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POLICY CIRCULATION

Board motion number: 44:10 Chairperson's signature: _____

NOTE: Policies relating to and supporting this policy include: Patron Confidentiality, Membership in the Library, Hours of Operations, and Loans.

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, may be borrowed for three weeks. DVDs (five per family) may be borrowed for one week.
2. A limit of five items may be borrowed by new patrons. Thereafter, a maximum of 10 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) reference materials are non-circulating to ensure ready access to information resources.
 - b) unique and/or fragile material from the local history collection are also restricted.
6. 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/or the patron has not reached his/her limit of overdue fines or charges.
7. Library materials not available on the shelves may be reserved. Patron reserves will remain in place for 6 months and may be renewed at that time if necessary at the circulation desk or at public access terminals. When the item becomes available the member will be telephoned and is asked to pick up the reserved item promptly. Reserved materials will be held for patrons at the circulation desk for a period of up to four days.
8. Members are responsible for materials while on loan to them. A borrower who loses or mutilates library material shall be required to contribute to the cost of replacing that material. Charges for lost or damaged materials will be assessed by the CEO and will be

assessed according to the attached appendix.

9. In keeping with the Ontario Library Association's *Children's rights in the public library: Guidelines for service*, 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.
10. 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. 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.
11. The library will endeavor to serve those members of the community who are housebound or live at Fairfields and other community facilities by establishing a visiting service staffed by volunteers.
2. 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. At the discretion of the librarian/CEO, fines will be waived in unusual circumstances (e.g., illness or a death in the family). The schedule of fines is set by the board and appears in the Appendix.
12. A copy of the fine policy and schedule will be posted at the circulation desk and the fine schedule will be printed on all overdue notices.
13. Outreach service volunteers select, deliver and pick-up library materials. Inquiries should be made through the staff at the circulation desk regarding this service.

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
- the patron has not reached his/her limit of overdue fines or charges
- only one renewal by telephone is permitted

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. A copy of the fine policy and schedule will be posted at the circulation desk and the fine schedule will be printed on all overdue notices.

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 mutilates library material shall be required to contribute to the cost of replacing that material. Borrowers will be charged for lost or damaged materials.

Reserves

Library materials not available on the shelves may be reserved at the circulation desk or at public access terminals. Patron reserves will remain in place for 6 months and may be renewed at that time if necessary.

When the item becomes available the member will be telephoned and is asked to pick up the reserved item promptly. Reserved materials will be held for patrons at the circulation desk for a period of four days; new material will only be held for three days.

Interlibrary loan

Library materials not available in the Bonnechere Union Public Library may be requested through interlibrary loan. Inquiries may be made at the service desk. Any charges made by the lending library are the responsibility of the borrower; however, the CEO may choose to absorb these charges should it be deemed appropriate.

To ensure appropriate use of interlibrary loan, the library will adhere to the terms of CLA/ASTED Interlibrary Loan Code in all its transactions.

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

Procedures

1. A limit of five items may be borrowed by new patrons. Thereafter, a maximum of 10 books may be borrowed for each three-week period. This number may be increased at the discretion of the librarian/CEO. 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.

2. Extended loans are available upon request, at the library's discretion.
3. Other restrictions on borrowing include the following:
 - reference materials are non-circulating to ensure ready access to information resources.
 - unique and/or fragile material from the local history collection are also restricted.
4. Patron reserves will remain in place for 6 months and may be renewed at that time if necessary at the circulation desk or at public access terminals. When the item becomes available the member will be telephoned and is asked to pick up the reserved item promptly. Reserved materials will be held for patrons at the circulation desk for a period of four days.
5. A borrower who loses or mutilates library material shall be required to contribute to the cost of replacing that material. Charges for lost or damaged materials will be assessed by the CEO and will be assessed according to the attached appendix.
6. Inquiries about interlibrary loans may be made at the service desk. Any charges made by the lending library are the responsibility of the borrower.
7. 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.
8. Outreach service volunteers select, deliver and pick-up library materials. Inquiries should be made through the staff at the circulation desk regarding this service.
9. There is a maximum fine amount per book. Fines for any material will not exceed the actual cost of the library material.
10. The schedule of fines is set by the board and appears in the Appendix.
11. A copy of the fine policy and schedule will be posted at the circulation desk and the fine schedule will be printed on all overdue notices.



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**Circulation Policy
 Schedules**

Fines and charges

Fines for overdue material: (as of May 2010)

Junior books and magazines	\$0.25 per day (maximum of \$5.00)
Adult books and magazines	\$0.25 per day (maximum of \$5.00)
Entertainment videos	\$0.50 per day (no maximum)
DVDs	\$1.00 per day (no maximum)
Vertical file material	\$0.25 per item per day (maximum of \$5.00)
Interlibrary loan material	\$0.50 per day (no maximum)

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

Other charges: (as of January 1996)

Non-resident membership	\$50.00 per year
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

Default prices (as of February 2007)

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

Adult hardcover books	Purchase price + \$3.00 processing
Junior hardcover books	Purchase price + \$3.00 processing
Large print books	Purchase price + \$3.00 processing
Paperbacks	Purchase price + \$2.00 processing
Trade paperbacks	Purchase price + \$3.00 processing
Periodicals	Purchase price + \$2.00 processing
Videos	Purchase price + \$3.00 processing
CNIB tapes	Purchase price + \$3.00 processing

Reminder notices and bills are sent when accumulated charges and fines reach \$10.00.

Overdue items and claimed returned items 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.

Programs will be offered free of charge whenever possible or on a cost-recovery basis.

Restrictions:

CNIB Tapes

To use CNIB talking books, a borrower must complete a registration form. The registration information must include certification by a professional authority that the reader is unable to read conventional print because of blindness, visual or physical handicap, or reading disability. The professional can be a doctor, nurse, social worker or other competent authority who has a professional knowledge of the nature and probable duration of the particular handicap.

Circulation

The circulation system saves only the name of the last three patrons who borrowed the item, and this is purged after one year.

Patrons are informed when the following limits have been reached:

- Maximum charges \$10.00
- Maximum number of items claimed returned 2 items
- Maximum number of overdue items out 4 items

The patron's record is passworded once this level is reached, and a supervisor should be called to proceed further.

Reserves

Reserved items will be held for patrons at the Circulation Desk according to the following schedule:

- New books 3 days
- All other items 4 days

Patron reserves will remain in place for 6 months and may be renewed at that time if necessary.