



GALENA PUBLIC LIBRARY DISTRICT

CIRCULATION POLICY

Approved: 3/17/2009

Revised: 11/19/2013

Revised: 12/17/2014

Revised: 4/18/2017

Revised: 2/10/2020

Revised: 10/11/2021

TABLE OF CONTENTS

Library Cards	3
Confidentiality of Records	4
Circulation of Materials	5
Wireless Hotspot Policy	7
Wireless Hotspot User Agreement	8
EPSON EX3210 Projector User Agreement	9
Wireless Combo Microphone System User Agreement	10
Photography Light Kit User Agreement	11
Green Screen Kit User Agreement	12
Angler LED Port-O-Cube User Agreement	13

LIBRARY CARDS

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 in Illinois, may purchase a non-resident library card (see Non-Residents).

Residents of East or West Galena Township

Adults must present two forms of identification including a current photo ID, name, and address to apply for a library card. Documents accepted include driver's license, voter registration, utility bill, checkbook, passport, lease, 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 checked out materials on a minor's card. Parents and legal guardians are to understand that the library will not be responsible for the content in materials checked out from the library or requested from another library. The Galena Public Library does not serve as in loco parentis.

All library cards are valid for one year. Upon expiration, proof of residence is required. If the cardholder's residence is no longer in district, they must acquire a library card from the new home library. The library must be notified of a residence change as soon as possible.

If any library account becomes delinquent (unpaid damaged materials, unpaid lost materials, etc.), all accounts listed in the same household are also considered delinquent. Circulation for all accounts is suspended, meaning cardholders may not borrow materials or placed holds until assessed fees have been paid.

Non-Residents

A person or family residing outside East or West Galena Township may purchase a non-resident card. A person residing outside of the district may apply for a non-resident card at the public library closest to their personal residence. This is in accordance with the Public Library District Act ([75 ILCS 16/30-55.6](#)),

A non-resident card is valid for one year from the date of purchase. Multiple cards may be issued to members of the same residence. To obtain a card, the individual must present a current photo ID along with either a tax bill or renter's information. A non-resident cardholder is provided all the same services provided to those reside within the district, including reciprocal borrowing privileges.

Non-Resident Fee for Renters:

The non-resident fee for renters is determined by multiplying the monthly rent by 0.15. The renter shall provide a copy of the current lease or rent receipt. The fee is non-refundable.

Non-Resident Fee for Property Owners

The non-resident fee for property owners is determined by the tax rate method. The property owner shall provide a copy of the current tax bill. The net taxable value of the residential property is multiplied by the library's current tax rate. The fee is non-refundable.

Exceptions

The non-resident fee is waived for any individual who resides outside the library district but owns property within 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. Upon expiration, proof of paid taxes on the property is required.

Reciprocal Borrower

The Galena Public Library District participates in the Reciprocal Borrowing Program operated under the auspices of 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 from the home library.

Individuals seeking to become reciprocal borrowers will register the library card issued by their home library with the Galena Public Library. Reciprocal borrowers do not have privileges to place holds or request materials through interlibrary loan.

Library cardholders of fully participating or 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 the home library.

Staff

A Galena Public Library District card may be issued to library staff members who reside outside the library district's boundaries. Staff library cards are valid until the staff member leaves the library's employment.

Lost Cards

It is the responsibility of the cardholder or the parent or legal guardian of a cardholder to notify the library if the card is lost or stolen. The cardholder or the parent or legal guardian is responsible for materials checked out on the card.

CONFIDENTIALITY

All records at the Galena Public Library District relating to patron registration and circulation of materials are considered to be confidential in nature and in accordance with the Library Records Confidentiality Act (75 ILCS 70/1). The contents of registration and circulation records shall not be made available to anyone except authorized library personnel or as required by law.

CIRCULATION OF MATERIAL

Galena Public Library cardholders may present their library card or card number in order to check out materials. Cardholders will be allowed to check out materials without a card or card number if they present a valid photo ID. Children under the age of 18 will be allowed to check out materials without a card, card number or photo ID if they can provide their name and one of the following: address, telephone number, or birth date.

Loan Periods

Materials have a two-week check out period with the exception of museum passes. Museum passes check out for one-week.

The only materials with quantity limits are DVDs and CDs. DVD and CD checkouts are limited to ten per library card.

Renewal of Materials

Materials may be renewed two times if the item has no holds. Hotspots may be renewed one time if the item has no holds. To renew:

- Visit the library in person
- Calling the library at 815-777-0200
- Emailing info@galenalibrary.org
- Online by logging into the cardholder's account at support.prairiecat.info
- Downloading the app

Notifications

Patrons will be notified of due dates, overdue materials, hold pickups, and interlibrary loan materials by choosing one of the following preferred notifications:

- Phone number
- Email
- Text message
- Push notification through PrairieCat App

Interlibrary Loan/Holds

Materials borrowed through interlibrary loan have a circulation period and renewal policy, which are determined by the lending library. Interlibrary loan requests and hold requests may be made with library staff, through the online card catalog, PrairieCat, the PrairieCat App, or via email.

