

Circulation Policy - Revised

Intent

The purpose of this policy is to provide a mechanism for ensuring the equitable access and fair use of library materials and circulation services. It covers activities relating to the registration of library users and the borrowing and use of library collections. It specifically addresses the conditions and use of the library card; borrowing privileges, responsibilities and restrictions and a schedule of fines and fees.

Regulations

Membership

1. The Brock Township Public Library will serve all residents of Brock Township. People residing outside of the geographical area of the municipality but owning property, working in or attending an educational institution in the area shall be treated as residents.
2. No fee will be charged to permanent residents of Brock Township for admission to the library, for use of the library's materials in the library, for borrowing our circulating materials, or for use of the basic reference and information services.
3. When applying for membership, users must produce valid identification with a current address to verify residency (i.e. valid driver's license, utility bill, personal cheque, photo student ID card, etc.).
4. Brock Township Public Library grants reciprocal borrowing privileges to residents of the Region of Durham who are current card holders at any other municipal library system within the Region of Durham with the exception of Pickering Public Library. Proof of residency and a valid library card are required to confirm eligibility.
5. Non-residents are eligible for Library membership on a temporary seasonal or annual basis as per the non-resident fee schedule as determined by the Board. (See **Other Charges Schedule, p. 6**)
6. Library cards expire annually. At the time of renewal, user information will be verified, including name and contact information and outstanding charges must be resolved at that time.
7. All children who qualify for library membership will be designated as either Juvenile users (up to and including age 12) or Young Adult users (ages 13 to 17). Parents or guardians of Juvenile users must complete and sign a *Juvenile Membership Form* (See **Appendix 1, p. 8**) in order to activate the child's membership.

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Sunderland Public School

8. All teachers and students at Sunderland Public School will be issued a library card. These cards are the responsibility of the school's teacher-librarian and are used in accordance with the school's Circulation policies and procedures.
9. Teachers and students from Sunderland Public School may use their borrower's cards (referenced above) for the summer holiday period, during which time they will be governed by Brock Township Public Library's Circulation policies and procedures.

Library Card – Conditions and Use

When registering for a Brock Township Public Library card, users are agreeing to abide by the rules and regulations set out by the Brock Township Public Library Board, including:

1. Responsibility for the care of all items checked out on their cards.
2. Paying outstanding fines and fees.
3. Paying for all lost or damaged material and associated processing fees.
4. Reporting a lost or stolen card.
5. Paying for the replacement of a lost or stolen card.
6. Reporting change of name, address, telephone number and email address, if applicable.
7. Presenting their card every time material is borrowed or the Internet is accessed.
8. Using only the card issued to the named individual, or the family (as in the case of non-residents).
9. By signing the *Juvenile Membership Form*, parents/guardians are assuming full responsibility for the choice, use and return of all materials borrowed and for charges on items that are overdue, lost or damaged on their children's cards.
10. In keeping with the Ontario Library Association's *Children's Rights in the Public Library: Guidelines for Service*, the Library places no restrictions on the material borrowed by children. If a parent/guardian wishes to restrict their child's access to any Library material, it is their responsibility to make this known to the child.
11. A second Library card may be issued for children of divorced/separated parents, allowing each caregiver to assume individual responsibility for their child/children as it pertains to the conditions and use of Library materials.

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Borrowing Privileges

1. Most circulating Library material may be borrowed for 21 days and may be renewed once for 14 days.
2. Best Seller new books (Fiction, Non-Fiction and Large Print) deemed to be in high demand will be subject to a shorter circulation period of 14 days and may not be renewed.
3. Short loan items (DVDs, Videos, Music CD's, CD-ROMS and magazines) may be borrowed for 7 days and may be renewed once for 7 days.
4. An extended loan period request may be granted to users going on holiday. This is subject to the staff's discretion and is based on the number and the types of material available.

Limits

1. The number of items which a user may borrow may be limited on the basis of local demand and material supply.
2. Taking into account pre-defined format limits, the three user categories are eligible to borrow the following number of items:

USER CATEGORY	ITEM MAXIMUM
Adult	50
Young Adult	25
Juvenile	25

3. The Library may impose additional restrictions or limits when there is a heavy demand for seasonal material or for categories in which there are limited holdings and/or school project needs.

Renewals

1. Most Library materials may be renewed in-person, by telephone or via email request.
2. Subject to the discretion of staff, with the exception of Best Seller new material, renewal limits on most circulating items may be exceeded if there are no holds pending.

Reserves & Holds

1. Most Library materials may be reserved in-person, by telephone or via email request.
2. Reserves stay in effect for 120 days.
3. Once a reserved item is returned, it becomes a Hold for the next user on the reserve list.
4. Upon notification that a reserved item is available, users will have 7 days to pick up their Holds.

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Returns

1. Material borrowed from Brock Township Public Library may be returned to any of our locations.
2. ILLO material is the exception to this rule and must be returned to the branch from which it was borrowed.

