

**Type:** User Services**Authority:** CEO**Resolution No.:** BMPL 2018-129 on 6-21-18; POL-SYS.2018.85**Associated Documents:** Collection Development Plan**POL.2018.85.1****Loaned Materials**

1. All users shall be given equal access to borrow new material. Therefore, all books added to the circulating collection must be entered into the catalogue before any holds shall be accepted on the material.
2. The Library shall lend print and non-print materials excluding those designated as non-circulating.
3. The Library may designate certain materials as reference materials (non-circulating). The library may also designate certain materials as non-circulating to special classes of borrowers such as reciprocal borrowers or school and classroom borrowers.
4. Equipment loans are available.
 - 4.1. Items are designated for onsite only (e.g. laptops) or for general loan (e.g. iPads) and no equipment may be taken from the building at any time.
 - 4.2. A Library card or photo ID is required for all equipment loans, without exception.
 - 4.3. Children must have their card on them to borrow equipment.

PUB.2018.85.2**Circulation**

1. In order to borrow materials, users must present their library card or photo ID. Exemptions may be considered for:
 - 1.1. Children who do not have their card with them, but are in good standing and can answer identification questions such as address, phone number, or last book borrowed;
 - 1.2. Users picking up a hold for a family member, providing they have the borrower's card at the time of pick-up.
2. Users may renew materials on site, by phone or online via the webpage to avoid late fees.
3. Users may hold or request recall of materials on site, by phone or online via the webpage.
4. Users shall have access to an exterior Book Drop for off hour returns.
 - 4.1. This Book Drop shall be in an accessible location.
 - 4.2. All materials shall be backdated from the last date checked to ensure no user receives fines for use of the Book Drop.

PUB.2018.85.3**Extent of Loans**

1. There is no limit to the number of materials a borrower may sign out at any one time with the exception of School & Classroom Loans. Classrooms may be limited to a maximum of five (5) books in any one subject area.
2. Users may borrow:
 - 2.1. Books, audiobooks, and magazines for a three (3) week loan period.
 - 2.2. DVDs for a one (1) week period.
 - 2.3. Downloadable materials may be borrowed according to the specific terms of the download agreement.

3. Extensions may be granted for an additional three (3) week period three times, over and above the initial loan period, provided that:
 - 3.1. The extension is requested at the time of original check-out;
 - 3.2. The item for which the extension is requested is not a current best-seller;
 - 3.3. The time for which the extension is requested is not on hold for another Library user.
4. At high demand times, materials may be restricted, have a shorter loan period, or be placed as reference to address community demands.

PUB.2018.85.4 Penalties

1. When a library item is returned after the expiry of the loan period, prescribed fines shall be levied. Fees and fines include:
 - 1.1. Purchase/Replacement price of materials for replacement
 - 1.2. Processing fee
2. When a library item has not been returned by the due date, the Library may give the borrower written or verbal (by telephone) notice of the fact that the borrower has an overdue library item.
3. When, after two notifications the borrower has still failed to return or account for the library item, the CEO may:
 - 3.1. Revoke/suspend the borrower's card.
 - 3.2. Take whatever action deemed necessary to recover the library item or its cost, including handing the account over to a collection agency employed by the Library.
4. Where a library item has been damaged the CEO may take any or all of the following actions:
 - 4.1. May revoke/suspend the borrower's card.
 - 4.2. Assess the damage and levy the appropriate charges as per the Appendix.

Original Approval: 6-21-2018

Amended On: _____

Appendix

Penalties

Fines

Books, audiobooks and magazines: 25 cents per day per item to a maximum of \$5.00 per item, per loan period.

DVDs: 25 cents per day per item to a maximum of \$5.00 per item, per loan period.

In-library laptops, Chromebooks: \$5 per hour per item to a maximum of \$15.00 per item, per loan period.

iPad Air, Canon SL1, green screen, digital projector \$5 per day per item to a maximum of \$35.00 per item, per loan period.

Library privileges will be suspended when a user owes \$10.00 or more. Privileges will be reinstated when the charge owing is cleared or reduced below the total maximum allowed.

No fines will be assessed on days that the Library is closed.

Overdue accounts totalling \$25.00 or more may be handed over to the Library's collection agency for resolution.

Lost Materials

If the cost of the item is known then the user shall be charged that amount.

Users will be charged for lost inter-library loan materials by paying the fees assessed by the lending institution.

Overdue fines will not be charged on lost materials that are paid for.

In the event that a user returns material to the library within 30 days after that user has paid for the loss of such material, the Library will issue a refund minus a \$5 processing fee.

In the event that a user returns material to the library more than 30 days after that user has paid for the loss of such material, the Library will not issue a refund.

The Library will not accept a payment of books in lieu of cash.

Method of Payment

Library fines, and other charges, may be settled by cash or cheque.

Charges received by the Library for NSF cheques will be passed along to a user. Users whose cheques are NSF will be permitted to clear their accounts with cash or certified cheque only.

A person who writes more than two NSF cheques in a two year period will not be permitted to settle outstanding accounts by personal cheque for two years.

In the event that that the cost of an item is not known, the following rates shall be charged per item:

Adult Non-Fiction	\$40.00
Adult Fiction	35.00
Paperbacks	12.00
Young Adult Non-Fiction	35.00
Young Adult Fiction	25.00
Junior Non-Fiction	25.00
Junior Fiction	25.00
Picture Books	25.00
Audio Books	50.00
DVD or Blu-ray	30.00
Compact Discs Accompanying a Book	20.00
Booklets Accompanying Audio Books	3.00
Magazines	5.00

Damaged Material

Items damaged beyond repair so that the item is of no further use will be deemed to be "lost materials". Charges for these items will be assessed in accordance with the charges levied for lost materials.