

---

---

## North Grenville Public Library

Policy Type: **Service**

Policy Number: **4.2.3**

Policy Title: **Circulation Policy**

Policy Approval Date: Oct 6 2017 (amended)

Policy Review Date: 2019

---

The North Grenville Public Library makes materials widely available to the community, in an equitable manner, to maximize the use of the collections. The North Grenville 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 resident of North Grenville may be a member of the library with borrowing privileges.
3. Non-residents will be charged a fee that is set annually. Exceptions to this policy are listed in Schedule A.
4. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing their name and current address. See Schedule B for acceptable documentation.
5. Membership may 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.
6. Children under the age of 13 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.
7. Only members of the library in good standing will be allowed to borrow library materials.
8. Materials may be borrowed by presenting the membership card.
9. Personal information collected will be subject to the **Protection of Privacy and Access to Information Policy 3.5.1**.

---

## **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 North Grenville Public Library and must be returned on request.
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 either in person or online through the website.
7. Membership expires annually for non-residents, bi-annually for residents. 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 three weeks exists for materials borrowed; except those materials for which special loan periods have been established. See Schedule C
  - 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 25 items, at any one time
  - d) the total number of DVDs on loan to any one member will not exceed 4 items, at any one time
  - e) the total number of museum passes to any one member will not exceed 1 item, at any one time
  - f) the number of items that may be borrowed on a subject is limited to 3 if there is a high demand for materials
2. Renewals
  - a) library items may be renewed in person, by telephone or by online access through the website in the library or remotely. See Schedule C for renewal schedule.
  - 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 online access through the website 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 7 days

4. Returns

- a) materials borrowed may be returned to the library via the interior drop box or the external 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 ***Protection of Privacy and Access to Information Policy 3.5.1.***

**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. Where it is not possible to replace a specific item with an identical one 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
- c) replacement of the item will be left to the discretion of the Chief Executive Officer or his/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. See Schedule C for fine schedule.
- b) fines may be waived for unusual or serious circumstances, at the discretion of the Manager of Service Delivery or the CEO

---

## **Schedule A - Non-Resident Memberships**

1. The North Grenville Public Library has reciprocal borrowing arrangements with some municipalities. As well some other categories are eligible for free memberships in accordance with the policies and procedures of North Grenville Public Library.
  - a) Residents of Merrickville/Woolford and Edwardsburgh/Cardinal are eligible for a free membership.
  - b) Residents of the south/west quadrant of Rideau/Goulbourn Ward of the City of Ottawa are eligible for a free membership. (Map of area available at the Information Desk)
  - c) Employees of North Grenville businesses are eligible for a free membership if the attached Institutional form is completed by the employer.
  - d) Students attending any of the schools in North Grenville for programs not offered in the catchment area of their residency are eligible for a free membership. Their parents are also eligible for a free membership.
2. Individuals or families living in areas not covered under the categories listed above may purchase an annual membership as outlined in Schedule C.

## **Schedule B - 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 cases, acceptable identification and proof of current address are required.

### **Acceptable Identification**

- Driver's License
- 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

**Schedule C - Loan Periods, Fines and Other Charges (to be reviewed annually)**

**Date Approved:**

**Updated April 12, 2018**

<b>Material Type</b>	<b>Loan Period</b>	<b>Optional Renewals</b>
Books	21 days	1
DVDs	7 days	1
DVDs (with 3 or more dvds)	14 days	1
Audio Books	21 days	1
Magazines	21 days	1
Museum Passes	7 days	0
Kits of all types	21 days	1
Music CDs	21 days	1
RTEKED Books	7 days	1
Interlibrary Loan Books	Varies	Dependent on lending library policy

<b>Material Type</b>	<b>Fines Per Day</b>	<b>Max fine per item</b>
<b>Materials Borrowed on Adult Cards*</b>		
Books	\$0.25	\$10.00
DVDs	\$0.50	\$10.00
Audio Books and Music CDs	\$0.25	\$10.00
Magazines	\$0.25	\$10.00
Museum Passes	\$1.00	\$10.00
Kits of all types	\$0.25	\$10.00
Interlibrary Loan Books	\$1.00	No limit

**\*Material borrowed on juvenile cards (Juvenile material only) do not incur overdue fines.**

<b>Non-Resident Fees</b>	<b>Annual Fee</b>
Individual	\$40.00
Household	\$60.00

**Fee for replacement of lost card                      \$2.00**