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SERV-01 - Circulation Policy

STATEMENT OF PURPOSE

The Powassan & District Union Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The 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* and its regulations.

1. REGISTRATION

1.1 No fee will be charged for the use of items within the library.

1.2 A valid membership card is required to borrow items.

1.3 Membership is free for residents and property taxpayers of the Union, namely Municipality of Powassan, Township of Nipissing, Township of Chisholm, and Restoule LSB.

- (i) Applicants must complete a registration form and provide proper identification and proof of residence or any official document confirming their identity and residential address or land ownership.
- (ii) Membership is not transferable to other individuals.
- (iii) A parent or adult guardian must sign the application of a child under 16 and assumes full responsibility for the child's choice of borrowing material as well as any fees incurred.
- (iv) Public organizations, community groups & associations and businesses located within the Union may obtain a free library card. A duly appointed representative must complete and sign the registration form.
- (v) Members will be issued a library card without charge. A library membership card is valid for two years from the date of issue.

1.4 Membership for non-residents.

- (i) People not residing in the Union may become members of the library upon payment of an annual fee of \$ 30.00 per person or family.

- (ii) Additional cards for other members of the family are available to non-resident users at a cost of \$2.00 per card.
- (iii) Temporary cards are available to area vacationers upon payment of \$30, of which \$25 is refundable upon return of the card. This card has a 3 items limit.

1.5 Registered patrons must advise the library when information contained in their registration form changes (address, e-mail, phone number, etc.).

1.6 There is a fee of \$4.00 to replace a lost library card.

1.7 Membership status may be suspended temporarily or permanently when a member has an outstanding account or when Library policies are violated.

2. CIRCULATION

2.1 Library members may borrow:

- i) books and/or magazines and/or films and/or other items available for circulation - a maximum of thirty items may be borrowed at any one time;
- ii) films and DVD series - a maximum of five items at any one time;
- iii) Other miscellaneous items, DVD player, projector, screen, cameras, I-pads, e-Readers, etc.

2.2 All material (with the exception of the projector) may be borrowed free of charge.

2.3 The number of material borrowed on a specific subject may be limited by library personnel.

2.4 Restrictions:

- i) Some reference material must be consulted on premises only. Other reference material may be borrowed for a limited period of time.

2.5 No restrictions will be imposed on material borrowed by children. Parents are entirely responsible for their children's choice of material. Without the presence of a parent or guardian, the staff may use their discretion in lending material.

2.6 Patrons should present their library cards to borrow library materials. When a patron does not present his/her card, the attending personnel will ask to verify user's address and phone number before allowing the loans.

2.7 Patrons may exceptionally borrow more than the maximum number of items with the special permission of personnel.

2.8 The loan period and circulation policies for electronic documents (eBooks, eAudiobooks) may be determined by the supplies of these services.

3. LOAN PERIODS

3.1 Books, magazines, eBooks readers, audiobooks and documentary films may be borrowed for a three-week period.

3.2 Films and DVD series are loaned for a seven-day period.

3.3 Personnel may, at his/her discretion, extend the loan period under certain circumstances.

4. RENEWALS

4.1 Most loans may be renewed for a period corresponding to its initial loan period, unless a hold is on the item.

4.2 Loans for documents on the reserve list will not be renewed.

4.3 Requests for renewals must be made in person, by e-mail or online (website request form or MY ACCOUNT option of the JASI catalogue). It is not necessary for users to present the item and their library card to renew the loan.

4.4 Loans may not be renewed more than twice.

5. OVERDUES

5.1 Late fees: No Late Fees

6. LOST AND DAMAGED MATERIAL

6.1 Damaged or lost materials must be reimbursed by the borrower.

6.2 Borrower will pay the replacement cost of the materials plus a processing fee of \$5.00.

6.3 If a lost item is returned within 3 months after the payment of its replacement cost, the user will be reimbursed upon presentation of the item, unless a replacement has already been purchased, in which case the cost will not be refunded. The \$5.00 administration fee will not be reimbursed. After three months, a lost item cannot be returned and becomes the property of the user.

7. HOLDS

7.1 Borrowers can reserve any circulating item.

7.2 Hold requests can be made in person, by phone, by e-mail or online (website hold request form or MY ACCOUNT option of the OPAC catalogue).

8. INTERLIBRARY LOANS

8.1 Members can borrow items not available at the library through the interlibrary loan service.

8.2 The library follows the *ASTED\CLA Interlibrary Loan Code*.

8.3 Borrowers who do not abide by the rules of the *ASTED\CLA Interlibrary Loan Code* may lose their borrowing privileges.

9. BORROWING PRIVILEGES

9.1 Borrowers who do not return borrowed items lose their borrowing privileges until the items are returned or until their replacement cost is paid.

9.2 Non-resident members lose their borrowing privileges if membership fees are not paid.

10. PAYMENT OF FEES

10.1 All fees must be paid in cash, or by cheque, e-transfer, or credit card. The library does not accept payments by debit.

11. CONFIDENTIALITY

11.1.1 In accordance with the Public Library Act (1984), confidentiality of all circulation and membership files will be respected in all circumstances for “all information that identifies by name an individual who uses the services of the library and makes him identifiable by other means”.

1.1.1 The Library CEO will let police officers consult a library user’s files only if they present a valid search warrant.

1.1.2 In accordance with the Freedom of Information and Protection of Privacy Act and the library’s Privacy Policy (Policy 3.3.9.1), the Library will not keep a history of a user’s loans unless it has been authorized by the user at registration