



Leeds and the Thousand Islands Public Library Board

Policy

SECTION: OPERATIONAL	NO: OP-01
TITLE: Circulation Policy	Date: March 2022
	Amended: November 20, 2023
	Next Review Date: March 2027

1.0 Policy Statement

1.1 The Leeds and the Thousand Islands Public Library Board is committed to providing free and equitable library service to the community, while diligently managing member accounts and the Library's collection. This policy outlines the conditions for library members and borrowing privileges and establishes a framework of rules and regulations to protect the Library's collections.

2.0 Integrated Library System

- 2.1 The Library will maintain a dedicated Integrated Library System (ILS) for the purposes of:
- 2.1.1 Maintaining patron records
 - 2.1.2 Maintaining an inventory of the Library collection, in accordance with current professional standards (MARC or RDA format)
 - 2.1.3 Processing the circulation, renewal, and return of library material
 - 2.1.4 Providing access to a public-facing online catalogue
 - 2.1.5 Statistical reporting
- 2.2 Training material and procedures for the ILS will be maintained and made accessible to all staff.

3.0 Library Membership

- 3.1 No fee will be charged for admission to the Library.
- 3.2 Any person may apply to become a member of the Library with borrowing privileges.
- 3.3 Membership is non-transferable. Individuals must use their own Leeds and the Thousand Islands Public Library card to borrow items.
- 3.4 As per the *Public Libraries Act* (RSO, 1990. c. P. 44, Section 23) no fee for library service will be charged to residents of the Township of Leeds and the Thousand Islands, or individuals owning property and paying property taxes within the Township. Fees may be charged for administrative services such as photocopying or faxing.

- 3.5 Proof of address is required to register for a library card. See Schedule A for acceptable documentation.
- 3.6 A child or student under the age of 12 applying for a Library Card will require the permission of their parent/guardian/caregiver. Parents/guardians/caregivers must accept responsibility for all charges related to overdue fines and damaged or lost items on behalf of minor children. Children over the age of 12 may apply for their own library card.
- 3.7 The Library will maintain a record of all Library members. These records will be considered private and confidential information, and will be subject to the conditions set out in *OP-03 Privacy, Access to Information, & Electronic Messages Policy*.

4.0 Conditions of Membership

- 4.1 As a condition of maintaining Library membership cardholders agree to:
 - 4.1.1 Be responsible for all materials borrowed on their card
 - 4.1.2 Follow the rules, regulations and policies set by the Leeds and the Thousand Islands Public Library.
 - 4.1.3 Present their Library card each time an item is borrowed and keep personal information up to date
 - 4.1.4 Promptly pay charges/fees from lost or damaged material that are due to the library.
- 4.2 Loss or theft of a card must be reported immediately; members are responsible for any materials borrowed on their card until loss or theft is reported.
- 4.3 Any change of address, name, or phone number must be reported to Library staff.
- 4.4 Memberships will expire after two years. Membership renewal is free and requires confirmation of address and contact information. Fines and outstanding charges or fees must be paid before a card will be renewed. Members may be asked to provide proof of address at the time of renewal.
- 4.5 Membership is suspended when charges/fees exceed \$20.00 and will be re-instated when outstanding accounts are settled.
- 4.6 Membership can be suspended at the discretion of the Library CEO for violation of library policies.

5.0 Reciprocal Agreements

- 5.1 The Leeds and the Thousand Islands Public Library may establish reciprocal borrowing agreements with neighbouring library systems to facilitate ease of accessing library services and availability of library material for patrons.
- 5.2 Reciprocal borrowing agreements will be established in writing by the participating Library Boards.
- 5.3 Residents of municipalities with reciprocal borrowing agreements may join the Leeds and the Thousand Islands Public Library at no charge by showing a current library card from their place of residence, a valid piece of identification, and proof of address.
- 5.4 The policies of the Leeds and the Thousand Islands Public Library will apply to reciprocal members.

6.0 Non-Resident and Temporary Memberships

- 6.1 Persons residing outside the boundaries of the Township of Leeds and the Thousand Islands can apply for an annual library membership as a non-resident member.
- 6.2 Visitors and seasonal non-residents can apply for a 3-month temporary membership to the Leeds and the Thousand Islands Public Library. Temporary members will be expected to provide the library with identification and current address information.
- 6.3 Non-resident and seasonal members will be charged a non-refundable membership fee for library service. (See Schedule B – Charges/Fees)
- 6.4 Non-resident and seasonal fees may be changed at any time at the discretion of the Board.

