

## **Borrowing Policy**

### **1. Library Card**

- a) Each individual or block membership will be issued a library card.
- b) This library card is required in order to borrow library materials and use the public internet computers.
- c) A replacement charge of \$5.00 will be levied for any lost or damaged library cards. A library card that has been stolen or lost due to extreme circumstances may be replaced free of charge at the discretion of the Head Librarian.

### **2. Borrowing Charges**

A borrowing charge of \$3.00/item is placed upon all DVDs.

### **3. Items Allowed**

Library members may sign out up to 30 physical items at a time per account. The item limit is broken down in the following manner:

- 18 books/paperbacks
- 6 magazines
- 3 DVDs
- 3 CDAs or 3 Kits

All online materials are not counted against this item limit.

### **4. Loan Periods**

Books, CDAs, Kits: 14 days plus one day of grace

Magazines: 7 days plus one day of grace

DVDs: 7 days

### **5. Renewals**

- a) Items on loan may be renewed for one additional loan period. For DVDs, this results in an additional \$3 borrowing charge.
- b) If a library item is still required after the renewed loan period, the item may be borrowed again if the item is brought back to the library in person and no reserve request has been made of the item.
- c) Items held on reserve cannot be renewed.

6. **Reserves**

- a) Items in the library collection not available when the patron wants the item can be placed on reserve.
- b) The patron will be contacted, as per their personal preference, when the item is available for them to sign out.
- c) Item(s) will be placed on the reserve shelves behind the front counter, and will be held for 2 library working days.
- d) Patrons may request an additional holding time for their reserve items on the hold shelves.
- e) Failure to pick up reserved items will result in a 50 cent fee being charged to the patron's account.
- f) A reserve may be cancelled without penalty at any time prior to the pickup deadline.

7. **Inter-Library Loan (ILL) Requests for Members**

- a) May be made for print materials and CDAs not in the local collection.
- b) When the item(s) arrive at the library, the patron will be contacted and the item(s) placed on the reserve shelves and held for 2 library working days. The patron will be contacted 3 times before an uncollected item is returned to its home library.
- c) Any borrowing charges levied by the lending library on ILL materials will be borne by the patron and paid at the time the materials is collected.
- d) ILL loan fees charged by the lending library for items not collected will be charged to the patron's account.
- e) Return postage for out of province items will be charged to the patron.
- f) Failure to cancel an ILL request before it arrives will result in a \$2 charge to the patron's account.

8. **Overdue Fines**

Charges are levied only on the days the library is open. Fines will be waived if the library suffers an unplanned closure on the day an item is due.

All Adult and Young Adult items in the library collection will be fined at a rate of 25 cents/day.

All Junior and Primary materials (books, DVDs, CDAs, kits, magazines) are exempt from overdue fines.

- a) An overdue notice is mailed to the patron to inform them their borrowing privileges will be suspended once an item has become 4 weeks overdue.
  - 1) At least 3 attempts will be made by library staff to contact the patron to inform them the item is overdue before this 4 week period ends.
  - 2) Postage cost of the overdue notice(s) sent by mail will be added to the patron's account.
- b) Unpaid fines over \$6 will result in the suspension of borrowing privileges.
- c) Failure to return item(s) in the condition they were at the time of being signed out, and/or failure to pay accrued fines over \$6 will result in the suspension of the patron's borrowing privileges.
  - 1) Reinstatement of borrowing privileges is conditional on the return of the borrowed item(s), in the condition they were at the time of being signed out, within 2 months of the final notice being sent and the payment of accrued fines.
    - i. If the item is lost or damaged beyond reasonable use, patrons will be required to pay both their fines and the amount equal to the value of the item at the time of its purchase.
  - 2) Overdue fines will not exceed the value of the item(s) at the time of purchase.

9. **Lost Items**

- a) If borrowed item(s) are lost while signed out 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) Reinstatement of borrowing privileges is conditional on the return and/or payment of the value of the item(s) at the time of purchase, in addition to payment of outstanding fines over \$6. Failure to reimburse the library for the value of the lost item(s) will result in the suspension of the patron's borrowing privileges.
- c) Should the patron find the item(s) within 3 months of the date of payment, and providing the item is still in reasonably good condition, the fees paid for the replacement cost of the item(s) will be refunded to the patron.

10. **Damaged Items**

- a) If borrowed item(s) are damaged when signed out 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) 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 over \$6. Failure to reimburse the library for the value of the damaged item(s) will result in the suspension of the patron's privileges.

Richard Bee

Head Librarian

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