

Phoenix Public Library Policies and Procedures For Library Materials

Library Cards

Phoenix Library Cards are free to all residents of Phoenix, IL. Replacement library cards are \$1.00. Please contact the circulation desk for more information on how to register for a library card.

Books

Check Out Term: Three Weeks

Check Limit: Four books

Late Fees: 10 cents per day for each book

Lost Library Books: Price of the book plus \$5.00 handling fee

DVD's

Check Out Term: Five Days

Check Limit: Two per patron

Late Fees: \$1.00 per day

Lost DVD: Price of the DVD plus \$5.00 handling fee

Patrons must be 18 Years or older to check out DVD's.

No renewals on new DVD's. Phoenix residents are only allowed to check out DVD's from the Phoenix Public Library.

Interlibrary Loans

Patrons must abide by the policies and procedures when borrowing library materials from other libraries within the RAILS Library System. Only library staff members are allowed to make interlibrary loan request for patrons. Patrons are only allowed to request three library materials per request. Patrons 13 years and younger must be accompany by an adult in order to make interlibrary loan request. All library materials requested by patrons must be returned in order to request new materials. Requests are limited.

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