

Circulation Policy

1. Hours of Service

- 1.1 Library services will be provided during the hours established by the Board and staff. The library will be open and staffed by paid personnel, according to the schedule attached. (Schedule A).
- 1.2 The schedule of hours will be reviewed annually and may be revised according to community need or finances.

2. Membership

According to the *Public Libraries Act, R.S.O., 1990, chapter P.44, section 23*, "Library boards shall allow the public to reserve and borrow materials free of charge". The following conditions apply to the Bruce Mines and Plummer Additional Union Public Library, as allowed under the Act :

- 2.1 Membership in the library is free to seasonal and permanent residents of the Town of Bruce Mines, Plummer Additional Township, Johnson Township Residents, and all children attending Arthur Henderson Public School, and Johnson Tarbutt Central School for the purposes of this policy, are defined as those who live in, own property in, or are seasonal residents of the identified municipalities.
- 2.2 Non-residents must pay an annual fee of \$5.00 per month or \$20.00 per family residing in the same household to become members of the library.
- 2.3 Application for membership may be made by completion of a registration form, presentation of identification to verify identity and current address, and payment of fee if applicable.
- 2.4 Application for a child under the age of 16 must be made by a parent or guardian on the child's behalf. Responsibility for fines and damaged or lost items is that of the parent or guardian.
- 2.5 A library card with a unique patron identification number will be issued to each library member. Lost cards will be subject to payment of a fee as identified in the attached Schedule B.
- 2.6 Membership may be renewed every two years, on the anniversary of the issuing date. All outstanding fines and charges must be paid in order to renew a membership card.
- 2.7 A membership not renewed within one year of the renewal date will be considered inactive, and removed from the library's files.

3. Membership Responsibilities

Fair and equal access to library services and materials by all members of the library depends on the fair use of such services and materials by all users. Members shall:

- 3.1 Be responsible for all materials borrowed with his/her card and agree to abide by the regulations of the Bruce Mines and Plummer Additional Union Public Library.
- 3.2 All members shall be required to show their library card for service. This ensures we conform to the Freedom of Information and Protection of Privacy Act.
- 3.3 Pay all fines or charges incurred for overdue, lost, or damaged library material as per the attached schedule (Schedule B).
- 3.4 Observe all policies set by the board as authorized by the Public Libraries Act.
- 3.5 Report the loss of a card or change of address as soon as possible.
- 3.6 Parents or guardians of members under the age of 16, be responsible for their children's borrowing and behaviour with respect to board policy.

4. Confidentiality

- 4.1 As stated in the Public Libraries Act, "a person may, during ordinary business hours, inspect any records, books, accounts and documents in the possession or control of a board's secretary" except where the information "in the secretary's opinion, is of an intimate financial or personal matter, or identifies an individual user of library services by name or makes him or her readily identifiable by other means." (R.S.O. 1990, c. P.44 s.28)
- 4.2 All information about borrowers and their library records will be available only to library staff, except where the police have a search warrant to obtain such information.
- 4.3 The membership application will state what the patron information is used for and why the information is being collected.

5. Loans

- 5.1 The normal loan period for library materials is three weeks (21 days).
 - 5.1.1 Exceptions to this policy include :
 - Movies in VHS and DVD format - one week loan.
 - Periodicals - one week loan

- 5.2 Reference materials are non-circulating (identified as *In Library Use Only*), except in special circumstances approved by the CEO
- 5.3 Special loan periods can be approved by staff for extenuating circumstances.
- 5.4 The number of items borrowed at any one time is limited to 10.
- 5.5 Videos and DVD's in the library collection do not have public performance rights. It is the responsibility of the borrower to adhere to copyright regulations in this regard.

6. Renewals

- 6.1 Library materials may be renewed for the default borrowing period unless a reserve has been placed on the item or overdue fine limits have been reached.
- 6.2 Materials in high demand or needed for special purposes may be identified by staff as non-renewable, or subject to recall after the initial borrowing period.
- 6.3 Materials may be renewed in person, by email or by telephone.

