



Policy Type: **Operational**

Policy Number: **OP - 01**

Policy Title: **Circulation Policy**

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Policy Review Date:

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The Northeastern Manitoulin and the Islands library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Northeastern Manitoulin and the Islands 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 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.
3. Membership will be granted to non-residents for an annual fee. See Schedule B for annual fee.
4. Children under the age of 13 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 Northeastern Manitoulin and the Islands Public Library Policy on **Confidentiality & the Protection of Privacy (to be developed)**.

#### **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. See schedule B
4. The card is the property of the Northeastern Manitoulin and the Islands Public Library and must be returned on request.

## Circulation Policy (Continued)

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 as soon as possible to ensure continuity of service.
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 C
  - 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 is limited. See schedule C
  - d) Children are entitled to borrowing privileges with open and ready access to materials provided by the Public library. Parents and legal guardians are responsible for monitoring and limiting the use of materials by their children. Only patrons 18 or older will be entitled to video materials rated "R" or "18A".
2. Renewals
  - a) Library items may be renewed in person, by telephone or by catalogue access in the library or remotely. See Schedule C 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 except for DVDs which will be held for 2 days
4. Returns
  - a) materials borrowed may be returned to the library at the circulation desk or designated 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 (to be developed)**

## **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 See schedule B for processing fee.
  - 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. Over dues and Fines
  - a) The board establishes fines as a deterrent to the late return of materials. See Schedule D for fine schedule.
  - b) fines may be waived by the Northeastern Manitoulin and the Islands Public library board for unusual or serious circumstances

### **Related Documents**

***Confidentiality & the Protection of Privacy (to be developed)***

## Circulation Policy (Continued)

### 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-Fees

Non-resident fee \$25.00 annually

Fee for replacement of lost or damaged card \$5.00

Processing fee for replacement of lost or damaged items \$10.00

### Schedule C - Loan Periods

Material Type	Loan Period	Optional Renewals
Books	21 days	1
Info DVDs and VHS Videos	21 days	1
Audio Books	21 days	1
Magazines	21 days	1
Magazines Current Issue	7 days	1
Kits of all types	21 days	1
Entertainment DVDs and VHS (Adult)	7 days	1
Children's Entertainment Videos DVD and VHS	7 days	1
Electronic Games (PS2, Xbox, Gamecube)	7 days	1
Music CDs	7 days	1

## Circulation Policy (Continued)

### Schedule D - Fines

Type	Fines Per Day	Max fine per item
<b>Adult and Teen and children's Materials Books</b>	\$0.50	\$5.00
Info DVDs and VHS Videos	\$0.50	\$5.00
Audio books and music CDs	\$0.50	\$5.00
Magazines	\$0.50	\$2.00
DVDs	\$1.00	\$10.00
Electronic Games (PS2 and Xbox)	\$1.00	\$10.00

Note-a cap of \$30.00 will apply to a group of overdue items returned at the same time to avoid undue hardship for library patrons