7.0 Borrowing

- 7.1 Loan periods will be established based on format and demand for material. A schedule of loan periods will be appended to this policy (Schedule C)
- 7.2 At the Library Staff's discretion, a longer loan period may be granted for members requesting an extended due date.
- 7.3 Reference works, some local history materials, and newspapers are not available for loan and are available for in-library consultation only
- 7.4 Staff are advised to limit the number of items that can be borrowed in a specific format, or on a specific topic, if there is a high demand for material. (See Schedule D, Loan limits).
- 7.5 As per the Ontario Library Association's Children's Rights in the Public Library, the Library does not impose any restrictions on the material borrowed by children. Parents and guardians are responsible for monitoring the borrowing of their children.
- 7.6 Materials from the Centre for Equitable Library Access (CELA, formerly CNIB Library), are available to members with an identified print disability who qualify for membership under CELA's policies. In order to register and qualify for those services patrons may be asked to provide a certificate from a doctor, nurse, social worker, or other professional authority.
- 7.7 Fragile or expensive equipment borrowed from the Library of Things may require a \$20.00 refundable deposit, which will be refunded to the patron upon the return of the item(s).

8.0 Renewals

- 8.1 Library materials may be renewed for a maximum of three (3) loan periods if the item is not on reserve for another patron, in high demand, and if the patron's account is in good standing.
- 8.2 Additional renewals may be allowed at the discretion of library staff.
- 8.3 Renewals may be made in person, over the telephone, or electronically.
- 8.4 Patrons may request a renewal for Interlibrary Loan material by contacting Library Staff. Renewal requests must be received two business days before the due date. The Library cannot guarantee that Interlibrary Loan items will be available for renewal; decisions on renewal of ILL material are made by the lending library.
- 8.5 Renewals will not be permitted on materials that are on reserve for other library members.

9.0 Holds/Reserves

- 9.1 Library material may be reserved in person, by telephone, or through the online catalogue
- 9.2 When an item becomes available the member will be notified by email or telephone.
- 9.3 Items will be held for members at the circulation desk for seven (7) days. Unclaimed holds will be checked in and returned to general circulation, or released to the next patron on the hold list.
- 9.4 Reserves can be placed on items that are on order and not yet in the possession of the library once they have been added to the catalogue. Patrons will be notified once the item has been received and processed.
- 9.5 Patrons may have up to ten (10) active holds on their card at any time.

10.0 Overdue Material

- 10.1 The Library does not charge fines for overdue material.
- 10.2 Patrons with overdue material will receive a notification by email or phone reminding them to return or renew their library material.
- 10.3 If library material is overdue after 30 days the item will be considered lost, and the full replacement value plus a \$5 processing fee will automatically be charged to the patron account.

11.0 Lost or Damaged Items

- 11.1 Items damaged or lost by the patron will be billed at the list price of a replacement copy, plus a \$5.00 processing fee.
- 11.2 Items that are overdue by more than 30 days will be assumed lost and billed appropriately. If a user returns an item that was assumed lost the replacement bill will be voided, so long as the item is in good, circulating condition.
- 11.3 The replacement cost for lost and damaged material will be assessed by the library. It may not be possible to replace a specific item with an identical one. Replacement of the items will be left to the discretion of the CEO or designate.
- 11.4 Fees for items requiring additional processing or cleaning upon return will be charged according to Schedule B.

History			
Approval Date:	March 16, 2022	Approved by:	B. Lolley
Amendment Date:	November 20, 2023	Approved by:	B. Lolley
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

Schedule A - Acceptable Identification to Verify Name and Address for Membership Registration

A valid Ontario Driver's License is acceptable as a single document. In other cases, acceptable identification and proof of current address is required. Documents are used to verify name and address only.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none"> • Driver's License • Citizenship Card • Passport • Student ID Card • OAS (Senior's Card) • Employer-Issued Photo ID Card • BYID (from LCBO) • Status Card • Health Card (with photo) 	<ul style="list-style-type: none"> • Any Benefit Statement issued by the Government of Canada • Bank 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 or life) • Employer record (pay stub or letter from employer) • Secondary school, college, or university transcript

Schedule B – Charges and Fees

Overdue Charge	
As of May 1, 2022, overdue fees are no longer charged for library materials.	
Other Charges/Fees	
Lost and irreparably damaged items	Replacement cost = \$5.00 processing fee
Library of Things – damaged items	Repair or replacement cost
Missing or damaged barcode	\$1.00
Damaged case (DVD, Blu-ray or audiobook)	\$2.00
Damaged Book Cover (including removal of lamination or library processing labels)	\$3.00
Items requiring extraordinary cleaning	\$2.00
Replacement Library Card	\$2.00
Membership Fees	
Non-Resident Membership (1 year)	\$40.00

Temporary/Seasonal Non-Resident (3 months)	\$15.00
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Schedule C – Loan Periods

Item Type	Loan Period
Regular Loan Period (All Children’s, Teen, and Adult Books)	21 days
Magazines	7 days
DVD and Blu-rays	7 days
New Release DVD and Blu-ray	7 days
Library of Things	7-21 days (ask staff for additional information)
Museum Passes	7 days
Interlibrary Loan Material	Set at the discretion of the lending library

Extended or modified due dates may be granted at the discretion of library staff.

Schedule D - Loan Limits

Item Type	Maximum Number of items at Check-Out
Adult Books	25
Audio Books	5
Computer/Video Games	1
DVD and Blu-ray	5
Magazines	5
Museum Passes	2

Extended number of items may be granted at the discretion of library staff.