

# **PERTH EAST PUBLIC LIBRARY**

**POLICY TYPE: OPERATIONAL**

**POLICY NUMBER: OP – 4**

**POLICY TITLE: CIRCULATION POLICY**

**APPROVAL DATE: SEPTEMBER 2015**

**DATE OF REVIEW: SEPTEMBER 2016**

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The Perth East Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Perth East 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. Membership will be granted to residents of Perth East, employees of Perth East Businesses, residents within a municipality with reciprocal borrowing (including residents of Perth County, Huron County, Oxford County, Wellington County, Middlesex County and the Region of Waterloo). Verification of address and identification must be provided. See Schedule A for acceptable documentation. Non-residents/visitors can access a card for \$7/month and a limit of 10 items per card.
3. Children under the age of 16 must have their membership authorized by a parent or guardian who accepts financial responsibility for materials borrowed on that card.
4. In keeping with the Ontario Library Association's *Children rights in the public library: Guidelines for service*, there are no restrictions on the material borrowed by children. While library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.
5. Only members of the library in good standing will be allowed to borrow library materials.
6. Personal information collected will be subject to the Perth East Public Library **Privacy Policy**.

## **Section 2: Conditions of Membership and Card Use**

1. A membership card is required to check out materials. The original card is supplied free of charge. Replacement cards are \$2.00.

2. Membership expires annually. Renewal requires verification of member's name, address and telephone number.
3. Membership is suspended when fines exceed \$10.00 and will be re-instated when all outstanding accounts are settled.
4. 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. Members are responsible for materials while on loan to them.
  - c. Reference works, local history materials, and newspapers are not available for loan.
  - d. Library materials not available in a PCIN library may be requested through Interlibrary Loan.
2. Renewals
  - a. Library materials may be renewed for up to three loan periods provided the items are not on reserve for someone else, items are not in high demand, and/or the member has not reached the limit of overdue fines or charges.
3. Holds/Reserves
  - a. Library materials not available on the shelves may be reserved in person, by telephone, by email, by catalogue access in the library or through the library website.
  - b. When the item becomes available, the member will be notified and asked to pick up the item.
  - c. Materials will be held for three days.
4. Returns
  - a. Materials borrowed may be returned to the library at the circulation desk or in the drop-box (unless otherwise specified).
  - b. Members are required to return materials on or before the due date.

### **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 purchase and processing cost of the item.

- c. Replacement of the item will be left to the discretion of the CEO in keeping with the library’s collection policy.

2. Overdues and Fines

- a. The board establishes fines as a deterrent to the late return of materials. See Schedule B.
- b. Overdue items and claimed returned items revert to “Lost” after 60 days and members are billed accordingly. Members are charged replacement cost plus \$5.00 processing fee or at the discretion of library staff in charge.
- c. Fines may be waived for unusual or serious circumstances at the CEO’s discretion.

**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 cases, additional identification with proof of current address is required.

<b>ACCEPTABLE IDENTIFICATION</b>	<b>ACCEPTABLE PROOF OF ADDRESS</b>
Citizenship card	Any Benefit Statement issued by the Government of Canada
Employer-issued photo ID card	Bank account statement
Student ID card	Utility bill (telephone, hydro, water, cable TV, etc.)
OAS (senior’s card)	Motor Vehicle Permit
Passport	Mortgage, rental or lease agreement
BYID (Age of Majority from the LCBO)	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 and Fines**

<b>Material Type</b>	<b>Loan Period</b>	<b>Fines</b>
Books	21 days	.25 per day; max of \$10.00
New Release Books	14 days	.25 per day; max of \$10.00

<b>Material Type</b>	<b>Loan Period</b>	<b>Fines</b>
Children's Books	21 days	.25 per day; max of \$5.00
Audio Books	21 days	.25 per day; max of \$10.00
Music CDs, VHS tapes	21 days	.25 per day; max of \$10.00
Magazines	7 days	.25 per day; max of \$10.00
DVDs	7 days	.25 per day; max of \$10.00
Interlibrary loans	Set by lending library	\$1.00 per day; max of \$10.00
E-readers/iPods	21 days	\$1.00 per day and \$50 refundable deposit.

**Related Documents:**

Perth East Public Library, Privacy Policy