

## 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:**

1. Applicant's signature.
2. Current picture identification such as a driver's license, official Illinois State ID, or a printed document that shows a current address in the city. Printed documents include personal check, telephone, gas, electric or cable bill, mail with current postmark or voter registration card.
3. Telephone number (if listed).
4. Date of birth.
5. Place of employment or alternate mailing address.

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

1. 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.

#### **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.

#### **Temporary residents**

Temporary residents such as visiting artists and construction workers who reside in Galesburg for four months or less may request a temporary card for \$25.00.

### **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. The college library agrees to be responsible for delinquent student patrons.

### **Reciprocal Borrowers**

A resident of Illinois with a valid library card from a 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, fill out a new application and show ID to get a new card. Worn or damaged cards will be replaced at no charge.

## **BORROWING MATERIALS**

### **A. Loan Periods**

1. Books, audio books, kits, music compact discs, CD-ROMs and cassettes circulate for 3 weeks.
2. Rental books, periodicals, DVDs, and videos circulate for 1 week.
3. A special loan period of 9 weeks is granted to teachers for materials used in the classroom. These materials may not be renewed. 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 reserve for use in the Library.
4. A special loan period of 9 weeks is granted to customers requesting vacation privileges. These books may not be renewed and no 7-day or reserve materials may be borrowed.

### **B. Renewing Items**

1. The following items may be renewed twice provided there are no reserves on them: books, audio books, kits, music compact discs, videos, DVDs, and CD-ROMs.
2. The following may NOT be renewed: periodicals and reserved materials. Interlibrary Loan materials may be renewed at the discretion of the lending library.
3. Renewals are made in person at the library, by telephone or on-line from the library’s web site at [www.galesburglibrary.org](http://www.galesburglibrary.org).

### **C. Borrowing limits**

1. CD-ROMs, DVDs, CDs and videos – limit two each per card.
2. 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.
3. R-rated videos and DVDs may be checked out by customers of high school age or older. Library staff may request a school identification card or driver's license for proof of age.

### **D. Forgetting Library Card**

Customers who forget their library card may still check out if they show identification including name and current address.

Customers under age 18 must be able to identify themselves by verifying information on the library database.

### **E. Reserves**

1. Reserves may be placed on any circulating item in the Library with the following exceptions: periodicals and rental books.
2. Reserved items must be picked up within three days after telephone notification or five days after mail notification.

### **F. Interlibrary Loan Materials**

Library customers with a Galesburg Public Library card may request materials from other libraries through interlibrary loan. Materials may be requested on-line from the library's web site or in person at the library's reference desk. These materials include books, periodical articles, videos, audio books and microfilm from the Illinois State Library and the Illinois Historical Library.

The following policies apply:

1. There will be a charge of \$4.00 for out-of-state census microfilm requests.
2. Generally 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. Customers 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.

### **G. Rental Books**

The Library has a rental collection of current bestsellers. These titles are available on a first come, first served basis. Rental books are subject to the following requirements:

1. Rental cost per item is \$ .50 per week payable at the time of the transaction.
2. Rental fees accumulate until material is returned or until the cost of material is reached.
3. There is no borrowing limit.
4. Rental books may not be reserved.

## **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. Customer has unpaid fines of five dollars or more. This is a global standard adopted by participating libraries in the Resource Sharing Alliance.
2. Customer has not paid for a lost or damaged item.
3. Customer has one or more overdue interlibrary loan (ILL) items.
4. Customer has moved and left no forwarding address.
5. Customer has not returned or paid for missing parts within two weeks of notification. (See costs for minor damage and missing parts below)

## **LOST OR DAMAGED MATERIALS**

### **A. Replacement Costs:**

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. Under certain circumstances a customer may purchase a new replacement copy of a library item if a supervisor approves the replacement. The replacement cost will be waived, but a \$4.00 processing fee is payable to the library.

### **B. Damaged Materials:**

Customers may keep any damaged library materials if the full replacement cost has been paid.

### **C. Lost and Paid Item Found:**

If a lost and paid item is found and returned to the Library within six months after the original due date of the item, the customer will get a refund from the Library if the item is in useable condition. The \$2.00 fine and \$10.00 collection fee (if applicable) is subtracted from the amount refunded.

### **D. Minor Damage**

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

1. \$5 for a plastic bag for kits
2. \$5 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.

### **E. Continued Delinquency**

A customer is referred to a collection agency when library materials with a value of \$25.00 or more are not returned to the library after ten weeks. The \$10.00 collection fee is billed to the customer.

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

Galesburg Public Library

Board of Trustees