

LP 100 Circulation Policy

Originating Document – June 15, 2005

Amalgamate LP 100, LP 102-6, LP 108, LP 109

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The County of Prince Edward Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collection. The 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. Membership will be granted to individuals who live, work, or play in Prince Edward County
3. Children under the age of 12 must register for membership accompanied by a parent or guardian, or with a signed membership application form from same
4. Only members of the library in good standing will be allowed to borrow library materials
5. Personal information collected will be subject to the County of Prince Edward Public Library Policy on Confidentiality and the protection of privacy

Section 2 Conditions of Membership and Card Use

1. Members will be issued a library card without charge.
2. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee of \$2.00
3. 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
4. Change of address, name, or phone number must be reported immediately
5. Membership expires biannually. Renewal requires verification of the member's name, address, telephone number
6. Membership may 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
- b) The total number of items on loan to any one member will not exceed 20 items. Exceptions can be made for teachers or other special circumstances at the jurisdiction of CEO or Collection Supervisor
- c) DVD materials classified as 18A (Suitable for people 18 years or older) or R (Restricted to 18 years or older) will not be lent to members under the age of 18

Loan Periods

Standard Loan Period	3 weeks
High Demand Item	2 weeks
New DVDs which have been recently added	1 weeks

2. Renewals

- a) Library items may be renewed in person, by telephone or online in library or remotely. Items on reserve for other members cannot be renewed

3. Holds/Reserves

- a) Library items may be reserved in person, by telephone, or online in library or remotely
- b) When the item becomes available, the member will be notified
- c) Items will be held for one week. Reminder calls or emails will be made as time permits.

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 the Confidentiality and the Protection of Library Policy

6. Charges

1. Damaged/Lost items
 - a) The library will charge replacement costs for items which are overdue by 60 days or items which are damaged or 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 Circulation Supervisor in keeping with the library's selection policy.
 - e) The library does not charge late fees if the item is returned in appropriate condition