Madawaska Valley Public Library Policy Manual

Policy Type: Operational **Policy Number: OP-14**

Policy Title: Circulation **Initial Approval Date: 2017**
Last Review/Revisions Date: 2023
Review Date: 2026

Objective

To establish guidelines to ensure fair conditions for Madawaska Valley Public Library (the 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.

Scope

The Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections.

Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the library.
2. Any person residing in the Madawaska Valley or Brudenell-Lyndock-Raglan municipalities may be a member of the library with borrowing privileges. Students attending schools in the municipality of Madawaska Valley are also included, as are employees working in the municipality and property owners.
3. Persons not meeting the above criteria may be a member of the library upon payment of a fee as listed in Schedule A.
4. 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.
5. Membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to one item on the initial visit and the verification of address will be required for any subsequent loans.
6. 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.
7. Only members of the library in good standing will be allowed to borrow library materials.
8. Members with significant overdue material (30 days or more) will be asked to return the material before they can borrow new materials or request interlibrary loans.
9. Materials may be borrowed by either presenting the membership card or valid identification. See Schedule B.
10. Personal information collected will be subject to the Library Policy on **Protection of Privacy and Access of Information 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 (See Schedule D - Fines).
4. The library card is the property of the Library and must be returned on request.

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 or phone number must be reported immediately.
7. Membership expires every two years for Madawaska Valley permanent resident memberships; they expire every year for Brudenell, Lyndoch, Raglan memberships and Summer/Business/Student memberships; temporary memberships expire after 90 days.
    a. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library. (See Schedule B.)
8. Membership and/or borrowing privileges 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 C.)
    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) The number of items that may be borrowed on a particular subject is limited to 4, if there is a high demand for materials
    e) DVD/video materials that are classified 18^{A} (Suitable for people 18 years of age or older) or R (Restricted to 18 years or older) by the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age is required.

2. Interlibrary Loans
    a) Only two items can be requested at a time.
    b) Lending periods are set by the lending library; the period is typically 3 weeks.
    c) There is at $5.00 charge for requested items that are not picked up.
    d) Interlibrary Loans requests for renewals are at the discretion of the lending library.

3. Renewals
    a) Library items may be renewed in person, by telephone or by catalogue access in the library or remotely. See Schedule C for renewal options.
    b) Items on reserve for other members cannot be renewed.

4. 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 days except for DVDs which will be held for 2 days.

4. Returns
   a) Materials borrowed may be returned to the library at the circulation desk or in the external 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 **Protection of Privacy and Access of Information OP-01.**

Section 4: Charges

1. Damaged/Lost Items
   a) The library will charge replacement costs for items which are overdue by 60 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 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 (the CEO) or his/her designate, in keeping with the library's **Collection Development Policy OP-05**

2. Overdues and Fines
   a) The Madawaska Valley Public Library Board (The Board) establishes fines as a deterrent to the late return of specified materials. See Schedule D for list of materials and fine schedule
   b) Fines may be waived for unusual or serious circumstances.

Related Documents:

Trillium Public Library. ***OP 01*** **- Protection of Privacy and Access of Information**

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Schedule A - Membership Types

Residents of Madawaska Valley Township

Residents or property owners of Madawaska Valley Township qualify for a FREE two-year membership to the library. Proof of residency/property ownership in Madawaska Valley Township is required, as noted above.

Residents of Brudenell, Lyndoch, Raglan Township

Residents or property owners of Brudenell, Lyndoch, Raglan Township qualify for a FREE one-year membership to the library. Proof of residency/property ownership in Brudenell, Lyndoch, Raglan Township is required, as noted above.

Non-Residents

If you do not reside or own property in Madawaska Valley Township or Brudenell, Lydoch, Raglan Township, you may purchase a library membership as follows:
$30.00 per family per year, OR
$10.00 per family for 3 months.

Summer Residents/Students/Business Memberships

Summer residents in Madawaska Valley Township, students and businesses can obtain FREE memberships for a term of one year.

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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 case acceptable identification and proof of current address is required.

Acceptable Identification

- Health card with photo
- Citizenship card
- Passport
- Student ID card
- OAS (senior's card)
- Employer-issued photo ID card
- BYID(from the LCBO)

Acceptable Proof of Address

- Any Benefit Statement issued by the Government of Canada
- Bank account 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, life)
- Employer record (pay stub or letter from employer)
- Secondary school, college or university report card or transcript

Schedule C - Loan Periods

Material Type	Loan Period	Optional Renewals
Books	21 days	1
Info DVDs	7 days	1
Audio Books	21 days	1
Magazines	21 days	1
Magazines Current Issue	7 days	No renewals
Kits of all types	21 days	1
Entertainment DVDs (Adult)	7 days	1
Children's Entertainment Videos DVD	7 days	1
Electronic Games (PS2, Xbox, Gamecube)	7 days	1
Music CDs	7 days	1

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Schedule D - Fines

As of February 2023, we will not charge overdue fines on books, DVDs, and other materials, unless noted below, until further notice.

Material Type	Fines Per Day	Max fine per item
Museum Pass	$1.00 / pass	
Ontario Park Pass	$1.00 / pass	
InterLibrary Loan*	$1.00 / item	
Replacement Cards		$5.00

*$5.00 for InterLibrary Loan not picked up

Materials Overdue by more than 60 days:
The library will charge replacement costs for items which are overdue by 60 days.