

PANKHURST MEMORIAL LIBRARY

Amboy, Illinois

Circulation Policy

LIBRARY CARDS

Resident and Non-Resident Cards

- All persons residing within the city limits of Amboy shall be eligible to receive a library card. Library cards are valid for three years.
- All persons not residing within the city limits of Amboy may be issued a card upon request along with a payment of \$50.00. Collection of non-residents fees is a requirement by state law and can't be waived. Its purpose is to assure that all persons pay equally in support of the library. Non-resident cards are valid for one year.
- Both types of library cards are valid within the Prairie Area Library System (PALS); this includes community college libraries and academic libraries. These libraries may require additional information for registration.

Application for a card

- The person requesting the card must fill out application. Application must include name, address and telephone number or number where patron can be reached. A valid driver's license or proof of address (utility or phone bill) will be requested. Persons under the age of sixteen must have application signed by an adult willing to accept responsibility for materials checked out under that card. It is the patron responsibility to inform library of any address or telephone changes. All family members over the age of five are eligible for a card with parent's permission. A card number will be issued to the household. Each child will be given a number following main card number by age (oldest to youngest). Example: 1-1A, 1-2A.

MATERIAL LOAN PERIODS

All materials

- Two week check out period
- May renew if no other request for materials
- No renewals on new books or reserve list

HANDLING PROCEDURES

- All materials must be checked out at the circulation desk. A valid library card must be presented at that time.
- A total of twenty items per family or four items per patron may be checked out in the Youth Department.
- Patrons may request to be on a reserve list for new books. Patron will be called when reserved material is available; patron will then have three business days to pick up the material. If patron hasn't picked up material after three days the material will go to the next person on the list. Patron's name will then be moved to next in line.
- No renewals on new books or books on a reserve list.
- Renewal limit is two renewals over original check out date totaling 6 weeks.
- All materials must be returned to the library on the due date. Paper materials may be returned in book drop.
- Materials may be renewed by phone or in person. Materials won't be automatically renewed.
- Books are considered over-due at the beginning of the next business day. Over-due charges are \$0.10 cents per item per day.
- Over-due notices will be sent out every two weeks. Patron will receive two written notices about over-due materials. A certified letter stating replacement cost of materials, processing fees, and cost of letter will send as a third notice. Patron will have 30 days to returned materials and pay all costs. If patron has not complied with the regulation regarding past due books and materials within the 30 day time frame, the file information may be forwarded to the local police department with a request to serve a legal notice of collection of the past due amount.
- Patrons owing the library money for fines or lost materials will lose all library privileges until all charges are paid. This includes everyone in the household.