



Policy: Operational- Circulation

Effective Date: March 2014

Revision Date: November 2024 Next Year of Review: 2026

Purpose

The purpose of the Circulation policy is to outline the stewardship of library collections. 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.

Scope

The Circulation Policy applies to all library users. It covers activities relating to the use of library collections.

1. Library Membership and Borrowing

- a. No fee will be charged for admission to the library.
- b. Any person may be a member of the library with borrowing privileges.
- c. Membership will be granted to individuals who personally present verification of address and identification by showing a document bearing their name and current address and photo ID. See Schedule A for acceptable documentation.
- d. Membership will be granted to an individual who is unable to provide identification verifying address; in this case a temporary library card can be granted which is limited to 5 items. Presentation of acceptable identification will be required for full borrowing privileges.
- e. Individuals may apply online for a membership that allows instant, temporary access to our digital collections. Digital memberships expire after 14 days and are non-renewable. To receive a full-access card, individuals must visit a library branch with proof of identification to obtain a full-access card (see Schedule A).
- f. If no photo ID is available, a second document may be used to establish identity.
- g. Children under the age of 14 must register for membership accompanied by a parent

or guardian, unless registration is being supported through a local school. In this case parents/guardians may provide written consent on forms provided by BCPL. The parent/guardian does not have to be a library member; however, if they are a member their account must be in good standing. The parent/guardian signs for responsibility for fees, damages, or lost items.

- h. Youth 14 - 17 years old may apply for their own library card. Parental responsibility for fines and fees continues until age 18. See Schedule A for acceptable documentation.
- i. Only members of the library in good standing will be allowed to borrow library materials.
- j. 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.
- k. Personal information collected is subject to the Bruce County Public Library Policy on Confidentiality & the Protection of Privacy.

2. Conditions of Membership and Card Use

- a. Cardholders are responsible for all materials borrowed on their card.
- b. Membership is not transferable to other individuals.
- c. Members will be issued their first library card without charge.
- d. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
- e. Loss 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.
- f. Change of address, name, phone number, or email must be reported immediately.
- g. 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.
- h. Membership can be suspended for violating library policies.

3. Borrowing

A valid Bruce County Public Library card should be presented each time materials are borrowed. If the library member cannot present their card, they may be required to show ID to confirm their identity. Library staff may ask for verification of address and telephone number or email to confirm identity.

The following table outlines typical loan periods for collection items:

TYPE OF MATERIAL	LOAN PERIOD
Books, Audiobooks	3 weeks
High-demand titles	2 weeks
Magazines	1 week
DVDs	1 week
Interlibrary Loans	3 weeks
Book Club Kits	6 weeks
Non-traditional Items	varies

Loan periods for non-traditional items may vary and library management may alter loan periods in response to patron demand and available supply.

- a. Reference works and newspapers are not available for loan.
- b. The total number of items on loan to any one member will not exceed 75 items.
- c. DVD 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 are available in the collection and it is up to the individual to determine suitability for viewing. Library staff do not require proof of age for lending.

Renewals

- d. Library items may be renewed according to the limits set in the library catalogue.
- e. Items may be renewed in person, by telephone, or online.
- f. Items on hold for other members cannot be renewed.

Holds

- g. Library items may be placed on hold in person, by telephone, or online.
- h. When the item becomes available, the member will be notified via phone or email and asked to pick up the item.
- i. Items will be held for 7 days.

Returns

- j. Materials may be returned to any branch of the Bruce County Public Library at the circulation desk or in the drop-box, or the BCPL Bookmobile.
- k. Members are required to return materials on or before the due date.

Circulation Records

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

4. Charges

Cardholders are responsible for returning materials in good condition on or before the due date.

- a. The library will charge replacement costs for items which are 21 days overdue, 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. Purchase of a replacement item will be left to the discretion of the CEO or designate, in keeping with the Library's collection policy.
- c. Items returned to the library within 12 months will have the charge for the LOST item removed.
- d. Borrowing privileges will be suspended when fees reach \$75.00, and reinstated when charges are paid. All fees must be paid in full before a library card can be renewed
- e. Replacement copies or substitutions for lost or damaged materials are not accepted

Processing Fee

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

Lost and Damaged Inter-Library Loan Material

The member is responsible for the cost of lost and damaged Interlibrary Loan material, as assessed by the lending library. These outstanding charges will be reflected on the borrower's record and Bruce County Public Library policies regarding delinquent accounts will apply.

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. Processing fees and interlibrary loan materials are not refundable.

Related Documents

Bruce County Public Library - Collection Development Policy
Bruce County Public Library - Confidentiality & the Protection of Privacy
Bruce County Public Library - Interlibrary Loan Policy
Bruce County Public Library - Intellectual Freedom Policy

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. If no photo ID is provided, 2 pieces of ID are required to establish identity and current address.

Adults (18 and older)

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)

Any other source of identification that includes the person's name and address

Youth (14 - 17 years old)

Student Card

Current Report Card with address

Bank statement

Bill (e.g., cell phone)

Pay stub or direct deposit stub

Magazine subscription

Any other source of identification that includes the person's name and address

Children (0-13 years old)

Parent/guardian's identification and proof of address

Signature of parent/guardian on library car