

Policy: Circulation

Motion number & date: 46:2020, 26 August 2020. Chair signature: _____

NOTE: Policies relating to and supporting this policy include: Patron Confidentiality and Circulation, Children's Services, Membership in the Library, Hours of Operation, Telescope Lending, Technology Lending.

The *Public Libraries Act* requires that a library board allow patrons to borrow and reserve circulating materials free of charge and authorizes the board to establish rules for the loan and use of all library materials.

1. All library materials, except DVDs, telescopes, magazines, kits, and electronic devices (see relevant policies), may be borrowed for three weeks. DVDs (five per family), magazines and kits may be borrowed for one week. The Daisy Reader may be borrowed for three weeks.
2. A maximum of 15 books may be borrowed for each three-week period. This number may be increased at the discretion of the librarian/CEO.
3. The library may, from time to time, impose other limits when there is a heavy demand for seasonal material or for categories in which there are limited holdings.
4. Extended loans are available upon request, at the library's discretion.
5. Other restrictions on borrowing include the following:
 - a) reference materials are non-circulating to ensure ready access to information resources; and
 - b) unique and/or fragile material from the local history collection are also restricted.
6. 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. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian. (See Children's Services Policy.)

Renewals

Library materials may be renewed for up to three (3) loan periods provided:

- the item(s) are not on reserve for someone else;
- the item(s) are not in high demand; and
- the patron has not reached his/her limit of overdue fines or charges.

Renewals for interlibrary loans may be requested from the lending library. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.

Fines

Retention of borrowed library materials beyond the date on which library materials are to be returned to the library shall be penalized by a fine.

1. The overdue charge is based on the patron type and a lesser fine rate may be in effect for borrowers who are children or seniors.
2. There is a maximum amount per book. Fines for any material will not exceed the actual cost of the library material.
3. The board must set a schedule of fines. (See attached schedule.)

Fines will be waived in unusual circumstances (e.g., illness or a death in the family) at the discretion of the CEO.

Lost or damaged materials

Members are responsible for materials while on loan to them. A borrower who loses or mutilates library material shall be required to contribute to the cost of replacing that material. Borrowers will be charged for lost or damaged materials, according to the attached appendix.

Reserves

Library materials not available on the shelves may be reserved at the circulation desk or at public access terminals. Patron reserves will remain in place for six months and may be renewed at that time if necessary.

When the item becomes available the member will be telephoned and is asked to pick up the reserved item promptly. Reserved materials will be held for patrons at the circulation desk for a period of four business days; new material will only be held for three business days.

Interlibrary loan

Library materials not available in the Bonnechere Union Public Library may be requested through interlibrary loan. To ensure appropriate use of interlibrary loan, the library will adhere to the terms of CLA/ASTED Interlibrary Loan Code in all its transactions. Any charges made by the lending library are the responsibility of the borrower. Only print materials can be requested or sent through the interlibrary loans system.

Renewals for interlibrary loans may be requested from the lending library. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.

Outreach services

A limited outreach service is available to the home-bound in the Bonnechere Valley and North Algona Wilberforce townships. Volunteers select, deliver and pick-up library materials. Inquiries should be made through the staff at the circulation desk regarding this service.

The library will also endeavour to serve those members of the community who live at the senior citizens homes in the townships through a regular visiting library service.

Fines and charges: (as of August 2020)

Fines for overdue material:

Junior books and magazines	\$0.25 per day (maximum of \$10)
Adult books and magazines	\$0.25 per day (maximum of \$10)
Audiobooks	\$1.00 per day (maximum of \$10)
DVDs and video games	\$1.00 per day (maximum of \$10)
Interlibrary loan material	(Set by lending library)
Daisy Reader	\$3.00 per day (maximum of \$25)
Telescope	\$10.00 per day (maximum of \$50)
Kits	No fine applied

Children and seniors receive a 10% reduction from these fines.

Other charges:

Non-resident membership	\$40.00 per year
Seasonal	\$15.00 for three months
Photocopies/Reader-printer copies/CD-ROM print-out	\$0.25 per sheet
Membership card replacement	\$2.00
Barcode replacement	\$1.00
Fax machine use	\$1.00/page

Default prices

The CEO/Librarian may assess the charge as is necessary on any missing material.

OR may assess charges as follows:

Purchase price + \$2.50	Paperbacks Periodicals
Purchase price + \$3.50	Adult hardcover books Junior hardcover books Large print books Trade paperbacks DVDs CNIB tapes Audiobooks
Purchase price + \$5.00	E-Reader MP3 Player Daisy Reader
Purchase price + \$10.00	Telescope

Reminder notices and bills may be sent when accumulated charges and fines reach \$10.00.

Overdue items and claimed returned items revert to 'lost' after 90 days and patrons are billed accordingly. Lost or damaged library materials are charged according to the default replacement cost or by the assessment of the library staff member in charge. If a lost item is returned after receipt of payment, the replacement charge will be refunded less a \$5.00 service charge.

Restrictions:

CNIB Tapes

To use CNIB talking books, a borrower must complete a registration form.

Circulation

When fines exceed \$4.00, a patron's account may be suspended until the fine is paid.

Reserves

Reserved items will be held for patrons at the Circulation Desk according to the following schedule:

- New books 3 days
- All other items 4 days

Patron reserves will remain in place for six months and may be renewed at that time if necessary.