



**Tri-Township Public Library**  
**209 South Main Street**  
**Troy, IL 62294-1429**

### Hours

#### **Monday-Thursday**

9am-8pm

#### **Friday**

9am-5pm

#### **Saturday**

9am-4pm

#### **Sunday**

Closed

**Phone:** (618) 667-2133

**Website:** <http://troylibrary.org>

**Email:** [director@troylibrary.org](mailto:director@troylibrary.org)

**Fax:** (618) 667-9866

**Circulation Email Notices** are sent  
from [circadm@coolcat.lcls.org](mailto:circadm@coolcat.lcls.org).

### MEMBERSHIP REQUIREMENTS

Residents of the Triad School District may obtain library cards. For those living within the library taxing district boundary your fee is paid through your property taxes. For those living outside the library taxing district the fee for cards is \$100.00 per household per year. Persons who live outside the taxing district but own a business or property within the taxing district may obtain 1 card per household or business (a copy of the tax bill showing ownership is required).

### BORROWING PROCEDURES

Each patron is responsible for all items checked out on his or her library card. A patron who obtains additional household member cards is responsible for all items checked out on those cards.

Videos, Music CDs and magazines may be checked out for one week. All other items may be checked out for three weeks.

Only books and magazines may be returned to the outside book return. All nonprint items must be returned in the slot at the circulation desk.

Overdue fines:

In system items: 10 cents per item per day.

Out of system items: \$1.00 per item per day.

Fine for lost items and those damaged beyond repair:  
Replacement cost plus a \$5.00 processing fee.

Fine for return of nonprint items in the outside book return: \$1.00 per item.

Fine for lost or damaged case, inserts and included pamphlets: \$5.00 per item.

Fines for other damages vary depending on severity.

Privileges are suspended when a cardholder's fine (total) exceeds \$3.00.

Failure to pay lost or damaged item fees within 30 days of notification will result in the bill being referred to a collection agency and a fee of \$20.00.

Fee for replacing a lost or damaged library card: \$1.00.

### LIBRARY RULES

- No smoking in the library building.
- No eating or drinking in the computer lab nor the main circulation floor. (Bottled water is allowed as long as bottles are kept capped.)
- Language and behavior must be acceptable to a public place.
- The Computer Lab is a QUIET ZONE.
- Respect the personal space of other library users.
- Respect the materials and the furniture.
- Cell phone use is not permitted in the computer lab nor on the circulation floor.
- Closely supervise young children in your care.
- Obey all state and local laws and ordinances.
- Do not solicit services, attempt to sell items, or campaign on the premises.

### ROOM RENTAL FEES

The Lower Level of the Tri-Township Public Library District building has two rooms available for rent by the general public: a conference room (seating capacity = 10) and a community room (seating capacity = 150).

Library cards are not required for room reservations. To hold the reservation a completed reservation form and a \$50.00 deposit is required. Rooms may be used free of charge once per calendar year by public non-profit organizations for official functions of the organization. All other users must pay in advance before signing out a key: \$25 for the conference room, \$75 for the community room, and \$25 if using the kitchen. Following the event, the deposit check will be returned after inspection and return of the key.

