

BORROWING POLICY

Available to library members are the following materials:

Books	Periodicals
Interlibrary Loan Requests	CD - Audio Books
DVD	KIT

1. **Bar-Coded Borrowing Card:**

- a. Each individual member or block membership will be issued a bar-coded borrowing card.
- b. This borrowing card must be presented to borrow items, to access the public Internet computers and to use the microfilm reader/scanner.
- c. A replacement charge of \$5.00 will be levied for a lost/damaged borrowing card. A stolen borrowing card will be replaced free of charge if the patron provides documentation that the theft was reported.

2. **Items Allowed**

6 books
6 magazines
6 paperbacks
3 DVDs
3 CD audio books

Visually/physically impaired members may borrow up to 6 CD audio books.

Total items allowed - 24

3. **Loan Periods**

Books	- Two weeks plus one day of grace.
Magazines	- One week plus one day of grace.
CD - Audio Books	- Two weeks plus one day of grace.
DVD	- Seven days.
KIT	- Two weeks plus one day of grace.

4. **Renewals:**

- a. Items on loan may be renewed once for an additional borrowing period.
- b. Material with a borrowing fee, such as CD audio books and DVD, may be renewed by telephone for a further loan period. The additional borrowing fee will be added to the patron's membership.
- c. If a previously renewed item is still required, it must be returned to the library before being borrowed again.
- d. Items on reserve cannot be renewed.

5. **Reserves:**

- a. Items in the library collection, but not available at the time, can be placed on reserve by the patron.
- b. The patron will be phoned/texted/emailed (dependent on the patron's choice) when the item(s) is available.
- c. Item(s) will be placed on the reserve shelves and held for two library working days.
- d. Patron may request an additional holding time for picking up the material.
- e. Failure to pick up reserved items will result in a .50 fee being added to the patron's membership.
- f. A reserve may be cancelled without penalty at the time the patron is contacted.

6. **Inter-Library Loan Requests For Members:**

- a. May be made for print materials, talking books, VHS, DVD, microfilm, and other media not in our collection.
- b. When the item(s) arrives at the library the patron will be telephoned and the item(s) will be placed on the reserve shelves and held for two library working days. The patron will be called twice before an uncollected item is returned to the lending library.
- c. Any borrowing charges levied by the lending library on inter-library loan materials will be borne by the patron and paid at the time the material is collected.
- d. Inter-library loan fees charged by the lending library for items not collected will be charged to the patron's membership.
- e. Return postage for non-print items and out of province print items will be charged to the patron.
- f. Failure to cancel an ILL request before the item has arrived will result in a \$2 charge. This fee will be added to the patron's membership.

7. **Overdue Charges:**

Are levied only for those days which the library is open.

- a. Overdue fines must be paid promptly (within a reasonable period of time). Unpaid fines exceeding \$1.00 will result in the suspension of borrowing privileges. For renewing by telephone or by the Internet the maximum fine limit will be \$6.00, which must be reduced below the \$1.00 threshold before the patron can borrow more items.
- b. Patrons will be notified when items are 1 week overdue. Patrons will receive three phone calls/emails, dependent on the patron's choice (on a weekly basis), followed by a written final notice on the 4th week. Should a telephone number no longer be in service, written notices will be sent.
- c. Postage costs for all written notices will be added to the patron's membership.
- d. Failure to return item(s) and/or failure to pay accrued fines will result in the suspension of all borrowing privileges for the immediate family.
- e. Reinstatement of borrowing privileges is conditional on the return of the borrowed item(s) within two months of the final notice having been sent and the payment of accrued fines, or the payment of the value of the items at the time of purchase and the accrued fines.
- f. Overdue fines will not exceed the value of the item(s) at the time of purchase.

Print Items

- .10 per day per item.

DVD

- \$1.00 per day.

CD-Audio Books

- .50 per day.

KITS

- .10 per day per item.

8. **Lost Items:**

- a. If borrowed item(s) are lost by the patron, the patron may be responsible for reimbursing the library for the value of the item(s) at the time of purchase.
- b. Should the patron find the item(s) within two months of the date of payment and providing the item(s) is in usable condition, the money will be refunded to the patrons.
- c. Failure to comply will result in the suspension of all borrowing privileges for the immediate family.
- d. Reinstatement of borrowing privileges is conditional on the return and/or payment of the value of the item(s) at the time of purchase, as well as any outstanding fines.

9. **Damaged Items:**

- a. If borrowed item(s) are damaged, the patron may be responsible for reimbursing the library for the value of the item(s) at the time of purchase, and for the payment of accrued overdue fines.
- b. Failure to comply will result in the suspension of all borrowing privileges for the immediate family.
- c. Reinstatement of borrowing privileges is conditional on the payment of the value of the item(s) at the time of purchase, as well as any outstanding fines.