



Circulation and Membership Policy

Circulation

Loan Periods:

Videos and DVDs: 1 week loan period

Books, Books on Tape or CD, and magazines: 2 week loan period

Reference materials: 1 week loan period.

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.

Renewals:

Library materials may be renewed for up to **3** loan periods, provided:

1. The item(s) are not on reserve.
2. The item(s) are not in high demand.
3. The patron has not reached the overdue fine limit of \$20.

Fines:

Overdue library materials are to be returned to the library and the borrower shall be fined according to the following:

DVDs and Reference Material: **\$1.00** per item per library day

Videos: **.50** per item per library day

All Other Material: **.15** per item per library day

Fines for any material will not exceed the actual cost of the library material.

Lost or damaged materials:

Members are responsible for materials while on loan to them. A borrower who loses or mutilates library material shall be responsible for the cost of replacing that material. Charges will be assessed by the CEO and will be based on the replacement cost plus a **\$2.50** processing charge.

Reserves:

Library materials not available on the shelves may be reserved at the circulation desk. Reserves will remain in place for **6** months and may be renewed at that time. When the

item becomes available, the patron will be telephoned and asked to pick up the item within **7** days.

Membership Policy

Membership:

1. The Otonabee – South Monaghan 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. A resident of Otonabee – South Monaghan Township may apply for membership at the library and must furnish verification of address and identity by showing a document bearing his/her name.
3. The Otonabee – South Monaghan Public Library will be readily accessible and its doors open for free and equal use by all members of the community regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, age or handicap. No fee will be charged to residents of the municipality for admission to the library, for use of the library materials in the library, for borrowing materials, or for use of the basic reference services.
4. A child, who meets the criteria listed in #1 above, may apply for his or her own library card at the age of 12. If a child is under the age of 12, 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.

Out of Township Membership:

Persons who do not reside in OSM Township, and who do not meet the requirements in Membership – 2 may be charged for library service. The exception to this policy applies to the residents of Cavan – Millbrook Township.

Responsibilities of Membership:

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 library users. A member must:

1. Be responsible for all materials borrowed with his/her card and agree to abide by the regulations of the Otonabee – South Monaghan Public Library.
2. Present the library card each time materials are borrowed.
3. Pay all fines or charges incurred for overdue, and damaged or lost library material.
4. Observe all policies set by the Library Board as authorized by the Public Libraries Act.

5. Report the loss of a card or change of address as soon as possible. The cost to replace a lost or damaged library card is **\$3.00**.

Parents or guardians of patrons under the age of **12** 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:

1. Failure to return borrowed materials or to pay penalties.
2. Destruction of library property.
3. Disturbance of other patrons after a warning by library staff has been given and ignored by the user.
4. Any other conduct on library premises considered objectionable by library staff.

The Otonabee South Monaghan Public Library strongly adheres to the Municipal Freedom of Information & Protection of Privacy Act. Library staff may not give out information about a patron, except to a parent or guardian of one who is less than eighteen years of age.

Revision Policy

This circulation and membership policy will periodically be evaluated and revised as times and circumstances require and the above policy supersedes the circulation and membership policy adopted February 14, 2002

Date of review: October 18, 2011

Date of original motion: September 14, 2004

Date of original motion: November 15, 2011