

Deseronto Public Library



Policy type: Operational Policy Number: OP 12

Policy Title: Circulation Policy

Policy Approval Date: November 29, 2017

Last Review/Revision Date: April 2019

Year of next Review: 2022

The Deseronto Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Deseronto 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. See Editors Notes 1
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. (Request may be made by staff)
4. 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.
5. Only members of the library in good standing will be allowed to borrow library materials.
6. Materials may be borrowed by either presenting the membership card or valid identification. See Schedule A.
7. Personal information collected will be subject to the Deseronto Public Library Policy on **Confidentiality & the Protection of Privacy OP-01**.

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. 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.
5. Change of address, name or phone number must be reported immediately.
6. Membership expires every two years. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
7. Membership is suspended when fines exceed \$20.00 and will be re-instated when all outstanding accounts are settled.
8. Membership can be suspended for violating library policies.

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Section 3: Borrowing

1. Loans

- a) A standard loan period of three weeks exists for materials borrowed; expect 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) items the total number of books/DVD/audio/CD's on loan to any one member will not exceed 10 items.
- d) DVD/video materials that are classified 18^A (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.
- e) DVD Television series' material have a two series at a time limit.

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 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 5 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 OP-01***

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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:

Deseronto Public Library. **OP 01 - Confidentiality & the Protection of Privacy**

Editors' Notes 1:

The **Public Libraries Act**, R.S.O. 1990, c. P44 s. 23(3)c gives library boards the authority to set fees for the use of library services by persons who do not reside in the area of the board's jurisdiction in which case the circulation policy would need to include statements that define non-resident members and the schedule of non-residents fees. Some libraries exclude groups from having to pay a non-resident fee even if they live outside of the municipality, for example students, residents of a municipality with which the libraries have a reciprocal borrowing agreement, employees working in the municipality, or property owners.

Also note that a library cannot charge a fee to residents of a municipality that contract with them for library service. *The prescribed conditions for library operating funding do not permit a library to charge fees to residents of contracting municipalities. See subsection 30(2) of the Public Libraries Act and Regulation 976*

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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

Health card with photo
 Citizenship card
 Passport
 Student ID card
 OAS (senior's card)
 Employer-issued photo ID card
 BYID(from the LCBO)

Acceptable Proof of Address

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 (pay stub or letter from employer)
 Secondary school, college or university report card or transcript

Schedule B - Loan Periods

Material Type	Loan Period	Optional Renewals
Books	21 days	3
DVDs	21 days	3
Audio Books	21 days	3
Magazines	21 days	3
Music CDs	21 days	3
Interlibrary Loans	14 Days	Dependent on lending library
Reference	0	0

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Schedule C - Fines

Type	Fines Per Day	Max fine per item
Non-Fiction Books	\$0.10	\$10.00
Books- Children	\$0.05	\$10.00
Books - Adult	\$0.10	\$10.00
Audio Books and Music CDs	\$0.10	\$10.00
DVDs	\$0.10	\$10.00
Magazines	\$0.10	\$5.00
Kobo Reader	\$2.00	\$20.00
Interlibrary Loans	\$0.50	\$20.00

OTHER CHARGES	
Replacement Cards	\$5.00
Photocopying Black & White	\$0.25/sheet 2 sided \$0.45
Photocopying Coloured	\$0.50/sheet 2 sided \$0.95
Faxes up to 4 sheets	\$2.00 plus and copying needed
Faxes 4+	\$3.00 plus and copying needed