

Patrons

Registration requirements

The Harrisburg District Library is a tax supported public library. This means that people residing within the jurisdictional boundaries of the Harrisburg Public Library District pay taxes to support the library. Those people who live within the jurisdictional boundaries of the Harrisburg 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 Harrisburg Public Library District, and is a patron in good standing. There is a fee of \$3.00 to replace damaged, destroyed, lost or stolen library cards.

As a resident cardholder, the borrower identified on the valid borrower's card may physically take his or her library card to another library within the Illinois Heartland Library System 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 Harrisburg Public Library District, and not within the boundaries of another public library, and owning no property within the jurisdictional boundaries of the Harrisburg Public Library District may purchase a non-resident fee card for the price of \$70.00. This fee entitles the entire family to use the Harrisburg District Library, as well as neighboring libraries that participate in the non-resident program. If you reside beyond the jurisdictional boundaries of the Harrisburg Public Library District, but own property within the jurisdictional boundaries of the Harrisburg 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.

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 Harrisburg District Library must bring with them identification which bears their name and address. Such 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 sixteen must have a parent's signature on any initial application for a library card. The application must be completed with the responsible adult present in the library. Children under the age of sixteen may use the proof of residency provided by their parent. Children sixteen and over may choose to provide their own proof of residency or use that of their parent. Forms of identification include driver's license.

Borrowing privileges - Eligibility to borrow

Individuals presenting a valid library card issued by the Harrisburg District Library are eligible to borrow materials from the Harrisburg District Library when the following conditions are met:

1. No materials are more than one circulation period overdue on his or her card.
2. No outstanding fines in aggregate excess of \$3.00 have accrued to his or her card.
3. No materials borrowed for them from another library are overdue in any amount.

The library staff may not waive these regulations without the specific permission of the library director; however, the patron may request and receive a 24 hour hold on the item(s) he or she wishes to check out to allow the patron to correct the situation which has resulted in loss of eligibility to borrow.

Individuals presenting a valid card from another public library in the Illinois Heartland Library System may borrow materials from the Harrisburg District Library. A valid card is unexpired and bears the name of the individual presenting it.

Circulation - Length of Loans

The Harrisburg District Library circulates materials in a variety of formats including books, magazines, books on CD. The following terms of loan are applicable as indicated:

	Length of Loan	# allowed	Renewals	Reserves
Books	21 Days	unlimited	1	10
Magazines	21 Days	unlimited	1	10
CDs	21 Days	unlimited	1	10
DVDs	7 Days	ten	1	10
New Books	21 Days	two	0	10
Audiobooks	31 Days	ten	1	10

Circulation - Fines

The Harrisburg District Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Harrisburg District Library.

Overdue materials

10 CENTS per day, not to exceed the cost of the item.

Fees

Copies: 10 CENTS single side; 20 CENTS double side per page. If enlargement or reduction is required by the patron, the per page fee applies to each step in that process. Enlargement and reduction is not an exact science and may take several pages.

Fax/transmission: \$3.00 for the first page plus \$1.00 for each page after. Faxes are sent only within the continental United States. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

Fax/receipt: \$3.00 for the first page plus \$1.00 for each page after. The Harrisburg District Library 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: 10 CENTS FOR B/W; \$1.00 FOR COLOR PRINTS per page. This fee applies to all material printed by library printers including, but not limited to, Internet downloads, personal work, and graphics.

Internet/Wifi usage: NO CHARGE per hour or portion thereof.

Notary: \$1.00 per stamp. Each signee must be present and present a valid photo ID. The documents must be signed in the presence of the notary. (Although the library does offer notary services, a notary might not always be on staff.)

Circulation - Interlibrary loan

When patrons want material that is not available within the Harrisburg District Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period which is determined by the lending library, not the Harrisburg District Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Harrisburg District Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials in that way for any of its patrons. It is crucial, therefore, that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons.

Circulation - Lost and/or damaged materials

Materials borrowed via any mechanism are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses/damages any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond repair and for which a current price can be found.
2. Average replacement cost for any item which is lost or damaged beyond repair and for which a current price cannot be found. Average prices as of July of this calendar year are:

Hard bound books	\$28.00
Soft bound books	\$20

CDs	\$15
DVDs	\$20
Audiobooks	\$60

3. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.
4. Bindery repair -cost plus \$5.00 for preparation to ship

Lost, Damaged, and Overdue Books

The Board of Library Trustees is invested with the specific power under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. It is therefore the policy of the Harrisburg District Library as follows:

Section 1

Any person who shall fail to return in undamaged condition any book or library material belonging to or originally borrowed from the custody of the library shall be penalized as herein provided:

- A. Adult fines (i.e. where an adult borrower card is used)
 - (a) Books, periodicals, paperbacks, vertical file materials, CD or DVD - both adult and juvenile - \$.10 per day, with a maximum fine of cost of material;
- B. Juvenile fines (i.e. where a juvenile borrower card is used)
 - (a) Books, periodicals, paperbacks, vertical file materials, and CD or DVD from the Children's Library or the Young Adult Library - \$.10 per day, with a maximum fine of cost of material;
- C. Fees for lost library cards
 - (a) Adult - \$3.00 per card for each card;
 - (b) Juvenile - \$3.00 per card for each card;
- D. Lost materials
 - (a) Cataloged books, paperbacks, CD, and DVD cost
 - (b) Periodicals - replacement cost;
 - (c) Vertical file materials - value, \$5.00 minimum;
- E. Damaged materials
 - (a) If items are returned in damaged condition, but can be re-bound, a bindery fee of \$10.00 per item will be charged;
 - (b) If items are returned in damaged condition that makes them unusable, value or replacement cost will be charged for each item.

Section 2

The term "replacement cost" used in Section 1 above is the price the library must pay to obtain another copy of the item, as listed in Books in Print, Paperbound Books in Print, and such sources. If the particular title is no longer available, the cost is a figure based on the average price of such an item so that the library may obtain another title of a similar nature: \$30.00 for adult hard cover nonfiction; \$28 for adult hard cover fiction; and \$20.00 for children's hard cover book, either fiction or nonfiction.

Section 3

In addition to the foregoing, in the event that any person's failure to return any book or library material in an undamaged condition is determined to be willful, the Director of the Library may report such violation to the State's Attorney for prosecution pursuant to the applicable terms of the Illinois Criminal Code and shall exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made. For purposes of this section, "willful" is to mean "without good cause."

Section 4

All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the daily fund of the library or the body enforcing this ordinance.

Circulation - Reserves

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the Harrisburg District Library. When the reserved materials are available to the patron who has placed the reserve, the library will notify the patron via phone. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available to the phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of seven days. If additional patrons are waiting for the material, the next patron on the list will be called and notified of the availability of the item and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation.