

Carlow/Mayo Public Library

Policy Type: **Operational**

Policy Number: **OP - 12**

Policy Title: **Circulation Policy**

Policy Approval Date: September 2016

Policy Review Date: September 2020

The Carlow/Mayo Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Carlow/Mayo Public 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**. R.S.O. 1990, c. P44.

Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the library.
2. Any person may be a member of the library with borrowing privileges.
3. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address.
4. Membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to one item on the initial visit and the verification of address will be required for any subsequent loans.
5. Children under the age of 12 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages or lost items.
6. Only members of the library in good standing will be allowed to borrow library materials.
7. Materials may be borrowed by either presenting the membership card or valid identification.
8. Personal information collected will be subject to the Carlow/Mayo Public Library Policy on **Confidentiality & the Protection of Privacy OP-01**.

Section 2: Conditions of Membership and Card Use

1. Membership is not transferable to other individuals.
2. Members will be issued a library card without charge.
3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
4. The card is the property of the Carlow/Mayo Public Library and must be returned on request.

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5. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported immediately.
7. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
8. Membership is suspended when fines exceed \$20.00 and will be re-instated when all outstanding accounts are settled.
9. Membership can be suspended for violating library policies.

Section 3: Borrowing

1. Loans
 - a) a standard loan period of two weeks exists for materials borrowed, except those materials for which special loan periods have been established.
 - b) reference works, local history materials and newspapers are not available for loan
 - c) the total number of items on loan to any one member will not exceed 50 items
 - d) the number of items that may be borrowed on a particular subject is limited to 4 if there is a high demand for materials
 - e) DVD/video materials that are classified 18^A (Suitable for people 18 years of age or older) or R (Restricted to 18 years or older) by the Canadian Home Video Rating System will not be lent to members under the age of 16. Proof of age is required
2. Renewals
 - a) library items may be renewed in person, by telephone or by catalogue access in the library or remotely.
 - b) items on reserve for other members cannot be renewed
3. Holds/Reserves
 - a) library items may be reserved in person, by telephone, or by catalogue access in the library or remotely
 - b) when the item becomes available, the member will be notified and asked to pick-up the item
 - c) items will be held for 5 days except for DVDs which will be held for 2 days
4. Returns
 - a) materials borrowed may be returned to the library at the circulation desk or in the drop-box
 - b) members are required to return materials on or before the due date
5. Circulation Records

Library Circulation and membership records will be used in accordance with **Confidentiality & the Protection of Privacy Policy OP-01**


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Section 4: Charges

1. Damaged/Lost Items
 - a) the library will charge replacement costs for items which are overdue by 60 days or for items which are damaged or lost
 - b) the replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item. It may not be possible to replace a specific item with an identical one
 - c) charges will be levied based on the cost of a substitute item or the current average price of materials when an item is not replaced
 - d) replacement of the item will be left to the discretion of the Chief Executive Officer or her designate, in keeping with the library's selection policy
2. Overdues and Fines
 - a) the board establishes fines as a deterrent to the late return of materials.
 - b) fines may be waived for unusual or serious circumstances

Related Documents:


Carlow/Mayo Public Library. **OP 01 - Confidentiality & the Protection of Privacy**

 Editors' Notes 1:

The **Public Libraries Act**, R.S.O. 1990, c. P44 s. 23(3)c gives library boards the authority to set fees for the use of library services by persons who do not reside in the area of the board's jurisdiction in which case the circulation policy would need to include statements that define non-resident members and the schedule of non-residents fees. Some libraries exclude groups from having to pay a non-resident fee even if they live outside of the municipality, for example students, residents of a municipality with which the libraries have a reciprocal borrowing agreement, employees working in the municipality, or property owners.

Also note that a library can not charge a fee to residents of a municipality that contract with them for library service. *The prescribed conditions for library operating funding do not permit a library to charge fees to residents of contracting municipalities. See subsection 30(2) of the Public Libraries Act and Regulation 976*

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 Editors' Notes 2: Schedules are for illustration purposes only and are not intended to set out practices for libraries.

Schedule A - Acceptable Identification to Verify Name and Address for Membership Registration.

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. In other case acceptable identification and proof of current address is required.

Acceptable Identification

- Health card with photo
- Citizenship card
- Passport
- Student ID card
- OAS (senior's card)
- Employer-issued photo ID card
- BYID(from the LCBO)

Acceptable Proof of Address

- Any Benefit Statement issued by the Government of Canada
- Bank account statement
- Utility bill (telephone, hydro, water, gas, cable TV)
- Motor Vehicle Permit
- Mortgage, rental or lease agreement
- Property tax assessment or bill
- Insurance policy (property, auto, life)
- Employer record (pay stub or letter from employer)
- Secondary school, college or university report card or transcript

Schedule B - Loan Periods

Material Type	Loan Period	Optional Renewals
Books except Fast Reads	14 days	1
Info DVDs and VHS Videos	14 days	1
Audio Books	14 days	1
Magazines	14 days	1
Magazines Current Issue	14 days	1
Kits of all types	14 days	1
Entertainment DVDs and VHS (Adult)	14 days	1
Children's Entertainment Videos DVD and VHS	14 days	1
Electronic Games (PS2, Xbox, Gamecube)	14 days	1
Music CDs	14 days	1
Fast Reads (Children and Adult)	14 days	1