All materials, whether secured through interlibrary loan or from the Galena Public Library, will be held for six days. In order to place a hold, the cardholder must be in good standing. Patrons may put up to 20 items on hold.

Overdue Material

All materials are considered overdue if not returned by the due date presented at time of checkout. If an overdue item(s) is not returned by 21 days after the due date, the cardholder's account will be blocked from use until the item(s) is returned.

If an overdue item (s) is not returned by 44 days after the due date, the item will be considered lost and the cardholder will be billed as described in the Lost/Damaged Materials section below. The library will contact the patron with overdue notices before billing the patron for the items. A friendly reminder notice will be sent at 7 days after due date, the first overdue notice at 14 days, the second overdue notice at 21 days, final overdue

notice at 30 days, and a bill notice at 44 days. At 44 days past the due date, the patron is financially responsible for lost or damaged materials.

The Galena Public Library will make a good faith effort to notify cardholders when their items become overdue according to their communication preferences and contact information set up at the time of library card registration. Overdue notification is a courtesy and does non-receipt does not exempt the cardholder from bills concerning overdue materials. The library is not responsible if the notification is not received by the cardholder.

Lost/Damaged Materials

It is the responsibility of the cardholder to pay for lost or damaged or damaged materials. If the cardholder loses library materials, the cardholder will be charged for the full replacement cost of the materials. If the 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 will be billed according to the policies of the lending library.

If returned material is damaged and unsuitable for further circulation, the cardholder will be charged for the full replacement cost of the material. Damaged materials that have been paid for may be returned to the patron.

Library materials that are lost or damaged in a fire, flood, or by theft, documented by a police or insurance report, are not subjected to replacement costs.

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.

Items Claimed Returned

If an item is claimed as returned, the item will be marked as such. If the item is found at the library, the record will be cleared. If the patron finds the item, they must return the item to the library. If, after three months, the item is not returned, the patron will be billed.

Returning Library Materials

Cardholders are expected to return material on or before its due date. The library maintains an outside drop box for the convenience to return library materials. The drop box is emptied daily, except on Sundays and days the library is closed. Materials returned outside after 11 am will be checked in the next day the library is open to the public.

Items including the hotspots, projector, microphone, photography lights, green screen, and light box are not to be returned to the outside drop box.

Service Fees

Prints and copies are \$0.25 per page. A maximum of 10 prints and copies may be made by a patron per day.

Laminations are \$1.00 per 8.5" x 11" paper.

No fee for scans.

Fines

As of 10/12/2021 the Galena Public Library District is a Fine Free Library.

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 thereof. Replacement cost for a lost, damaged, or stolen hotspot will be \$200. 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 understand 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
Revised: 10/11/2021



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 Lavalier 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 any malfunctions of 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 understand the total cost of replacement is \$549.

Patron's Printed Name

Patron's Signature and date

Staff Signature and date

Approved: 02/10/2020
Revised: 10/11/2021



PHOTOGRAPHY LIGHT KIT 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 Photography Light Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
 - a. 1 x Neewer Photo Studio Equipment Carrying Case (Replacement cost \$60)
 - b. 2 x 45W Photography CFL light bulbs (Replacement cost \$28.99/6)
 - c. 2 x 33" White Photography Umbrella (Replacement cost \$22.99/2)
 - d. 2 x Photo Light Bulb Holder (Replacement cost \$12.60/2)
 - e. 2x7ft Photography Light Stand (Replacement cost \$32/1)
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 kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$200.

Patron's Printed Name

Patron's Signature and date

Staff Signature and date

Approved 10/11/2021



GREEN SCREEN KIT 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 Green Screen Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
 - a. 1 x 8.5ft x 10ft Backdrop Stand (Replacement cost \$38.99)
 - b. 1 x Chromakey Green Backdrops Background 6x9ft (Replacement cost \$12.95)
 - c. 2 x 4.5 inch Heavy Duty Spring Backdrop Clamps (Replacement cost \$8.99/6)
 - d. 1 x Carrying Case (Replacement cost \$15)
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 of the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$100.

Patron's Printed Name

Patron's Signature and date

Staff Signature and date

Approved 10/11/2021



ANGLER LED PORT-O-CUBE KIT 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 Angler LED Port-O-Cube Kit and all the included equipment parts and instructions within two weeks of the checkout date. The following parts and instructions are included:
 - a. 1 x 27 inch Light Tent
 - b. 1 x Gray Background
 - c. 1 x Green Background
 - d. 1 x White Background
 - e. 1 x Black Background
 - f. 2 x Diffusers
 - g. 1 x Power Adaptor with Dimmer
 - h. 1 x Power cable
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 of the library staff.
4. I will return the kit to the Circulation Desk inside the library during open hours and not to the outside drop box. Kits returned to the outside drop box will result in a \$5 fee placed on my account.
5. I understand the total cost of replacement is up to \$120.

Patron's Printed Name

Patron's Signature and date

Staff Signature and date

Approved 10/11/2021