

## **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. Unexpired current picture identification such as a driver's license or 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. Address may also be verified by mailing the library card to the applicant's home address, at the discretion of the Circulation Supervisor.
- c. Telephone number (if listed).
- d. Date of birth.

##### **B. Ages 5 through 15**

- a. Applicant must have a co-signer (parent or guardian) 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 their principal 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.

E-resources for non-residents:

Non-residents may apply for compuse cards which will provide access to the library's digital resources only, free of charge. Compuse cards may not be used to checkout traditional

circulating items, access interlibrary loan services, or access the collections of other libraries in the state, according to Illinois Administrative Code Section 3050.45. Compose cards are non-transferable and 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. A current (annual) paid property tax receipt or current lease agreement will be requested upon application for a card.

**Out-of-town students:**

Out-of-town students who currently reside in Galesburg and attend Knox College and Carl Sandburg College who currently reside in areas that are not served by tax-supported public libraries are issued a “one-year” student card after 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.

**Institution Cards:**

A Galesburg institution may apply for a card to be used by the organization, and an institutional card form should be submitted to the checkout desk. The card will be updated annually with the contact information of the primary contact for the institution. The institution is responsible for lost/damage fees and bills where applicable. An institution card cannot be used for personal use. If the institution fails to comply with the guidelines, the library has the right to suspend the card at any time.

**Reciprocal borrowers:**

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

**Lost or damaged cards:**

If a patron loses their library card, they should report the loss to the Galesburg Public Library as soon as possible. The patron is responsible for all materials, bills, and fees charged against the card until its loss is reported to the library. A photo ID is required to get a replacement card, and the fee to replace the card is one dollar. Worn or damaged cards are replaced at no charge.

**Cards for users who are unhoused:**

Galesburg residents who are experiencing homelessness are eligible for a one-year local-use-only card. Users may checkout Galesburg Public Library’s items under typical item limits. A phone number or email is required if a mailing address cannot be provided. A referral form (found on the website or at the Circulation Desk) must be completed by a representative from a social services organization such as the Rescue Mission or Salvation Army.

## **BORROWING MATERIALS**

Any cardholder, regardless of age, may borrow any circulating item in the Library's collection. Patrons are required to present their library card or photo ID when borrowing materials. Borrowing privileges may be limited or rescinded if the cardholder has unpaid bills or fees, has not paid for a lost or damaged item, or has moved and left no forwarding address.

Loan periods and number of renewals are determined by the library director and supervisors according to demand for the material, appropriateness of use and value of the material.

- a. Books, audio books, kits and music compact discs circulate for 3 weeks.
- b. Periodicals and DVDs circulate for 1 week.
- c. Book Club kits circulate for 6 weeks.
- d. Binge boxes circulate for 2 weeks.
- e. A special loan period of 6 weeks is granted to teachers for materials used in the classroom. Teachers are responsible for all lost 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. This loan exception is only applicable on items owned by the Galesburg Public Library. Items received via interlibrary loan do not qualify for teacher loans.
- f. A special loan period of 6 weeks may also be granted to institutional cards at the request of the institution's primary contact, with the exception of materials in high demand. This loan exception is only applicable on items owned by the Galesburg Public Library and not items received via interlibrary loan.
- g. A special loan period can be granted to patrons requesting vacation privileges at the discretion of staff.

### **Renewing Items:**

An item may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted. Renewals are granted for the length of the item's loan period. 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).

### **Borrowing limits:**

Borrowing limits are determined by the library director and supervisors according to demand for the material, appropriateness of use and value of material.

- a. New DVDs have a limit of 2 each per card.
- b. Music compact discs and old DVDs have a limit of 6 each per card.
- c. Audiobooks have a limit of 10 per card.

- d. Binge boxes have a limit of 1 per card.
- e. 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.

**Forgetting your library card:**

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. The patron may also verbally verify information listed on their account, at the discretion of the librarian or library assistant.

**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 check out 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. Patrons who do not reside within Galesburg city limits with valid library cards may request items through the RSA system only.

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.

**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. Replacement copies are not accepted.

**B. Damaged materials:**

Patrons may keep any damaged library materials if the full replacement cost has been paid. Unclaimed materials will be discarded at the discretion of the supervisor, but kept no longer than 6 months.

**C. Minor damage:**

The charge for minor damage and missing parts are applied to the appropriate patron accounts at the discretion of the library director and supervisors.

**D. Continued delinquency:**

A patron is referred to a collection agency when library materials with a value of \$50 or more are not returned to the library after 10 weeks. Then a nonrefundable \$10 collections fee is billed to the patron.

If a patron has outstanding debts with the library but has filed for bankruptcy, the patron should notify the library as soon as possible and will not be expected to pay those debts.

**SPECIAL COLLECTIONS**

Separate policy.

Adopted: 1-7-99

Revised: 10-3-02, 4-1-04, 8-3-06, 8-2-07

9-6-07, 8-6-09, 10-7-10, 6-5-14, 4-7-16, 6-7-18, 9-6-18

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Galesburg Public Library

Board of Trustees