7. Overdue Materials and Fines

- 7.1 To encourage the efficient circulation of library materials, users must return materials on or before the due date unless a renewal has been arranged.
- 7.2 Fines will accrue the first day. Items returned in the drop box will be backdated to the previous open day.
- 7.3 The schedule of fines shall be determined by the Board and staff. (Appendix B)
- 7.4 A copy of the fine policy and schedule will be posted at the circulation desk.
- 7.5 Phone calls will be made to patrons with overdue materials after one week.
- 7.6 Overdue notices will be sent after one month.
- 7.7 After three months of non-return, an item will be considered lost and the patrons' privileges will be suspended until the item is returned and overdue fines paid or the item is paid for and overdue fines paid.
- 7.8 There will be no fines for seniors (over 65).
- 7.9 Library privileges will be denied when the maximum fine limit is reached, or an item is identified as lost, if payment is not made, or when the replacement cost of a damaged book has not been paid for.

8. Lost or Damaged Materials

- 8.1 Patrons are responsible for all materials on loan to them. Parents or guardians are responsible for items borrowed by children under 16.
- 8.2 A patron will be required to pay a fee for replacement of a lost or damaged item, such fee to be determined by actual replacement cost of the item or a comparable item. Decisions on costs will be the responsibility of the CEO.
- 8.3 A replacement notice will be sent when an item is overdue for three months.
- 8.4 Return of the item and payment of the applicable fine will cancel the replacement charge and reinstate borrowing privileges.
- 8.5 A replacement fee will be refunded if the item is returned within two months of payment of the charge.

9. Reserves

- 9.1 Library items not currently available may be reserved by patrons.
- 9.2 When an item becomes available the patron will be notified. A reserved item will be held for four days after notification, except movies, which will be held for one day.
- 9.3 Patron reserves will remain in place for six months and may be renewed at that time if necessary.

10. Interlibrary Loan

- 10.0 Materials not available at the Bruce Mines and Plummer Additional Union Public Library may be requested through the Ontario Library Service - North Interlibrary Loan service at no charge.
- 10.2 Requests are made by completing a Request Form at the circulation desk.
- 10.3 Any charges made by the lending library, including overdue or lost material replacement costs, will be charged to the borrowing patron.

11. Outreach Service

- 11.1 Outreach service is available to the homebound in the library service area, subject to the availability of staff or volunteers to provide the service.
- 11.2 Volunteers and/or staff will select, deliver, and pick up library materials to meet the needs of a patron requesting this service.

- 11.3 Block loans of materials may be made in special circumstances by request to the CEO. Example: collection of books to a seniors' home or day care centre.

Date of Amendment: September 25, 2008

Signature of Board Chairperson: _____

Schedule A - Hours of Service

(as of October, 1998)

Monday	Closed
Tuesday	10:00 a.m to 7:30 p.m.
Wednesday	11:00 a.m. to 6:00 p.m.
Thursday	10:00 a.m. to 7:30 p.m.
Friday	11:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m to 12:00 p.m.
Sunday	Closed

The library will be closed as follows:

All statutory holidays

December 24 to January 1 (inclusive)
The holiday closure will be reviewed each year in January.

Date of Amendment: September 25, 2008

Signature of Board Chair: _____

Schedule B - Service Fees

Personal Photocopying :	\$0.25 per page
Fax : Send and/or receive	\$2.00 for local call - up to 5 sheets, \$0.50 for each additional page \$2.00 for long distance - first page, \$1.00 for each additional page
Computer-related Charges :	
Laser printing b/w	\$0.25 for each page;
Colour printing	\$1.00 per page
Colour printing/Photo Paper	\$3.00 per page
Card stock paper	\$1.00 additional per page of printing
Services related to scanning, i.e. "If we do it for you" \$12.00 per hour (Available only if time permits and by prior arrangement)	
Floppy disk purchase	\$1.00 per disk
Disk sales and case	\$3.00
Meeting Room :	
Evening or half-day	\$10.00 - 5 hours or less
Full day	\$20.00
Overdue Fines :	
Regular materials	\$0.10 per book per day (Maximum the price of the book)
Movies	\$0.50 per day (Maximum \$20.00)
Interlibrary Loan materials \$1.00 per item per day	
Lamination :	
Business card size	\$1.00
Letter size (8.5 x 11)	\$2.00
Oversize (to 11 x 17)	\$3.50
Replacement of damaged or lost library card :	\$2.00
Computer use for non card holder	\$2.00 per hour

Date: _____ Chair _____