Damaged & Lost Items

1. Replacement costs and a non-refundable processing fee of \$5.00 will be charged for all damaged & lost material.
2. Parents/guardians are responsible for all lost and damaged material borrowed by their child as outlined in the Juvenile Membership Form.
3. Replacement costs are based on vendors' invoiced prices or default costs, with the exception of magazines and ILLO material. Magazine replacement costs are set at \$7.00/issue and ILLO replacement costs are governed by the lending library.
4. Refunds will be issued if the said item is returned in good condition within 60 days and the receipt is presented, providing the item has not yet been replaced.
5. With prior approval from staff, users can supply the library with a new, unused Replacement copy of a damaged or lost item. A processing fee of \$5.00 is still applicable.
6. Brock Township Public Library is not responsible for damage to any equipment or software incurred during the playback of material, i.e. videos, cassettes, compact discs, CD-ROMs, DVDs.

Overdue Fines

1. Fines are charged to all registered users for the late return of library materials.
2. Library fines are calculated on the basis of material format.
3. Fines can be paid in cash or by cheque.
4. Parents/guardians are responsible for all fines incurred on their child's card as outlined in the *Juvenile Membership Form*. Parents/guardians are entitled to access the circulation record of their children under the age of 16 years old (as per the *Municipal Freedom of Information and Protection of Privacy Act* section 54 (c)).
5. Users will be notified by telephone or email when material is overdue. It is the user's responsibility to then return the overdue material or request an extension of the loan period, providing the item is eligible for renewal. Library staff can not extend loan periods without direction from the user.

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6. Material that is long overdue will be considered lost, and users are expected to pay the associated replacement costs for such items.
7. Library staff will advise users of outstanding fines during every check-out transaction. Users are expected to resolve these fines on their next visit to the Library.

Suspension of Borrowing Privileges

1. Borrowing privileges will be suspended when an account reaches \$30 in fines/charges OR more than 10 items are overdue.
2. Accounts must be paid in full in order to reinstate borrowing privileges.
3. The CEO or designate will consider payment plans to reinstate privileges on an individual basis.

Borrowing Chart

ITEM	LOAN PERIOD	FORMAT LIMITS	RENEWAL PERIOD	DAILY OVERDUE FINES	MAXIMUM FINE/ITEM
BEST SELLERS	14 DAYS	5 ITEMS	NONE	\$0.50	\$10.00
ADULT BOOKS	21 DAYS	50 ITEMS	14 DAYS	\$0.20	\$10.00
YOUNG ADULT BOOKS	21 DAYS	25 ITEMS	14 DAYS	\$0.15	\$10.00
JUVENILE BOOKS	21 DAYS	25 ITEMS	14 DAYS	\$0.10	\$10.00
AUDIO BOOKS: CD, MP3, TAPES	21 DAYS	50 ITEMS	14 DAYS	\$0.20	\$10.00
DVDS & VIDEOS	7 DAYS	3 ITEMS	7 DAYS	\$0.50	\$10.00
MUSIC TAPES AND CDS	7 DAYS	3 ITEMS	7 DAYS	\$0.50	\$10.00
MAGAZINES	7 DAYS	3 ITEMS	7 DAYS	\$0.20	\$10.00
CD ROMS	7 DAYS	3 ITEMS	7 DAYS	\$0.50	\$10.00
NEWSPAPERS	IN	LIBRARY	USE	ONLY	-
REFERENCE MATERIAL	IN	LIBRARY	USE	ONLY	-
ILLO	14 DAYS	N/A	DISCRETION OF LENDING LIBRARY	OVERDUE RATES ESTABLISHED BY LENDING LIBRARY	NO MAX

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Other charges:

Membership & Services:

Annual Non-resident membership	\$50.00 per household
3-Month Temporary/Seasonal Membership	\$25.00 per household
Card-size Lamination	\$1.00 per sheet
8 ½ x 11 Page Lamination	\$2.50 per sheet
Photocopies & Print-outs (B & W)	\$0.20 per sheet
Photocopies & Print-outs (Colour)	\$0.50 per sheet
Membership card (replacement)	\$3.00 (includes lamination)
Fax (including cover sheet)	\$1.00 per page + \$2.50 for long distance call in Canada and the U.S.; + \$5.00 for international calls

Special payment arrangements for photocopying and printing by non-profit organizations MAY be considered at the discretion of the CEO or designate.

HISTORY

Motion #	Date	Action (Approved, Amended, Reviewed, Revised, Replaced)
2006-10-9	Oct 10/06	Approved
2009 -04-7	Apr 14/09	Revised - Approved



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Appendix 1 - Juvenile Membership Form

Dear Parent or Guardian,

To facilitate your child's membership to the Brock Township Public Library, this permission form has been prepared for your review and signature. In order for the Library to issue a membership card to any child age 12 and under, this form must be completed and returned to the Library staff.

Please be aware that the Library Board's approved Circulation Policy permits children access to all material formats in our system. If you wish to restrict your child's access to library materials, you should make your position known to your child and/or accompany them on their visits to the Library to supervise their selections. The library cannot withhold circulating material from any user, regardless of age, or deny them access to the Internet.

By signing this form, you are assuming full responsibility for the choice, use and return of all material borrowed and for charges on items that are overdue, lost or damaged on your child's card.

Parents of all children under the age of 16 are entitled to access their child's circulation record upon request to assist in the management of library material.

A second Library card may be issued for children of divorced/separated parents, allowing each caregiver to assume individual responsibility for their child as it pertains to the conditions and use of Library materials.

Finally, parents/guardians are responsible for ensuring that their child will obey all of the rules and regulations of the Brock Township Public Library.

I agree to all of the above:

Child's Name	Age	Date
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Address

Telephone Number	Parent Email Address (optional)
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Parent Name	Parent Signature
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