## ONLINE SERVICES

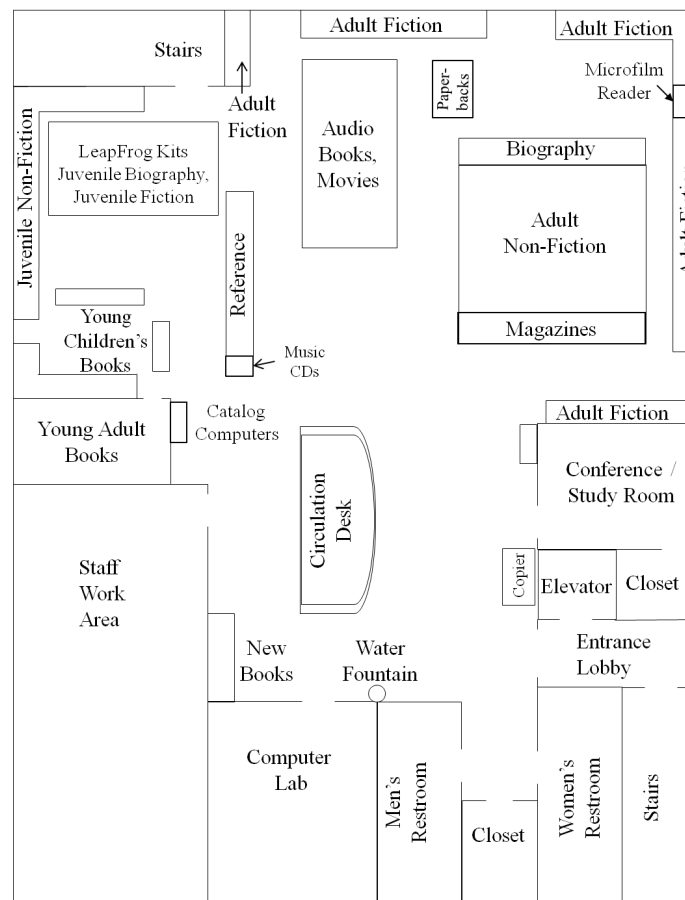
At our website <http://troylibrary.org> Click on the buttons at the top of the page:

- **About Us:** Information about the library and links to additional resources.
- **Catalog:** Browse and request items from home, also check the status of your account. To Login: enter your first and last name, barcode number from the back of your library card and the pin. Pin is the last four digits of your phone number until you change it.
- **Newsletter:** The latest newsletter from the library.
- **Kids Corner:** A page with information and links just for kids.
- **Databases:** Links to the following online databases: Log on with your last name and card number.
  - \* **Net Library.** Electronic Online Books, requires free version of Adobe Acrobat Reader.
  - \* **Novelist and Novelist K-8.** Search for Books by age group and genre.
  - \* **Heritage Quest.** Genealogy Search Tools.
  - \* **First Search.** Articles and World Wide Search Tools for hard to find books.
  - \* **Thomson-Gale Databases.** Antiques Pricing Guides, Legal Forms, Chilton's Repair Manual, Testing & Education Reference Center, Popular Magazines, Tourism-Hospitality-Leisure, Home Improvement.
  - \* **Reference USA.** Marketing & Statistics Data.
  - \* **Kids Click.** Hobby and Homework Search Engine for Kids.
  - \* **World Book.** Online Encyclopedia
  - \* **Encyclopedia Britannica.**
  - \* **Troy Times Tribune** back issues.
- **Upcoming Events:** Library Happenings.
- **New @ The Library:** New titles added to the collection in the past four weeks.
- **Internet Links:** A variety of useful websites that may be of interest.



## WELCOME!

The Tri-Township Public Library  
is a member of the  
Lewis and Clark Library System.



## CIRCULATION FLOOR

## OTHER LIBRARY SERVICES

The following services are available to the public:

Public Use Computers with Internet Access and Microsoft Office capabilities –Free.

A typewriter - Free.

A self-service black and white copier - prints are 15 cents per printed side.

Color printing and copy service - \$1.00 per printed side.

Back issues of the **local Troy paper** on microfilm dating back to the 1872 - Free to use, prints are 20 cents each. The back issues are also available online in a searchable format using the library computer lab. Cardholders may obtain a password to allow access from home.

Fax Service -

We send and receive faxes for a nominal fee.

Send to any U.S. number: 50 cents a page.

Receive from any U.S. number: 50 cents a page.

The **Friends of the Library used book sale** occurs from 9am-1pm on the first Friday and third Saturday of each month.

The **Troy Genealogical and Historical Societies** maintain resources downstairs. These are available on an appointment basis. If interested, ask for more information at the circulation desk.