment.

It remains the patron’s responsibility to be aware of when the material is due. Non-receipt of courtesy or overdue notices does not exempt the patron from fines or bills concerning the overdue material.

The maximum fine per item is $10.00, except for Hotspots, EPSON EX3210 Projector, and the Shure Wireless Microphone for which the maximum fine may accumulate to replacement cost.

**Bill Status**
Material more than three months overdue is considered lost, and the patron remains financially responsible for the cost of the material. If a patron does not pay for the lost material, the patron may be charged with library theft under Illinois law, 720 ILCS 5, Article 16.

**Lost or Damaged Material**
It is the responsibility of any patron who borrows and loses any library material, to pay for lost or damaged items. Once damaged items have been paid for, the item may be returned to the patron. If lost materials, which have been paid for, are found within 60 days, the library will refund the original amount paid by the patron. Materials borrowed through interlibrary loan, which are lost or damaged are billed according to the policies of the lending library.

The library does not accept a substitute or replacement of lost or damaged materials by patrons. It is at the library’s discretion to replace lost or damaged items as needed. An item is considered damaged when further circulation is impossible.

The library does not hold patrons responsible for material lost or damaged in fire or flood, or by theft when documented by a police or insurance report.

**Item Claimed Returned**
When a patron claims an item returned, the item will be put on a claimed returned status. If the item is found at the library, the record will be cleared. If the patron finds the item, an overdue fine will be charged. If, after three months, the item is not found, the patron will be billed.

**Returning Library Materials**
Patrons are expected to return material on or before its due date. The library maintains an outside drop box for the convenience of patrons to return library materials. The drop box is emptied daily except on Sundays or other days the library is closed. Materials returned outside 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. Fines will be added to accounts, if materials are returned late.

**Materials Not Allowed in the Outside Drop Box:**
Oversized books, E-readers, and EPSON projector

**Service Fees**
Prints/copies/scans/laminations are $0.25.

A maximum of 10 prints and copies can be made by a patron per day.
Wireless Hotspot Policy

Wireless hotspots may only be checked out to Galena Public Library cardholders in good standing who are 18 years of age or older. Since the Wi-Fi Hotspot benefits the whole household, ALL members of a household must have cards in good standing (no fines or overdue items and no history of a delinquent account) in order to be eligible to checkout a Wi-Fi hotspot. Hotspot checkout is limited to one per household at a time.

Each time a patron checks out a hotspot, they will sign the Wireless Hotspot User Agreement. Patrons will comply with all federal and state laws regarding internet use, as well as the Galena Public Library Computer and Internet Use Policy.

Galena Public Library will not be held liable for data loss or breach of confidential information while the patron uses the hotspot. Further, the patron releases Galena Public Library of all liability associated with the viewing of, use of, or exposure to any information, picture, or graphical representation the patron may encounter while using the wireless connection.

The patron assumes responsibility for the hotspot, including loss, damage, or theft thereof. Replacement cost for a lost, damaged, or stolen hotspot will be $200. Overdue hotspots will be charged $2.00 per day, for which the maximum fine may accumulate to replacement cost. Service to the device will be turned off should it become overdue. Hotspots must be returned to the Circulation Desk inside the library during open hours and not to the drop box. A $5 fee will be placed on the patron’s account if returned to the outside drop box.

Failure to comply with this policy may result in suspension of borrowing privileges at the library or other appropriate legal action.

Approved: 02/10/2020
WIRELESS HOTSPOT USER AGREEMENT

I, _______________________________________________, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will comply with the Galena Public Library Wireless Hotspot Policy and the Computer and Internet Use Policy (available upon request).
2. I will not violate any state or federal statutes pertaining to internet use while using this hotspot.
3. I absolve Galena Public Library of liability for any loss of data or breach of confidential information that occurs while using this hotspot. I release the Galena Public Library of all liabilities associated with the viewing of, use of, or exposure to any information, picture, or graphical representation I may encounter while using this wireless connection.
4. I assume responsibility for the hotspot, including loss, damage, or theft therof. Replacement cost for a lost, damaged, or stolen hotspot will be $200. I acknowledge that overdue hotspots will be charged $2.00 per day, for which the maximum fine may accumulate to replacement cost. Service to the device will be turned off should it become overdue.
5. I will return the hotspot to the Circulation Desk inside the library during open hours and not to the outside drop box. Hotspots returned in the outside drop box will result in a $5 fee placed on my account.
6. Failure to comply with this policy may result in suspension of borrowing privileges at the library or other appropriate legal action.

Patron’s Printed Name

Patron’s Signature and date

Staff Signature and date

Approved: 02/10/2020
EPSON EX3210 PROJECTOR USER AGREEMENT

I, ________________________________________, am an adult Galena library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Epson EX3210 projector and all the included equipment parts and instructions to the Galena Public Library within two weeks of the checkout date. The following parts and instructions are included:
   a. EPSON EX3210 Projector
   b. Power adapter
   c. 1 HDMI cable
   d. 1 component cable
   e. 1 VGA cable
   f. 1 Mini Display Port to HDMI adaptor
   g. Two instruction booklets
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report any malfunctions to the library staff.
4. I will return the items to the Circulation Desk inside the library during open hours and not to the outside drop box.
5. I will pay a daily late fee of $2.00 if the projector is not returned by the due date. The total cost of replacement is $260.

Patron’s Printed Name

Patron’s Signature and date

Staff Signature and date

Approved: 04/18/2017
Revised: 02/10/2020
SHURE WIRELESS COMBO MICROPHONE SYSTEM USER AGREEMENT

I, _______________________________________________, am an adult Galena Public Library cardholder and, by signing this agreement, I agree to abide by the following conditions:

1. I will return the Shure Wireless Combo Microphone System and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
   a. Shure PG58 Handheld Wireless Microphone, two AA batteries, and mount
   b. Shure CVL-BIC Lavaliere Microphone, two foam wind guards, and clip
   c. Shure BLXT-J10 Wireless Transmitter and two AA batteries
   d. Shure BLX88-J10 Dual Channel Receiver and power cable
   e. Roland MA-12 Speaker Set
   f. Microphone Cable with two ¼ inch adapters
   g. Four instruction booklets
2. If any part of the system is damaged or lost during the checkout period, I will reimburse the library for the cost of replacement.
3. I will report and malfunctions to the library staff.
4. I will return the system to the Circulation Desk inside the library during open hours and not to the outside drop box.
5. I will pay a daily late fee of $2.00 if the system is not returned by the due date. The total cost of replacement is $549.

Patron’s Printed Name

________________________________________

Patron’s Signature and date

________________________________________

Staff Signature and date

Approved: 02/10/2020