
Edwardsburgh Cardinal Public Library

Policy Type: **Operational**

Policy Number: **OP - 12**

Policy Title: **Circulation Policy**

Policy Approval Date: Jun. 21, 2005

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Year of next review: 2022

The Edwardsburgh Cardinal Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Edwardsburgh Cardinal 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 person may be a member of the library with borrowing privileges.
 - a) People who reside or who own property in the municipality of Edwardsburgh Cardinal, who work in or attend an educational institution in the area may obtain a library card free of charge.
 - b) The Library Board may enter into reciprocal agreements with other public libraries in order to waive non-resident fees for residents of specific municipalities.
 - c) Memberships may be granted free of charge to individuals residing in the Township of Edwardsburgh/ Cardinal on a temporary basis. Both the temporary and permanent addresses are needed.
 - d) All others may be required to pay a non-resident fee to obtain a library card. 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 patrons.
- 3 Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address. See Schedule A for acceptable documentation.
- 4 Children under the age of 16 must register for membership with parent consent for responsibility for fines, damages or lost items.
- 5 Only members of the library in good standing will be allowed to borrow library materials.
- 6 Materials may be borrowed by either presenting the membership card or valid identification. See Schedule A.
- 7 Personal information collected will be subject to the Edwardsburgh Cardinal Public Library Policy on **Confidentiality & the Protection of Privacy OP-01**.

Circulation Policy (Continued)

Section 2: Conditions of Membership and Card Use

1. Membership is not transferable to other individuals.
2. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee. See Schedule C for fees.
3. The card is the property of the Edwardsburgh Cardinal Public Library and must be returned on request.
4. Loss 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.
5. Change of address, name or phone number must be reported immediately.
6. Membership expires bi-annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
7. Membership is suspended when fines exceed \$20.00 and will be re-instated when fees are paid to reduce total monies owed to below \$20.00.
8. 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 B
 - b) by request, a longer loan period may be available for patrons taking vacations, who are homebound, or for other extenuating circumstances
 - c) reference works and newspapers are not available for loan
 - d) the total number of items on loan to any one member will not exceed 50 items
 - e) the number of DVDs that may be borrowed is limited to 4 per cardholder
 - f) DVD/video materials that are classified 18^A (Suitable for people 18 years of age or older) or R (Restricted to 18 years or older) by the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age may be required
 - g) the number of NEW books that may be borrowed is limited to 4 per cardholder
 - h) the number of Museum passes, Literacy kits, Program-to-Go bags or similar that may be borrowed is limited to 2 per cardholder
 - i) there are no restrictions on print materials borrowed by children. While the library staff can advise children on reading interest, the material selected by the child is the responsibility of the parent or guardian.
2. Renewals
 - a) library items may be renewed in person, by telephone, by email or by catalogue access in the library or remotely. See Schedule B for renewal schedule
 - b) items on reserve for other members and NEW items cannot be renewed
 - c) renewals for inter-library loans may be requested from the lending library. Requests for the renewal of inter-library loan material must be received at least three days before the due day

Circulation Policy (Continued)

3. Holds/Reserves
 - a) library items may be reserved in person, by telephone, by email, or by catalogue access 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 either library branch at the circulation desk or in the drop-box
 - b) members are required to return materials on or before the due date

5. Circulation Records and Confidentiality

Library Circulation and membership records will be used in accordance with **Confidentiality & the Protection of Privacy Policy OP-01**, the **Public Libraries Act, R.S.O. 1990, c. P.44**, and the **Municipal Freedom of Information and Protection of Privacy Act**

Section 4: Charges

1. Damaged/Lost Items

- a) the library will charge replacement costs for items which are overdue by 90 days or for items which are damaged or lost
 - b) the replacement cost will be assessed by the library. It may not be possible to replace a specific item with an identical one
 - c) 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
 - d) replacement of the item will be left to the discretion of the Chief Executive Officer or her designate, in keeping with the library's selection policy

2. Overdues and Fines

Retention of borrowed library materials beyond the date on which library materials are to be returned to the library may be penalized by a fine.

- a) the board establishes fines as a deterrent to the late return of materials. See Schedule C for Fines.
 - b) fines may be waived for unusual or serious circumstances

Section 5: Homebound services

The library provides lending and delivery services to the homebound residents of Edwardsburgh Cardinal. Library employees will

1. select items for the patron,
2. check them out on the patron's card,
3. personally deliver and pick up borrowed items or arrange delivery and pick up through a volunteer.

Homebound patrons will

1. follow established library rules on proper care and use of library materials
2. have borrowed materials ready for pick-up on the predetermined times

Circulation Policy (Continued)

In order to be eligible for Homebound services, the library user must

1. be unable to leave their home due to temporary or permanent disability (including conditions such as agoraphobia and surgery recovery), and/ or
2. reside outside of walking distance (up to 2 km) from a library and does not have access to reliable transportation

The CEO reserves the right to ask for proof of any other above conditions to be eligible for Homebound service.

Lending for Homebound clients will be 3 weeks unless otherwise determined. The CEO or Branch Supervisor will decide if longer loan periods may be given.

This program is run mainly through volunteers and may not be able to accommodate every request. Homebound service enrollment will be considered on a first-come, first-served basis.

Related Documents:

Edwardsburgh Cardinal Public Library. **OP 01 - Confidentiality & the Protection of Privacy
Public Libraries Act**. R.S.O. 1990, c. P44.
Municipal Freedom of Information and Protection of Privacy Act

Circulation Policy (Continued)

Schedule A - 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 case acceptable identification and proof of current address is required.

Acceptable Identification

- 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 report card or transcript

Schedule B - Loan Periods

Material Type	Loan Period	Optional Renewals
Books*	21 days	1
Audio Books	21 days	1
Magazines	21 days	1
Kits of all types	21 days	1
DVDs and VHS	7 days	1
Music CDs	7 days	1
Museum passes	7 days	0
Inter-library Loans	Loans vary	1

*some books have different loan periods and/ or modified renewals. See Section 3 for exceptions.

Schedule C - Fines

Type	Fines Per Day	Max fine per item
Books	\$0.00	N/A
Audio Books	\$0.00	N/A
VHS and music CDs	\$0.25	\$5.00
Kits	\$0.25	\$5.00
Magazines	\$0.00	N/A
DVDs	\$0.50	\$10.00
Museum passes	\$0.25	\$5.00
Replacement Cards		\$2.00

