

# Trent Lakes Public Library



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Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-12</b>
Policy Title:	<b>Circulation</b>	Initial Policy Approval Date:	<b>October 2019</b>
		Last Review/Revision Date:	
		Year of Next Review:	<b>2024</b>

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The Trent Lakes Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Trent Lakes 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. Memberships to residents of Trent Lakes are free along with residents of communities in which there is a reciprocal borrowing agreement. The fee for non-resident memberships is \$5/card.
3. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address. **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.
5. Children under the age of 12 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages or lost items.
6. Only members of the library in good standing will be allowed to borrow library materials.
7. Materials may be borrowed by either presenting the membership card or valid identification. **See Schedule A.**
8. Personal information collected will be subject to the Trent Lakes Public Library Policy at **OP-01 Privacy, Access to Information & Electronic messages under CASL.**

## OP-12 Circulation Policy (continued)

### 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 of \$5.
4. The card is the property of the Trent Lakes 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 annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
8. Membership is suspended when fines exceed \$20.00 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 50 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 18<sup>A</sup> (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. See Schedule B for renewal schedule.
  - b) items on reserve for other members cannot be renewed
3. Holds/Reserves
  - a) library books 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 5 days except for DVDs and magazines which are not available for a hold or reserve.
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
  - a) Library Circulation and membership records will be used in accordance with **Privacy, Access to Information & Electronic messages under CASL (OP-01)**

## **OP-12 Circulation Policy (continued)**

### **Section 4: Charges**

1. Damaged/Lost Items
  - a) the library will charge replacement costs for items which are overdue by 60 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 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
  - 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 selection policy
  
2. Overdues and Fines
  - a) the board establishes fines as a deterrent to the late return of materials. See Schedule C for fine schedule.
  - b) fines may be waived for unusual or serious circumstances

#### **Related Documents:**

Trent Lakes Public Library. *Privacy, Access to Information & Electronic messages under CASL (OP-01)*

## OP-12 Circulation Policy (continued)

### Schedules

#### 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
<ul style="list-style-type: none"><li>• Health card with photo</li><li>• Citizenship card</li><li>• Passport</li><li>• Student ID card</li><li>• OAS (senior's card)</li><li>• Employer-issued photo ID card</li><li>• Ontario Identity Card</li></ul>	<ul style="list-style-type: none"><li>▪ Any Benefit Statement issued by the Government</li>          <li>▪ Bank account statement</li><li>▪ Utility bill (telephone, hydro, water, gas, cable TV)</li><li>▪ Motor Vehicle Permit</li><li>▪ Mortgage, rental or lease agreement</li><li>▪ Property tax assessment or bill</li><li>▪ Insurance policy (property, auto, life)</li><li>▪ Employer record (pay stub or letter from employer)</li><li>▪ Secondary school, college or university report card</li></ul>

**Schedule B**

Loan Periods

Material Type	Loan Period	Optional Renewals
Books	21 days	3
Audio Books	21 days	3
Magazines	21 days	No renewals
DVDs	7 days	No renewals
Children's DVDs	7 days	No renewals
Puzzles	21 days	3

**Schedule C**

Fines

Type	Fines per day	Maximum fine per item
<b>Adult and Teen Materials</b>		
Books	\$0.20	\$20.00
Audio Books	\$0.20	\$20.00
Magazines	\$0.30	\$20.00
DVDs	\$1.00	\$20.00
Replacement Cards		\$5.00
Not picking up ILL		5.00