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## Carleton Place Public Library

Policy Type: **Operational**

Policy Number: **OP - 12**

Policy Title: **Circulation Policy**

Policy Approval Date: March 2016  
September 2018  
March 2019  
September 2021

Policy Review Date: 2025

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The Carleton Place Public Library makes materials widely available to the community, in an equitable manner, to maximize the use of the collections. The Carleton Place 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. Carleton Place Public Library cards are free to all who live or own property in Carleton Place and Beckwith. In addition, the library offers free memberships to those who are employees of the Corporation of the Town Carleton Place and the Township of Beckwith but reside outside of these municipalities. **See Schedule C for non-resident fees.**
2. Any person may be a member of the library with borrowing privileges.
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 B for acceptable documentation.**
4. Children under the age of 14 must register for membership accompanied by a parent or guardian who presents identification with name and address, who signs 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.
7. Customers are responsible for all materials issued on their card. Signing the library card implies acceptance of and adherence to all the rules and regulations of the Carleton Place Public Library. The signatory (or the parent/guardian if the cardholder is under 14 years of age) is responsible for all fines and damage or loss of materials.
8. People with disabilities as defined by the Accessibility for Ontarians with Disabilities Act may request to be exempt



from paying fines on overdue materials. Special Needs cardholders will still be responsible for lost or damaged materials signed out on their card.

9. Personal information collected will be subject to the Carleton Place Public Library Policy on ***Protection of privacy and Access to Information OP-01***.
10. An organization, institution or business may hold a library membership for use by employees borrowing material for work-related purposes. The Library requires a letter of application on the organization's official letterhead signed by a Designated Officer who has the authority on behalf of the organization to accept responsibility for all materials borrowed on the Corporate Card and any fines or fees that may accrue.

### **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.
3. The creation of "Family Cards" is not permitted. Each adult member of a family must have their own library account to access library materials.
4. The card is the property of the Carleton Place Public Library and must be returned on request.
5. 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.
6. Change of address, name or phone number must be reported immediately.
7. Membership expires every two years for residents of Carleton Place and Beckwith, and annually for residents living outside of these municipalities. Renewal requires verification of the member's name, address, email, and telephone number, or proof of employment for Town employees.
8. Membership is suspended when fines exceed \$10.00, or when 10 or more items are overdue. Membership will be re-instated when all outstanding accounts are brought down beneath this limit.
9. 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 A
  - b) reference works, local history materials and newspapers are not available for loan
  - c) the total number of items on loan to any one member will not exceed 50 items
  - d) DVD loans are limited to 4 at a time per household
  - e) Museum Passes and Passes to other local attractions are limited to 1 at a time per household, with no option for renewal



- f) Material loans are not restricted by age and are not monitored by staff. It is the responsibility of the parent or guardian to determine the appropriateness of material for people aged 13 or younger.
2. Renewals
    - a) library items may be renewed in person, by telephone or by catalogue access in the library or remotely. See Schedule A for renewal schedule.
    - 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 5 business days
    - d) holds and reserves may only be picked up by the account cardholder or their designate. Providing an account holders library card shall be considered proof of designate.
    - e) Museum passes and passes to other local attractions are only available on a first-come, first-served basis, and are not eligible for holds or reserves.
  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**
  6. Interlibrary Loan Materials
    - a) Interlibrary loan items may be requested in person, by telephone, or by emailing library staff. A limit of three Interlibrary loan requests may be made at one time.
    - b) when the item becomes available, the member will be notified and asked to pick up the item
    - c) items will be held for five days.
    - d) renewals are not permitted on interlibrary loan materials
    - e) Continued failure to pick up interlibrary loan materials may result in a suspension of Interlibrary Loan privileges, the duration of which will be left to the discretion of the Chief Executive Officer or a designate
    - f) Lending libraries may charge for the use of interlibrary loan materials. In these cases, the cost will be passed on to the user requesting the interlibrary loan. Payment must be made in full before material can be loaned to the user. The amount charged will be in accordance with the rates of the lending library.
    - g) The borrower is responsible for the full replacement cost of lost or damaged items, as assessed by the lending library.



