

BORROWING PRIVILEGES - REGISTRATION REQUIREMENTS

The Galva Public Library District is a tax-supported public library. This means that people residing within the jurisdictional boundaries of the Galva Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Galva Public Library District need pay no additional fee to be eligible to receive their first library card. Library cards are renewed every three years without additional fees, provided the library card holder continues to reside within the jurisdictional boundaries of the Galva Public Library District and is a patron in good standing.

As a resident card holder, the borrower identified on the valid borrower's card may physically take his or her library card to another library to borrow materials. Those materials are the responsibility of the individual who borrows them, and are subject to all of the fines, rules, and regulations of the lending library. Often libraries limit the borrowing privileges of reciprocal borrowers, and it is best to establish local rules and procedures before making your selections.

Individuals residing beyond the jurisdictional boundaries of the Galva Public Library District and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Galva Public Library District, may purchase a non-resident card for the price determined by the Library Board annually. This price is a calculation of the amount of tax dollars received by the Library divided by the service population and multiplied by the average number of persons in the household in the District.

If you reside beyond the jurisdictional boundaries of the Galva Public Library District, but own property within the jurisdictional boundaries of the Galva Public Library District, upon presentation of a tax bill bearing your name, you may have one library card for the exclusive use of the individual whose name appears on its face without additional payment as is the case with people who reside within the jurisdictional boundaries of the Galva Public Library District.

Adults wishing to register for a borrower's card, renew an expired borrower's card, or replace a lost, stolen, damaged, or destroyed borrower's card at the Galva Public Library District must bring with them two forms of identification, at least one of which bears their name and address. These forms of identification include, but are not limited to, driver's license, utility bills, mail, or voter's registration card.

Children under the age of 18 must have a parent's signature on any initial application for a library card. Children under the age of 16 may use the proof of residency provided by their parent. Children 16 and over may choose to provide their own proof of residency, or use that of their parent.

BORROWING PRIVILEGES - ELIGIBILITY TO BORROW

Individuals presenting valid borrower's cards issued by the Galva Public Library District are eligible to borrow materials from the Galva Public Library District. The Library uses software to track patron checkouts and, if an individual is 'blocked', they will not be able to checkout library materials from any library in the system until the block is cleared from their account.

Individuals presenting a valid card from another public library in Illinois may borrow materials from the Galva Public Library District. The card must have the name of the individual presenting it, and an expiration date in the future. The card must be either a resident borrower's card or a system borrower's card to be valid for reciprocal borrowing.

The Galva Public Library District has established that we are a fine free institution. Fines will not be levied for overdue library materials.

- Patrons are still charged for damaged or replacement items.
- Patrons are prohibited from checking out more materials if they are 'blocked' in the RSA system.
- Any patron checking out at another library follows their rules.
- After 30 days patrons are billed for items
- If item(s) are returned in good condition all is reset to normal.

Copies

- Black and White .15 per page
- Color .25 per page

If enlargement or reduction is required by patron, the per page fee applies to each step in that process. This is not an exact science and may take several pages. This fee does not apply to tax documents.

Fax Transmissions

- Faxes are free of charge

Fax Receipt

- The Galva Public Library District assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

Computer Printouts

- .15 per page black and white .25 per page color for all pages printed. This fee does not apply to tax documents.

Internet Usage

- No charge per hour or portion thereof

Rental Books

- Not applicable

There is a book return at the North side of the Library which may be used to return library materials, as well as one in Bishop Hill. However, DVDs may not be returned in either book return. If the library is not open, DVDs may be returned in the mail slot in the door on the East side entrance to the library building.

A \$1 charge is assessed for each DVD that is returned in either of the book drops.