

## POLICY 4.1.2

### BIBLIOTHÈQUE PUBLIQUE DU CANTON DE RUSSELL TOWNSHIP OF RUSSELL PUBLIC LIBRARY



**Type of policy :** Operational policy

**Titre de la politique :** Circulation Policy

**Policy number :** 4.1.2

**Last complete revision :** November, 2015

**Dates of modifications:**

*Section 5.2 modified January 16, 2013 (Motion 13.01.05)*

*Full revision – May, 2012*

**Date of next review:** 2019

## STATEMENT OF PURPOSE

The Township of Russell 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.

## REGULATIONS

### 1. REGISTRATION

- 1.1 No fee will be charged for admission to 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 Township of Russell.
  - (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.
  - (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 in the Township of Russell 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
  - (i) People not residing in the Township of Russell may become members of the Library upon payment of an annual fee of \$ 45 per person or per family. The annual non-resident fee is based on the actual cost of public library services per Township resident.
  - (ii) Additional cards for other members of the family are available to non-resident users at a cost of \$2 per card.
- 1.5 Members 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 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 - a maximum of twenty-five items may be borrowed at any one time;
  - ii) films - a maximum of three items at any one time;
- 2.2 All material 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.
- 2.6 Members should present their library card to borrow library materials. When a member does not present his/her card, Library personnel will ask to verify user's address and phone number before allowing the loans.
- 2.7 Members may exceptionally borrow more than the maximum number of items with the special

permission of Library personnel.

- 2.8 The Library offers access to online electronic documents (eBooks, eAudiobooks, eMagazines); these resources may be borrowed, downloaded or read for specific periods of time. The loan period and circulation policies for electronic documents may be determined by the suppliers of these services.

### **3. LOAN PERIODS**

- 3.1 Books, magazines, audiobooks and series & documentary films may be borrowed for a three-week period.
- 3.2 Films are loaned for a seven-day period.
- 3.3 Museum privilege cards are loaned for a two-week period.
- 3.3 Library staff members may, at their 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.
- 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 OPAC 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. Library staff members may, at their discretion, renew an item more than twice.

### **5. OVERDUES**

- 5.1 Late fees:
  - i) books, audiobooks and magazines: 25¢ per item per day up to a maximum of \$8;
  - ii) films and museum privilege cards: \$2 per item per day up to a maximum of \$8;
  - iii) special reference material: \$1 per item per day late. Borrowers will be advised of this special late fee;
  - iv) maximum fine per library card: \$50.
- 5.2 Overdue notices:
  - 5.2.1 Borrowers may be advised of their overdues in the following manner:
    - i) 3-10 days overdue: an e-mail from the Library;
    - ii) 14 days overdue: an e-mail from the Library;
    - iii) 28 days overdue: a telephone call and an e-mail from the Library;
    - iv) 42 days overdue: a printed invoice sent by mail from the Library;
    - v) 56 days overdue: an e-mail from the Library;
    - vi) 90 days overdue: a printed invoice sent by mail from the Library – borrower's borrowing privileges are suspended in all branches until all late items are returned or their replacement cost paid.
  - 5.2.2 Overdue notices are sent by email when the Library's automated circulation system permits this functionality.
  - 5.2.3 Overdue notices are sent by email to borrowers who have supplied a valid email address and authorized the Library to communicate with them by email.

5.3 Borrowers may be dispensed from paying overdue fees in exceptional or urgent situations. In this case, the transaction needs to be approved by the Branch Head.

## 6. LOST AND DAMAGED MATERIAL

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

6.2 The borrower will pay the replacement cost of the materials plus a processing fee of \$5.

6.3 If a lost item is returned within 3 months after the payment of its replacement cost, the borrower will be reimbursed upon presentation of the receipt. However, the \$6 administration fee will not be reimbursed. After that delay, 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).

7.3 Borrowers may reserve an electronic document available for circulation if the supplier of the service offers this functionality.

## 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 within sixty days after receiving an invoice lose their borrowing privileges until the items are returned and late fees paid or until their replacement cost is paid.

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

9.3 Borrowers who have more than \$15 in outstanding overdue fees lose their borrowing and hold privileges until the fees are paid.

## 10. PAYMENT OF FEES

10.1 All fees must be paid in cash or by cheque. The Library does not accept payments by debit or credit cards.

## 11. CONFIDENTIALITY

11.1 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".

11.2 The Library CEO will let police officers consult a Library borrower's files only if they present a valid search warrant.

11.3 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 member's loans unless it has been authorized by the member at registration.

## REFERENCE

**Public Library Act.** R.S.O., 1990, chapter P.44.

**Public Library Act.** R.S.O., 1990, Regulation 976



