

Oliver Paipoonge Public Library

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| Policy Type: Operational | Policy number: OP-06 |
| Policy Title: Circulation and Interlibrary loans | Initial Policy Approval Date: 09/29/2021 |
| | Last Review/Revision Date: |
| | Year of Next Review: |

The Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The 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*.

1. Library Membership and Borrowing

- a. No fee will be charged for admission to the Library.
- b. Any resident of the Municipalities of Oliver Paipoonge, Neebing, Townships of Gillies, O'Connor and Conmee may be a member of the Library with borrowing privileges. Residents of other areas may purchase a Library membership for \$10.00.
- c. 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.**
- d. 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.
- e. Only members of the Library in good standing will be allowed to borrow Library materials.
- f. Materials may be borrowed by either presenting the membership card or valid identification. *See Schedule A.*
- g. Personal information collected will be subject to the Oliver Paipoonge Public Library Policy at *OP-02 Confidentiality and the Protection of Privacy.*

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2. Conditions of Membership and Card Use

- a. Membership is not transferable to other individuals.
- b. Members will be issued a Library card without charge.
- c. An individual is entitled to only one Library card. Lost or damaged cards will be replaced for a fee.
- d. The card is the property of the Oliver Library and must be returned on request.
- e. 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.
- f. Change of address, name or phone number must be reported immediately.
- g. Membership expires biennially. Renewal requires verification of the member's name, address, telephone number, email address and payment of outstanding monies owed to the Library.
- h. Membership is suspended when fines exceed \$20.00 and will be re-instated when all outstanding accounts are settled.
- i. Membership can be suspended for violating Library policies.

3. Borrowing

- 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. The total number of items on loan to any one member will not exceed 50 items.
- c. The number of items that may be borrowed on a particular subject is limited to 4 if there is a high demand for materials.
- 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.

4. 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.

5. 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.

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6. 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.

7. Circulation Records

- a. Library circulation and membership records will be used in accordance with **Privacy, Access to Information & Electronic messages under CASL (OP-02)**.

8. Charges

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 CEO/designate, in keeping with the Library's selection policy.

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.

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9. Interlibrary Loan

When a member requires Library material which is not included in the Library's collection, the Library will make every effort to secure the requested material from another Library. The Library shall keep accurate records of:

- a. Requests for materials made to other Libraries.
- b. Materials which have been received from other Libraries.
- c. The date on which such materials are due back at the holding Library.
- d. The date on which materials are returned to their holding Libraries.
- e. Requests for the Library's material made by other Libraries.
- f. Materials which have been sent to other Libraries.
- g. The date on which such materials are due back in the Library.
- h. Date on which materials were returned to the Library.
- i. Number of transactions.

The borrowing period for interlibrary loan material is determined by the holding Library.

All interlibrary loan materials will be subject to the same rules as regular materials with regards to overdue charges and charges for lost or damage material. Money collected in compensation for lost or damaged interlibrary loan material shall be forwarded to the holding Library.

In the case where a holding Library charges a fee for the loan of its material, the order will only be fulfilled if the member agrees to cover the extra charges.

Any member who shows repeated disregard for the policies concerning interlibrary loans may be denied the privilege.

Requests to the Library to loan its material will be considered on a case by case basis. If the material is new or in high demand, the request may be denied.

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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 | Acceptable Proof of Address |
|--|---|
| <ul style="list-style-type: none"> • Health card with photo • Citizenship card • Passport • Student ID card • OAS (senior's card) • Employer-issued photo ID | <ul style="list-style-type: none"> ▪ Any Benefit Statement issued by the Gov. 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 and audio books | 21 days | 1 |
| DVDs and Blu-ray | 7 days | 1 |
| CELA Daisy cd's | 6 weeks | 1 |

Schedule C Fines

| Material Type | Fines per day | Maximum fine per item |
|-----------------------|---------------|-----------------------|
| Books and audio books | \$0.20 | 20.00 |
| DVDs | \$2.00 | 20.00 |
| CELA daisy cd's | 0 | 0 |
| Replacement Cards | | \$5.00 |