

Policy: Circulation

Board motion number: 27:21, March 27, 2021 Chair signature: _____

The **Public Libraries Act** requires that a library board allow patrons to borrow and reserve circulating materials free of charge and authorizes the board to establish rules for the loan and use of all library materials.

1. All library materials, except DVDs/Blu-ray, video games, museum and park passes, telescopes, recreational material, magazines, select kits, Daisy Reader and electronic devices (see relevant policies), may be borrowed for three weeks. DVDs (five per family), magazines and kits may be borrowed for one week. Museum and park passes (one per family) may be borrowed for three days. The Daisy Reader may be borrowed for three weeks.
2. A maximum of 15 books may be borrowed for each three-week period. This number may be increased at the discretion of the librarian/CEO.
3. The library may, from time to time, impose other limits when there is a heavy demand for seasonal material or for categories in which there are limited holdings.
4. Extended loans are available upon request, at the library's discretion.
5. Other restrictions on borrowing include the following:
 - a) select reference materials are non-circulating to ensure ready access to information resources; and
 - b) unique and/or fragile material from the local history collection are also restricted.
6. In keeping with the Ontario Library Association's *Position on Children's rights in the public library*, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian. (See Children's Services Policy.)

Renewals

Library materials may be renewed for up to three (3) loan periods provided:

- the item(s) are not on reserve for someone else;
- the item(s) are not in high demand; and
- the patron has not reached his/her limit of overdue fines or charges.

Renewals for interlibrary loans may be requested from the lending library. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.

Fines

Retention of borrowed library materials beyond the date on which library materials are to be returned to the library shall be penalized by a fine.

1. The overdue charge is based on the patron type and a lesser fine rate may be in effect for borrowers who are children or seniors.
2. There is a maximum amount per book. Fines for any material will not exceed the actual cost of the library material.
3. The board must set a schedule of fines. (See attached schedule.)

Fines will be waived in unusual circumstances (e.g., illness or a death in the family) at the discretion of the CEO.

Lost or damaged materials

Members are responsible for materials while on loan to them. A borrower who loses or damages library material shall be required to contribute to the cost of replacing that material. Borrowers will be charged for lost or damaged materials, according to the attached schedule.

Reserves

Library materials not available on the shelves may be reserved at the circulation desk, at public access terminals or online. Patron reserves will remain in place for six months and may be renewed at that time if necessary.

When the item becomes available the member will be notified and asked to pick up the reserved item promptly. Reserved materials will be held for patrons at the circulation desk for a period of seven business days.

Interlibrary loan

Library materials not available in the Bonnechere Union Public Library may be requested through interlibrary loan. To ensure appropriate use of interlibrary loan, the library will adhere to the terms of CLA/ASTED Interlibrary Loan Code in all its transactions. Any charges made by the lending library are the responsibility of the borrower. Only print materials can be requested or sent through the interlibrary loans system.

Renewals for interlibrary loans may be requested from the lending library. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.

Outreach services

A limited outreach service is available to the home-bound in the Bonnechere Valley and North Algona Wilberforce townships. Volunteers select, deliver and pick-up library materials. Inquiries should be made through the staff at the circulation desk regarding this service.

The library will also endeavour to serve those members of the community who live at the senior citizens homes in the townships through a regular visiting library service.

Schedule of fines and charges: (as of March 2021)

Material type	Fine
Books, magazines, CDs, DAISY books, large print, audio books and kits	\$0.25 per day (maximum of \$10)
Museum and parks passes	\$0.50 per item/day (maximum of \$10)
DVDs/Blu-ray, TV series and Video games	\$1.00 per item/day (maximum of \$10)
DAISY book reader and other electronic devices	\$3.00 per item/day (maximum of \$25)
NAW Recreational	\$20.00 per item/day (maximum of \$20)
Recreational (e.g., guitar, hockey sticks)	\$10.00 per item/day (maximum of \$50)
Telescope	\$10.00 per day (maximum of \$50)
Mental Health Kit	No fines applied
Interlibrary Loan material	Set by lending library

For lost materials, please consult with a staff member as each individual item has its own list price.

Children and seniors receive a 10% reduction from these fines.

Other charges:

Non-resident membership	\$40.00 per year
Seasonal	\$15.00 for three months
Photocopies/Reader-printer copies/CD-ROM print-out	\$0.25 per sheet
Membership card replacement	\$2.00
Barcode replacement	\$1.00
Fax machine use	\$1.00/page

Missing material

The CEO/Librarian may assess the charge as is necessary on any missing material. OR may assess charges as follows:

Purchase price + \$2.50	Paperbacks Periodicals Adult hardcover books Junior hardcover books Large print books Trade paperbacks DVDs/Blu-ray CDs CNIB tapes Audiobooks
Purchase price + \$5.00	Electronic devices Daisy Reader

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Purchase price + \$10.00	Telescope Guitar and amplifier
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Reminder notices and bills may be sent when accumulated charges and fines reach \$10.00.

Overdue items and those claimed to be returned revert to 'lost' after 90 days and patrons are billed accordingly. Lost or damaged library materials are charged according to the default replacement cost or by the assessment of the library staff member in charge. If a lost item is returned after receipt of payment, the replacement charge will be refunded less a \$5.00 service charge.

Restrictions:

CNIB Tapes

To use CNIB talking books, a borrower must complete a registration form.

Circulation

Library accounts will be suspended at \$10.00 but can be reviewed at the discretion of the CEO.

Related Documentation:

- Library policies relating to and supporting this policy include, but are not limited to: Patron Confidentiality and Circulation, Children's Services, Membership in the Library, Hours of Operation, Telescope Lending, Technology Lending.

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