

## **CIRCULATION POLICIES**

### **LIBRARY CARDS**

#### **Residents of the city of Galesburg:**

Resident cards are issued for a period of three years and are non-transferable. The first library card is free and subject to the following requirements:

##### **A. Age 16 and Over:**

- a. Applicant's signature.
- b. Current picture identification such as a driver's license, official Illinois State ID and a printed document that shows a current address in the city if identification is not current. Printed documents include, but are not limited to, personal check, telephone, gas, electric or cable bill, mail with current postmark or voter registration card.
- c. Telephone number.
- d. Date of birth.

##### **B. Ages 5 through 15, or mentally impaired adults:**

- a. Applicant must have a co-signer (parent, guardian, adult supervisor) who provides a signature, current identification as stated above and verifies applicant's residency, birth date and telephone number (if listed).

#### **Non-residents:**

Library privileges are extended to persons residing outside the city limits of Galesburg who pay a yearly fee determined by the Library Board of Trustees, according to the following guidelines:

1. Non-residents shall apply at the participating public library in the school district where the non-resident has his or her principle residence.
2. The non-resident fee is equal to the current library tax rate applied to the assessed valuation of the non-resident property owner's principal residence. The property owner pays the same amount for a library card that a City resident pays on comparable property within the city limits of Galesburg. The property owner shall provide a copy of the most recent tax bill for verification purposes.
3. Non-resident renters shall pay 15 percent of their monthly rent as the annual non-resident fee. The renter shall provide a current rent receipt or a cancelled rent check for verification purposes.
4. Non-resident cards are non-transferable.
5. Non-resident cards must be renewed each year.

#### **Business owners within the city limits of Galesburg:**

Library privileges are extended to persons living outside the city limits who pay property taxes on City property. If necessary a current (annual) paid property tax receipt or current lease agreement may be requested upon application for a card.

**Out-of-town students:**

Out-of-town students, who currently reside in Galesburg and attend Knox College, are issued a “one-year” student card after filling out an application form and showing a current school identification card. The expiration date of these cards is calculated to fall approximately 3 weeks prior to the end of the applicable spring term or the student’s final term, whichever comes first.

Carl Sandburg College students, who currently reside in areas that are not served by tax-supported public libraries, must produce a current student photo ID with a Carl Sandburg College library bar code on the back indicating that the student is registered as a CSC library patron. The student may then be issued a card that expires in one year.

**Reciprocal borrowers:**

A resident of Illinois with a valid library card from a public library in Illinois that participates in the intersystem reciprocal borrowing covenant may use the Galesburg Public Library.

**Lost or damaged cards:**

If you should lose your library card, please report the loss to the Galesburg Public Library immediately. A patron is responsible for all materials, fines and fees charged against the card until its loss is reported to the library. If you have lost your library card, you will need to pay a \$1.00 replacement fee and show ID to get a new card. Worn or damaged cards will be replaced at no charge.

**BORROWING MATERIALS****A. Loan periods:**

- a. Books, audio books, kits, music compact discs, CD-ROMs and cassettes circulate for 3 weeks.
- b. Periodicals, DVDs and videos circulate for 1 week.
- c. Book Club kits circulate for 6 weeks.
- d. A special loan period of 6 weeks is granted to teachers for materials used in the classroom. Teachers are responsible for all lost and overdue materials. Teachers are requested to personally select collections of material for their use. The library staff will be glad to assist in these selections and in choosing material to be placed on hold for use in the library.
- e. A special loan period of 6 weeks is granted to patrons requesting vacation privileges.

**B. Renewing Items:**

- a. The following items may be renewed twice providing there are no holds them: books, audio books, kits, music compact discs, videos, DVDs and CD-Roms.
- b. Renewals are made in person at the library, by telephone, or online from the library’s website at [www.galesburglibrary.org](http://www.galesburglibrary.org).

**C. Borrowing limits:**

- a. CD-ROMS and new DVDs have a limit of 2 each per card.
- b. Music compact discs, videos and old DVDs have a limit of 4 each per card.
- c. Audiobooks have a limit of 5 per card.
- d. Library supervisors may place restrictions on the number of items borrowed for subjects during class assignments and on holiday books, or other high demand items.

**D. Forgetting your library card:**

- a. Patrons who forget their library card may still check out if they show identification including name and current address or have their photo in Workflows.
- b. Patrons under the age of 18 must be able to identify themselves by verifying information on the library database if they do not have a student id, photo in Workflows or parent with them.

**E. Interlibrary Loan materials:**

Galesburg Public Library cardholders may request materials from other libraries. Requests may be filled through the regional library system or elsewhere in the State of Illinois. Materials from the regional system may be requested online from the library's website or in person at the library's reference or circulation desk. Materials from outside the region may be requested from the reference desk. Requests from outside the region are limited to 2 per day per library cardholder. These materials include books, periodical articles, audio visual materials and microfilm.

The following policies apply:

1. There will be a processing fee of \$5.00 for out-of-state census microfilm requests in addition to whatever fee applied by the requesting libraries.
2. The Galesburg Public Library will follow the National and State Interlibrary Codes in placing these requests.
3. Copyright restrictions will be observed according to The National Commission on New Technological Uses of Copyrighted Works (CONTU), in House Report 94-1733.
4. Patrons are responsible for all interlibrary loan materials, including replacement costs for lost or damaged materials.
5. Interlibrary loan materials may be renewed at the discretion of the lending library.
6. Materials, except for special circumstances, are not borrowed from out of state libraries.
7. After patron notification, materials will be held for 5 days.

**LATE FEES AND OVERDUE MATERIALS**

**A. Late fee schedule:**

For materials returned after the due date .10 cents per day per item for each day the library is open, not to exceed \$2.00 per item.

**B. Loss of library card privileges:**

Library card privileges will be suspended until the resolution of any of the following conditions:

1. Patron has unpaid fines of \$5.00 or more. This is a global standard adopted by participating libraries in the Resource Sharing Alliance.
2. Patron has not paid for a lost or damaged item.
3. Patron has one or more overdue interlibrary loan (ILL) items.
4. Patron has moved and left no forwarding address.
5. Patron has not returned or paid for missing parts within 2 weeks of notification. (See cost for minor damaged and missing parts below)

**LOST OR DAMAGED MATERIALS**

**A. Replacement costs:**

A full replacement cost will be charged for any periodicals or cataloged materials that are lost or damaged so badly that they have to be replaced. A \$5.00 processing fee is payable to the library.

**B. Damaged materials:**

Patrons may keep any damaged library materials if the full replacement cost has been paid. Unclaimed materials will be discarded after six months.

**C. Minor damage:**

The charge for minor damage and missing parts is as follows:

1. \$5 for plastic bag for kits
2. \$10 for video, CD-ROM, DVD, audio tape or compact disc case (including the barcode and labels)
3. \$10 for a missing or willfully damaged audio book cassette or CD
4. \$5 for magazine replacement
5. \$20 for adapter unit/cord for Playaway View
6. \$100 for damaged/lost Playaway View
  
7. Damages to all other materials will be assessed on a case by case basis.

**D. Continued delinquency:**

A patron is referred to a collection agency when library materials with a value of \$50.00 or more are not returned to the library after 10 weeks. Then a \$10.00 collections fee is billed to the patron.

**SPECIAL COLLECTIONS**

Separate policy.

Adopted: 1-7-99  
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Galesburg Public Library  
Board of Trustees