

Circulation Policy

Library Cards

The Towanda District Library is a tax-supported library; residents within the jurisdictional boundaries of the Towanda District Library pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Towanda District Library or those who own property within these boundaries need pay no additional fee to be eligible to receive their library card. Library cards expire every three years and may be renewed by the patron by contacting the library. Provided that the library cardholder continues to reside within the jurisdictional boundaries of the Towanda District Library and is a patron in good standing. There is a fee of \$2.00 to replace damaged, destroyed, lost, or stolen library cards.

As a resident cardholder, the borrower identified on the valid borrower's card may use the library card at another library to borrow material. 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 Towanda District Library and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Towanda District Library, may purchase a non-resident fee card for the price of \$182.00 per family if our library is the closest public library to their place of residence (using school district as the initial boundary, then township if a second boundary is needed and then the county boundary if a third is needed to determine which library is closest). This fee entitles the entire family to use the Towanda District Library as well as libraries that participate in the non-resident reciprocal borrowing program.

Adults wishing to register for a borrower's card or replace a lost, stolen, damaged, or destroyed borrower's card at the Towanda District Library 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 14 must have a parent's signature on any initial application for a library card. Parents are responsible for any material that their children borrow.

Loaning of Materials:

Materials will not be loaned out to individuals not presenting their library card.

- Books will be loaned for two weeks.

- Periodicals will be loaned for one week.
- CDs and DVDs will be loaned for one week.
- Current reference material will be loaned overnight with Library Director approval.

The number of materials to be checked out to a patron at one time is at the discretion of the staff on duty.

Materials can be renewed by phone, in person, or on our online catalog, which can be found at <http://towandalibrary.org/>. Materials may only be renewed once without staff permission. Some materials may not allow for renewal due to holds on the item.

Interlibrary Loans:

Materials such as books, periodicals, DVDs and CDs, may be requested from other libraries within our RAILS system in the state of Illinois.

Materials borrowed through interlibrary loan must be returned to the Towanda District Library by the lending library's due date. Habitual failure to return materials on time may result in individual loss of interlibrary loan privileges.

Reserves:

Patrons may reserve materials that are not immediately available for patron use, but are in the collection of the Towanda District Library. When the reserved materials are available to the patron who has placed the reserve (HOLD), the library will notify the patron by telephone unless other means of contact are preferred.

Overdue materials:

Overdue materials will be charged at the following rates:

.10/day for books, audio books, and magazines.

.25/day for DVD's and CDs.

- There is a one-day grace period for all overdue items.
- First overdue notices will be sent at 1 week over due for DVD's and CDs, and at 2 weeks overdue for books, periodicals and audio books.
- Second overdue notices will be sent at 2 weeks overdue for DVDs and CDs, and 4 weeks overdue for books, audiobooks and periodicals.
- First billing notices will be sent at 4 weeks for DVDs and CDs, and at 6 weeks overdue for books, audiobooks and periodicals.
- In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items.

Charges are as follows:

1. Retail replacement or average replacement cost of any item that is lost or damaged beyond repair, plus a \$2.00 processing fee per item.
2. Materials borrowed through interlibrary loan that are lost or damaged are charged to the patron according to the bill provided by the lending agency.

Maximum fines are as follows:

\$5.00 for books, audio books magazines, DVDs, and CDs.

- Patrons whose overdue fine total reaches \$5 will not be allowed to borrow any additional materials until payment is made (this includes overdue fines incurred for items at other libraries). After any payment is made on this total, the patron may again check out library materials.
- The library reserves the right to enlist the assistance of the county sheriff to retrieve library material from delinquent patrons (guardians of minor children). In addition, a collection agency may be engaged to collect the retail amount and processing fees to compensate the library for cost of unreturned material. An additional fee of 1/3 the cost of replacement of the material will be added to the total fees to cover the cost of the collection agency's services.

Unreturned/Lost materials:

Patrons who do not return or pay for unreturned items within 30 days of the mailing of a first billing notice will receive a "30-Day Notice Regarding Billing for Overdue Library Materials and will be given an additional 30 days to return or pay for the items. After 30 days from the date of the notice, the patron will then receive a "Notice Regarding Unreturned Library Materials," which states that their library borrowing privileges at this and other libraries have been suspended or blocked until the item is paid for.

The library cannot reimburse the patron for an item that is returned after the library reorders the item.

If the patron wishes to personally replace the lost item, s/he must first get approval from the Library Director.