

Midland Public Library

Policy Type: **Operational**

Policy Number: **OP - 10**

Policy Title: **Circulation Policy**

Initial Policy Approval Date: April 2016

Last Review/Revision Date:

Year of next review: 2017

The Midland Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Midland 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 under the following conditions
 - a) Membership will be granted at no charge to individuals who provide verification of address and identification establishing residency in Midland or the Library's contracting Townships by showing a document bearing his/her name and current address. See Schedule A for acceptable documentation.
 - b) Any person not a resident as described above may be a member upon payment of the non-resident fee as established year by year.
3. Children under the age of 12 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages or lost items.
4. Only members of the library in good standing will be allowed to borrow library materials.
5. Materials may be borrowed by either presenting the membership card or valid identification.
6. Personal information collected will be subject to the Midland Public Library Policy on **Confidentiality & the Protection of Privacy OP-01**.

Section 2: Conditions of Membership and Card Use

1. Membership is not transferable to other individuals.
2. Members will be issued a library card without charge.
3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
4. The card is the property of the Midland Public Library and must be returned on request.

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5. Lost 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.
6. Change of address, name, email address or phone number must be reported immediately.
7. Membership is suspended when fines exceed \$10.00 and will be re-instated when all outstanding total is brought below that amount.
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) reference works, local history materials and newspapers are not available for loan
 - c) the total number of items on loan to any one adult member will not exceed 30 items and to any one juvenile member, 15.
2. Renewals
 - a) library items may be renewed in person, by telephone or by catalogue access in the library or remotely 3 times.
 - b) items on reserve for other members cannot be renewed.
3. Holds/Reserves
 - a) library items may be reserved in person, by telephone, 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 4 days.
4. Returns
 - a) materials borrowed may be returned to the library 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

Library Circulation and membership records will be used in accordance with ***Confidentiality & the Protection of Privacy Policy OP-01***

Section 4: Charges

1. Damaged/Lost Items

- a) the Library will charge replacement costs for items which damaged or deemed lost
- b) the replacement cost will be assessed by the Library and will include the purchase cost and the processing cost of the item. 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

- a) the Board establishes fines as a deterrent to the late return of materials.
- b) fines may be waived for unusual or serious circumstances

Related Documents:

Midland Public Library. *OP 01 - Confidentiality & the Protection of Privacy*