



North Grenville Public Library

Policy Type:	Operational	Initial Policy Approval:	October 6, 2017
Policy Title:	Circulation	Last Review/Revision:	October 9, 2025
Policy Number:	OP-07	Year of Next Review:	October 2029

The North Grenville Public Library (hereinafter referred to as the Library) makes materials widely available to the community in an equitable manner to maximize the use of the collections. The Library Board (hereinafter referred to as the 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. P.44*.

Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the Library.
2. Any resident of North Grenville, with proof of residency, may be a member of the Library with borrowing privileges.
3. Non-residents, who are not subject to a reciprocal borrowing arrangement, will be charged a membership fee that is set annually, with some exceptions as per current Library circulation procedures.
4. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing their name and current address (acceptable documentation as per current library circulation procedures). A member may choose for their account to include their legal name, their name regularly used/ preferred, or both.
5. Membership may be granted to an individual who is unable to provide an identification verifying address on a case-by-case basis. Library borrowing privileges may be reduced or restricted to individuals who are unable to provide identification.

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. Members 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 (acceptable documentation as per current library circulation procedures).
8. Personal information collected will be subject to Library Policy *OP-05 Privacy and Access to Information* and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*

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. Library cards will include a unique membership number. Members are entitled to only one membership number at a time.
3. 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 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. The Library accepts preferred names other than a member's legal name.
7. Membership expires annually for non-residents and every two (2) years for residents. Membership may be renewed in-person or over the phone. At the time of renewal, staff will verify the member's contact information and ask for payment of outstanding monies owed to the Library.
8. Membership is suspended when charges on an account are \$20.00 or higher, 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 (3) weeks exists for materials borrowed; except those materials for which special loan periods have been established, as per current circulation procedures.
 - 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 (7) at any one time, except in the case of New DVDs and DVDs from the rotating pool, where the limit is four (4).
 - e. The total number of museum passes to any one household will not exceed one (1) item, at any one time.
 - f. The number of items that may be borrowed on a subject is limited to three (3) if there is a high demand for materials.
 - g. Adult DVDs 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.
 - 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. Presentation of the member's library card is required to pick up the hold.
 - c. Items will be held for seven (7) days.
4. Returns
 - a. Physical 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 *OP-05 Privacy and Access to Information Policy*

Section 4: Charges

1. Damaged/ Lost Items

- a. The Library will charge replacement costs for items which are overdue by four (4) months, damaged, or lost, with exceptions on a case-by-case basis.
- b. The replacement cost will be assessed by the Library. Charges will be applied based on the cost of a substitute item or the current market price of materials when an item is not replaced. It may not be possible for a member to replace a specific item with an identical one.
- c. Replacement of the item will be left to the discretion of the Chief Executive Officer or designate, in keeping with the Library's collection development policy OP-06 Collections.
- d. The member may keep the damaged item if they wish.

2. Overdues

- a. The Library does not charge fees related to overdue/ late return of materials.

Signature of Chair: _____

Approved/Revised:

- Approved: October 6, 2017
- Revised: January 13, 2022
- Revised: October 9, 2025

Related Documents:

- *Public Libraries Act, R.S.O. 1990, c. P44, s. 15*
- OP-05 Privacy and Access to Information
- OP-06 Collections