



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

Circulation Policy

Board motion number: 17:21

Date of original motion: November 17/11; November 12/15

Date of review: May 4, 2017

Chairperson's signature: Diane Waters

Cir-1 Hours of service

Library services will be provided during the hours which best meet the needs of the community. The library will be open and adequately staffed according to Schedule A-Hours of Operation attached.

The schedule will be reviewed each year or may be revised depending on community needs and finances.

Cir-2 Membership

Public libraries are required by law to adhere to the *Public Libraries Act* which states that library boards shall allow the public to reserve and borrow circulating materials free of charge. The public includes all residents within the municipality for which the library board is established. Therefore:

- 2.1 The Township of Georgian Bay Public Library will serve all residents of the 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 considered residents.
- 2.2 The library will be readily accessible and its doors open for free and equal use by all members of the community. No fee will be charged to residents of the Township of Georgian Bay for use of the library's materials, for borrowing circulating materials, or for use of the basic reference and information services.
- 2.3 A child, who meets the criteria listed in 2.1 above, may apply for his or her own library card at the age of 16. If a child is 15 years old or under, a parent or guardian must apply for a library card on his or her behalf and accept responsibility for fines, and damaged or lost items. See Schedule B attached.
- 2.4 A resident of The Township of Georgian Bay may apply for membership at the library and must furnish verification of address and identity by showing a document bearing his/her name and current address (e.g., driver's license, student card, Ontario Health Card that contains the address).

Cir-3 Other membership types

3.1 Non-resident membership

Persons who do not reside in the area of the board's jurisdiction, and who do not meet the requirements as stated in CIR-2, may be charged for library service

Annual fees for non-residents will be set each year by the library board and will be based on the per capita cost to run the library for its resident customers.

3.2 Temporary, seasonal or holiday membership

Memberships will be granted to individuals residing in The Township of Georgian Bay on a temporary basis. Both the temporary and permanent addresses are needed. The annual fee will be the same as for a non-resident membership.

Cir-4 Renewal of membership

Membership cards on the Automation System will expire after two years from the date of issue in order for staff to update the customer information. ID (driver's licence, property tax bill, phone bill) must be shown if the customer has a change of name or address.

All outstanding charges must be paid in order to renew a membership card.

Lost or damaged library cards will be replaced with the payment of a fee (see attached Schedule "C").

Each January, all membership cards that have not been active in a two-year period will be purged from the system.

Cir-5 Responsibilities of membership

Fair and equal access to library services and materials by all customers of the library depends on the fair use of such services and materials by library users. Customers have certain responsibilities and a customer shall be responsible for all materials borrowed with his/her card and agree to abide by the regulations of the Township of Georgian Bay Public Library Board.

- present the library card each time materials are borrowed
- pay all fines or charges incurred for overdue, damaged or lost library material as per the attached schedule
- observe all policies set by the board as authorized by the Public Libraries Act
- report the loss of a card or change of address as soon as possible.

Parents or guardians of members under the age of 16 are responsible for their children's borrowing and behaviour with respect to the observance of Board Policy.

The Chief Executive Officer is authorized by the board to withhold library privileges to anyone refusing to comply with Board Policy. The use of the library or its services may be denied for due cause. Such cause may be failure to return borrowed materials or to pay penalties; destruction of library property; disturbance of other customers after a warning by library staff has been given and ignored by the customer; or any other conduct on library premises considered objectionable by library staff.

Cir-6 Loans

The normal loan period for circulating print material is 21 days. DVDs will be assigned a 7-day loan period. High-demand materials such as bestsellers, other non-book or special materials shall be due as designated by the CEO.

By request, a longer loan period may be available for customers taking vacations.

The following **restrictions** exist on borrowing:

- reference materials are non-circulating to ensure ready access to information resources.
- unique and/or fragile material from the local history collection are also restricted.
- there is a maximum number of items (50) which may be checked out by one customer.
- in keeping with the Ontario Library Association's *Children's rights in the public library: Guidelines for service*, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.

Cir-7 In-Library Use

In-library use of materials is free of charge to any individual regardless of residency.

Cir-8 Renewals

Library materials may be renewed for up to two (2) loan periods provided:

- the item(s) are not on reserve for someone else
- the item(s) are not in high demand
- the patron has not reached his/her limit of overdue fines or charges

Renewals for interlibrary loans may be requested from the lending library. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.

Cir-9 Lost or damaged materials

Members are responsible for materials while on loan to them. A customer who loses or damages library material shall be required to pay the cost of replacing that material. Charges for lost or damaged materials will be assessed by the CEO and will be based on the actual replacement cost plus a \$3.00 processing charge. See Schedule C attached.

Cir-10 Reserves

- 10.1 Library materials not available on the shelves may be reserved at the circulation desk. Customer reserves will remain in place for 6 months and may be renewed at that time if necessary.
- 10.2 The customer will be notified when the item becomes available. The customer must pick up the reserved item at the circulation desk within 4 open days of notification.

Should this not occur:

- 10.3 The next customer on the Reserve list will be notified.
- 10.4 The item will be returned to the shelf if no other Reserve exists.

Cir-11 Interlibrary loan

Library materials not available in the Township of Georgian Bay Public Library may be requested through interlibrary loan. Refer to Interlibrary Loan Policy for details.