#### **Section 4: Copying of Material**

Carleton Place Public Library adheres to the laws of Canada governing the copying of all materials. The Library retains a copying license for public libraries through Access Canada, a non-profit organization formed and run by Canada's leading associations of creators and publishers. The Library operates within the terms and conditions of this license and makes every effort to ensure customers and staff do likewise.

Use of photocopiers to reproduce all or a substantial part of work protected by copyright is governed by the Canadian Copyright Act. Copying of a work or a substantial part of a work protected by a copyright requires the permission of the copyright owner. No parts of some work, such as music, can be copied without permission. However, it is not an infringement of copyright to "deal fairly" with some works for the purpose of private study, research, criticism, review newspaper summary. The responsibility of determining whether permission is required, and then obtaining permission, is that of the person making the copy. Staff will neither participate in nor condone infringements of copyright.

#### **Section 5: 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 and will include the purchase cost of the item. It may or may not be possible to replace a specific item with an identical one
- c) replacement of the item will be left to the discretion of the Manager of Library Services or a 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. **See Schedule A for fine schedule.**
- b) fines may be waived for unusual or serious circumstances

##### **3. Refunds**

- a) The time limit for refunds for payment of lost materials is three (3) months from the date of payment. Customers must produce their receipt to receive the refund.

#### **Related Documents:**

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



**Schedule A - Loan Periods and Fines**

| Material Type                             | Loan Period | Optional Renewals | Fines per Day | Max fine per item |
|---|-------------|-------------------|---------------|-------------------|
| Adult and Young Adult Books               | 21 days     | 3                 | \$0.20        | \$7.00            |
| Interlibrary Loan Books                   | 21 days     | No renewals       | \$0.20        | \$7.00            |
| Children's Books                          | 21 Days     | 3                 | \$0.10        | \$7.00            |
| Audio Books                               | 21 days     | 3                 | \$0.20        | \$7.00            |
| Magazines                                 | 7 days      | 3                 | \$0.20        | \$7.00            |
| Adult DVD's                               | 7 days      | 3                 | \$0.20        | \$7.00            |
| Children's DVD's                          | 7 days      | 3                 | \$0.20        | \$7.00            |
| Interlibrary Loan DVD's                   | 7 days      | No renewals       | \$0.20        | \$7.00            |
| Museum Passes                             | 4 days      | No renewals       | \$5.00        | \$30.00           |
| Kill-a-watt meter                         | 7 days      | 3                 | \$0.20        | \$7.00            |
| Digital Projector<br>*in-library use only | 11 hours    | No renewals       | \$1.00        | \$7.00            |

**Schedule B**

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 cases, acceptable identification and proof of current address is required.

| Acceptable Identification  | Acceptable Proof of Address  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Health card with photo</li> <li>▪ Citizenship card</li> <li>▪ Passport</li> <li>▪ Student ID card</li> <li>▪ OAS (senior's card)</li> <li>▪ Employer-issued photo ID card</li> <li>▪ Ontario Identity Card</li> </ul> | <ul style="list-style-type: none"> <li>▪ Any Benefit Statement issued by the Government of Canada</li> <li>▪ Bank account statement</li> <li>▪ Utility bill (telephone, hydro, water, gas, cable TV)</li> <li>▪ Motor Vehicle Permit</li> <li>▪ Mortgage, rental or lease agreement</li> <li>▪ Property tax assessment or bill</li> <li>▪ Insurance policy (property, auto, life)</li> <li>▪ Employer record (pay stub or letter from employer on company letterhead)</li> <li>▪ School, college or university report card or transcript</li> <li>▪ Youths ages 14-17: Parental proof of address accepted</li> </ul> |



**Schedule C**

As of October 1, 2021 Non-Resident Fees are set at \$90.00 per individual.