

LOANS POLICY

Intent

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.

Regulations

1. All library materials, except DVDs, may be borrowed for three weeks. DVDs (three per family) may be borrowed for one week.
2. 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.
3. Library materials not available on the shelves may be reserved.
4. Members are responsible for materials while on loan to them
5. 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.
6. 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.
7. 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.
8. 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).

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:
 - 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.
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.

LOANS POLICY: Appendix

Fines and charges

Fines for overdue material: (as of April 2008)

Junior books and magazines	\$0.25 per day (maximum of \$10.00)
Adult books and magazines	\$0.25 per day (maximum of \$10.00)
Entertainment videos	\$1.00 per day (maximum of \$10.00)
Vertical file material	\$0.25 per item per day (maximum of \$10.00)
Interlibrary loan material	\$0.50 per day (no maximum)

Other charges: (as of April 2008)

Non-resident membership	\$30.00 per year
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Photocopies/Reader-printer copies/CD-ROM print-out \$0.25 per sheet
Membership card replacement \$2.00
Barcode replacement \$1.00

Charges for lost or damaged materials:

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

- * Reminder notices and bills should be 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 before the library has incurred the expense of replacing the material, 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.