

Policy: Operational - Circulation

Department: Library

Effective Date: March 2014

Revision Date:

Next Year of Review: 2017

The Bruce County Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Bruce County Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the Public Libraries Act. R.S.O. 1990, c. P44.

Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the library.
2. Any person may be a member of the library with borrowing privileges.
3. Membership will be granted to individuals who personally present verification of address and identification by showing a document bearing his/her name and current address and photo id. See Schedule A for acceptable documentation.
4. Membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to one item on the initial visit and the verification of address will be required for any subsequent loans.
4. If no photo ID is available, a second document may be used to establish identity.
5. Children under the age of 14 must register for membership accompanied by a parent or guardian. That parent/guardian must themselves be a library member in good standing and present acceptable identification. The parent/guardian signs for responsibility for fees, damages or lost items.
6. Only members of the library in good standing will be allowed to borrow library materials or access Internet workstations.
7. A valid Bruce County Public Library card must be presented each time materials are borrowed. Members are responsible for all materials issued on their card. Changes in personal information such as name, address or telephone number, as well as loss or theft of library card should be reported immediately.
8. In keeping with the Ontario Library Association's Children's Rights in the Public Library: Guidelines for Service, there are no restrictions on the material borrowed by children. Parents/guardians are responsible for the selection, usage and safe return of materials borrowed by their children.

9. Personal information collected will be subject to the Bruce County Public Library Policy on *Confidentiality & the Protection of Privacy*.

Section 2: Conditions of Membership and Card Use

1. Membership is not transferable to other individuals.
2. Members will be issued a library card without charge.
3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
4. The card is the property of the Bruce County Public Library and must be returned on request.
5. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported immediately.
7. Membership expires every 2 years. Renewal requires verification of the member's name, address, telephone number and payment of all outstanding monies owed to the library.
8. Membership is suspended when fees exceed \$10.00 and will be re-instated when all outstanding accounts are settled.
9. Membership can be suspended for violating library policies.

Section 3: Borrowing

1. Loans

- a) a standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. See Schedule B
- b) reference works, local history materials and newspapers are not available for loan
- c) the total number of items on loan to any one member will not exceed 75 items
- d) the number of items that may be borrowed on a particular subject is limited to 4 if there is a high demand for materials
- e) DVD/video materials that are classified 18A (Suitable for people 18 years of age or older) or R (Restricted to 18 years or older) by the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age is required.

2. Renewals

- a) library items may be renewed in person, by telephone or by catalogue access in the library or remotely.
- b) items on reserve for other members cannot be renewed

3. Holds/Reserves

- a) library items may be reserved in person, by telephone, or by catalogue access in the library or remotely
- b) when the item becomes available, the member will be notified and asked to pick-up the item
- c) items will be held for 7 days.

4. Returns

- a) materials borrowed may be returned to the library at the circulation desk or in the drop-box
- b) members are required to return materials on or before the due date

5. Circulation Records

Library Circulation and membership records will be used in accordance with *Confidentiality & the Protection of Privacy Policy*.

6. Loan Period

The regular loan period for materials is 21 days, unless otherwise specified:

InterLibrary Loans - 14 days
DVDs or Videos - 7 or 21 days
Magazines - 7 days

Section 4: Charges

1. Damaged/Lost Items

- a) the library will charge replacement costs for items which are overdue by 55 days or for items which are damaged or lost.
- b) the replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item. It may not be possible or desirable to replace a specific item with an identical one.
- c) charges will be levied based on the cost of a substitute item or the current average price of materials when an item is not replaced. Replacement copies or donations in lieu of payment are not acceptable.
- d) replacement of the item will be left to the discretion of the Chief Executive Officer or her designate, in keeping with the library's collection policy.

2. Overdues and Fees

Members are responsible for returning materials on or before the due date. Retention of borrowed materials beyond the date on which library materials are due shall result in a fee.

a) the board establishes fees as a deterrent to the late return of materials.

b) fees may be waived for unusual or serious circumstances

Books/Periodicals: \$0.25 per day per book to a maximum of \$10.00 per book

DVDs/Videos: \$1.00 per day.

Inter-library Loan Items: \$0.25 per day per item to a maximum of \$10.00 per item. \$1.00 fee for Inter-library loan items ordered but not picked up.

There are no overdue fees for shut-in patrons, but they are charged for lost or damaged materials.

3. Suspension of Borrowing Privileges

All privileges will be suspended when members have fees and/or overdue materials in excess of \$10.00. Privileges will be reinstated when charges are paid. All monies owed to the library must be paid in full before a library card may be renewed.

4. Lost and Damaged Material

Members are responsible for all materials while on loan to them, and shall report lost or damaged material at the earliest possible opportunity. A borrower who loses or damages library material shall be required to pay the current cost of the item plus a processing fee of \$5.00 (\$2.00 for magazines) Replacement copies or donations in lieu of payment are not acceptable.

5. Processing Fee

The processing fee reflects that there are costs involved in acquiring, cataloguing and processing items to a shelf ready condition.

6. Replacement of Material

It may not be desirable to replace a specific item with an identical one. Replacement of the item will be left to the discretion of the CEO in keeping with the library's collection policy.

7. Lost and Damaged Inter-Library Loan material

The member is responsible for the cost of lost and damaged Inter-Library Loan material. The lending library will be contacted and an invoice will be generated for the cost of this material.

8. Refunds for Lost Materials

The time limit for refund for payment of lost materials is two months from the date of payment. Members must produce their receipt to be refunded. The processing fee is not refunded. If an item is refunded, members will be charged the overdue fee to the date of payment. There is no refund for lost Inter-library loan materials.

Related Documents

Bruce County Public Library - Confidentiality & the Protection of Privacy

Schedule A - Acceptable Identification to Verify Name and Address for Membership Registration

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. In other case acceptable identification and proof of current address is required.

Acceptable Identification Acceptable Proof of Address

- Health card with photo
- Citizenship card
- Passport
- Student ID card
- OAS (senior's card)
- Employer-issued photo ID card
- BYID (from the LCBO)
- Any Benefit Statement issued by the Government of Canada
- Bank account statement
- Utility bill (telephone, hydro, water, gas, cable TV)
- Motor Vehicle Permit
- Mortgage, rental or lease agreement
- Property tax assessment or bill
- Insurance policy (property, auto, life)
- Employer record (current pay stub or letter from employer)
- Secondary school, college or university report card or transcript