

Section	Services	Section#:	4
Sub-section	Lending of Materials	Sub-section #:	4.2
Topic	Circulation and Lending Policy	Policy #:	4.2.1

Policy

The Selwyn Public Library shall strive to circulate Library materials freely and widely. The Lending Collection will be made available to all members of the community without charge. Members agree to care for collection materials for a prescribed period of time, in accordance with Board approved policies and procedures.

Procedure

The Circulation Policy outlines procedures that control A) membership, B) loaning and renewing of materials, C) reserving materials, and D) abuse of privileges as follows:

A) Membership

Membership shall be provided free of charge to residents or property owners of the Selwyn Township, and the surrounding municipalities, for use of the Library's materials in the Library, for access to Library programs, for borrowing circulating materials or for use of the basic reference and information services.

Visitors to the Selwyn area shall be permitted membership if both a local address and permanent address are provided.

Membership shall be recognized through a membership card which shall be issued without charge upon completion of the *Patron Registration Form* (Appendix A) and the provision of a current identification document indicating address and identity. Such information shall be governed by the Board's approved policy on *Privacy and Access to Personal Information Policy 4.1.3*

A parent or guardian shall be required to assume responsibility for individuals seventeen (17) years and under and shall be responsible for the return of all items borrowed on a juvenile member's card. A signing parent's identification may be used to verify the identity of the juvenile patron.

By signing the membership card, an individual agrees to comply with established Library policy, procedures, and rules. Further, the individual recognizes that with card privileges comes a duty to care for the materials borrowed.

Members shall be required to present the membership card for the account they wish to access. If members are unable to produce their Library card when checking out materials, they will be asked to present government issued identification and confirm their place of address.

A Library card, in good standing may be used at any branch of the Library, however at time of membership application; a person must identify one branch, which shall become their “home” branch for any Library related purpose. A person may request to change their home branch at any time.

B) Loaning and Renewing of Materials

Adult cardholders with a Library card in good standing may borrow any circulating item from the Library collection.

Juvenile cardholders with a Library card in good standing may borrow any circulating items from the Library collection. In keeping with the Library’s Children & Young Adult Services Policy (4.3.2), there is no restriction on material borrowed by children. Responsibility for children’s use of Library materials, including computers and internet access, rests solely with parents/guardians.

The standard loan period shall be three weeks for Library materials, with the exception of DVDs, which have a 1 week loan period.

Generally, there shall be no limit to the number of items borrowed. However, staff are authorized to limit the number of items borrowed on a particular subject or format.

Items may be returned to any branch of the Library system.

Renewing of most items is permitted by phone, online, or in person. While items may be renewed a maximum of three additional loan periods, an extended loan period may be permitted to accommodate extended vacation. Renewals are not permitted on DVDs or if the item has been reserved by another patron.

C) Reserving of Materials

Reserves for circulating items may be placed online, in person, or by phone.

Reserves are filled in the date order in which the reserve was placed into the circulation system.

The filling of reserves shall be ordered by the Library’s computerized circulation system and items shall be supplied to patrons on a system wide basis.

All reserved items shall be sent to the branch which has been selected by the individual as their home branch for pickup. This will be supported through an inter-branch courier service to ensure a reasonable delivery time to the individual's home branch.

The Coordinating Librarian shall be authorized to monitor reserves and purchase additional copies of items if demand is warranted.

D) Abuse of Privileges

An individual shall be responsible for returning all materials loaned on their membership card.

Overdue penalties are established to encourage patrons to return items within the established loan period, without proving an unnecessary deterrent to use of the Library.

Overdue fines are to be paid as incurred. However, if this proves a financial hardship, a cardholder may maintain an outstanding fine balance, provided this amount does not exceed the set maximum amount.

The Board approved fines and penalties are established and included in the Approved Charges schedule and are attached as Appendix B to this policy.

Library staff shall be authorized by the Board to reduce, forgive or waive fines in certain circumstances, including but not limited to sickness, house fire, accident or death.

A borrower who damages or loses Library material shall be required to reimburse the Library the cost of replacing the item.

The replacement cost shall be the original full-face value of the item that has been damaged or not returned. If staff cannot determine the original cost of the item, the replacement cost shall be charged as indicated in the list of *Approved Charges* and are attached as Appendix B to this policy.

Outstanding fines on an item shall be forgiven, if the patron reimburses the Library for that lost or damaged item.

The Branch Librarian, in consultation with the CEO/Librarian, shall be authorized by the Board to revoke an individual's membership for abuse of privileges, which may include failure to return items, failure to pay fines, failure to reimburse for damaged or lost items, and destruction of Library property. Patrons are expected to behave in accordance with the standards outlined in the Community Space & Public Meeting Rooms Policy 4.4.1. Failure to comply may result in a patron's membership being suspended.

Related Documents

Privacy and Access to Personal Information Policy 4.1.3

Children & Young Adult Services 4.3.2

Community Space & Public Meeting Rooms 4.4.1

History:		
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Attachments: Patron Registration Form Appendix A Approved Charges Appendix B		