



North Grenville Public Library

Policy Type:	Operational	Initial Policy Approval:	October 6, 2017
Policy Title:	Circulation	Last Review/Revision:	December 9, 2021
Policy Number:	OP-07	Year of Next Review:	December 2025

The North Grenville Public Library makes materials widely available to the community, in an equitable manner, to maximize the use of the collections. The North Grenville 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. No fee will be charged for admission to the library.
2. Any resident of North Grenville may be a member of the library with borrowing privileges, with proof of residency.
3. Non-residents will be charged a fee that is set annually. Exceptions to this policy are listed in Schedule A.
4. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing their name and current address. See Schedule B for acceptable documentation.
5. Membership may be granted to an individual who is unable to provide an identification verifying address on a case-by-case basis.
6. Children under the age of 13 must register for membership accompanied by a parent or guardian who presents identification with name and address, and in doing so, agrees to be responsible for damaged or lost items.

7. Patrons may borrow materials by presenting their membership card. If they do not have their membership card with them, they may prove who they are by showing ID (as listed under Schedule B) or in the absence of that, by confirming information on the account.
8. Personal information collected will be subject to the *Protection of Privacy and Access to Information Policy*.

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, except where the card has worn out.
4. The card is the property of the North Grenville Public Library and must be returned on request.
5. Loss or theft of a card must be reported as soon as possible. Members may be responsible for materials borrowed on their cards until loss or theft is reported.
6. Change of address, name, email or phone number must be reported as soon as possible.
7. Membership expires annually for non-residents, bi-annually for residents. At the time of renewal, staff shall verify the member's contact information and ask for payment of outstanding monies owed to the library.
8. Membership is suspended when fines exceed \$20.00, with exceptions on a case-by-case basis, and will be reinstated when all outstanding accounts are settled or an exception made.
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 C for loan periods.
 - 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 25 items, at any one time.
 - d. The total number of DVDs on loan to any one member will not exceed seven at any one time , except in the case of New DVDs and DVDs from the rotating pool, where the limit is four.
 - e. The total number of museum passes to any one member will not exceed one item, at any one time.
 - f. The number of items that may be borrowed on a subject is limited to three if there is a high demand for materials.
 - g. Adult materials are blocked from being borrowed on a juvenile card (under 13 years of age); this can be overridden on a case-by-case basis.
2. Renewals
 - a. Library items may be renewed in person, by telephone, by email or by online access through the library catalogue. See Schedule C for loan periods.
 - b. Items on reserve for other members cannot be renewed.
3. Holds/Reserves
 - a. Library items may be reserved in person, by telephone, by email or by online access through the library catalogue.
 - b. When the item becomes available, the member will be notified and asked to pick-up the item
 - c. Items will be held for seven days.
4. Returns
 - a. Materials borrowed may be returned to the library via the interior dropbox or the external dropbox.
 - b. Members are required to return materials on or before the due date.
5. Circulation Records
 - a. Library Circulation and membership records will be used in accordance with *Protection of Privacy and Access to Information Policy 3.5.1.*

Section 4: Charges

1. Damaged/Lost Items
 - a. The library will charge replacement costs for items for items which are damaged or lost, with exceptions on a case-by-case basis.
 - b. The replacement cost will be assessed by the library.
 - c. The patron may keep the damaged item if they wish.
2. Overdues and Fines
 - a. The Board establishes fines as a deterrent to the late return of materials. See Schedule C for fine schedule.

- b. Fines may be waived for unusual or serious circumstances, at the discretion of staff, with the knowledge of the Manager of Service Delivery or the CEO.

Signature of Chairperson: _____ 

Approved/Revised: *December 2021*

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1)

NGPL OP-- Privacy and Access to Information Policy (review needed)

Schedule A - Non-Resident Memberships

1. The North Grenville Public Library has reciprocal borrowing arrangements with some municipalities. As well, some other categories are eligible for free memberships in accordance with the policies and procedures of North Grenville Public Library.
 - a. Residents of Merrickville/Woolford and Edwardsburgh/Cardinal are eligible for a free membership, as per the established agreements.
 - b. Residents of the south/west quadrant of Rideau/Goulbourn Ward of the City of Ottawa are eligible for a free membership, as per the agreement and documentation of eligible addresses.
 - c. Employees of North Grenville employers who do not live in the municipality are eligible for a free membership upon providing proof of employment. This membership remains good for the duration of their employment.
 - d. Students attending any of the schools in North Grenville who do not live in the municipality are eligible for a free membership. Their parents are also eligible for a free membership.
 - e. Institutions within North Grenville, such as schools, may request institutional memberships, established by an agreement between the school principal and the Library CEO.

2. Individuals or families living in areas not covered under the categories listed above may purchase an annual membership as outlined in Schedule C.

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 are required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none"> • Driver's License • Health card with photo • Citizenship card • Passport • Student ID card • OAS (senior's card) • Employer-issued photo ID card • BYID (from the LCBO) 	<ul style="list-style-type: none"> • 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

Schedule C - Loan Periods, Fines and Other Charges (to be reviewed annually)

Last reviewed: December 2021

Material Type	Loan Period	Optional Renewals
Books	21 days	1
DVDs	7 days	1
DVDs (with 3 or more DVDs in the case)	14 days	1
Audio Books	21 days	1
Magazines	21 days	1
Museum Passes	7 days	0
Kits of all types	21 days	1
Fishing Rods	7 days	1
Disc Golf Sets	7 days	1
Interlibrary Loan Books	Varies	Dependent on lending library policy

Material Type Borrowed on Adult Card*	Fines Per Day	Max fine per item
Books	\$0.25	\$10.00
DVDs	\$0.50	\$10.00
Audio Books	\$0.25	\$10.00
Magazines	\$0.25	\$10.00
Museum Passes	\$1.00	\$10.00
Kits of all types	\$0.25	\$10.00
Interlibrary Loan Books	\$1.00	No limit

*Material borrowed on juvenile cards (Juvenile material only) do not incur overdue fines.

Non-Resident Fees	Annual Fee
Individual	\$40.00
Household	\$60.00

Fee for replacement of a lost or damaged card is \$2.00. No fee for replacing cards that have worn out.

