



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL	NO: OP-01
TITLE: Circulation	Date: February 2021
	Next Review Date: February 2024

1.0 Policy Statement

1.1 The Dryden Public Library Board is committed to providing free and equitable library service to the community. This policy outlines the principles used to facilitate access to library's collections and services and establishes a framework of rules and regulations to protect the Library's collections.

2.0 Library Membership

- 2.1 No fee will be charged for admission to the Library.
- 2.2 Any person may apply to become a member of the Library with borrowing privileges.
- 2.3 Membership is non-transferable. Individuals must use their own Dryden Public Library card to borrow items.
- 2.4 No fee for library service will be charged to residents of the City of Dryden, or individuals owning property and paying property taxes within the City of Dryden. Furthermore, no fee for library service will be charged to any K-12 student attending school in Dryden or the surrounding area.
- 2.5 Proof of address is required to register for a library card. See Schedule A for acceptable documentation.
- 2.6 A child or student under the age of 13 applying for a Library Card will require the permission and signature of their parent/guardian/caregiver. Parents/guardians/caregivers must accept responsibility for all charges related to overdue fines and damaged or lost items on behalf of minor children. (See Appendix 2 – Student Registration Form)
- 2.7 Persons residing outside the boundaries of the City of Dryden, and not considered residents according to the criteria above, will be charged an annual non-refundable membership fee for library service. (See Schedule B – Fees and Fines)
- 2.8 The non-resident fee can be paid in two installments. Patrons will have a seven-day grace period after their scheduled payment, after which outstanding accounts will be suspended

until payment is received, or an arrangement is reached with Library staff for future payment.

- 2.9 Visitors and seasonal non-residents can apply for a 3-month temporary membership to the Dryden Public Library. Temporary members will be expected to provide the library with identification and current address information and pay the non-refundable fee. (See Schedule B – Fees and Fines)

3.0 Conditions of Membership

- 3.1 An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee (See Schedule B – Fees and Fines).
- 3.2 Loss or theft of a card must be reported immediately; members are responsible for any materials borrowed on their card until loss or theft is reported.
- 3.3 To ensure accurate records are kept current, any change of address, name or phone number must be reported to Library staff.
- 3.4 Memberships will expire after two years. Membership renewal is free and requires only confirmation of address and contact information. Fines and outstanding charges or fees must be below \$20.00 before a card will be renewed. Members may be asked to provide proof of address at the time of renewal.
- 3.5 Library members have certain responsibilities which must be accepted to ensure the fair and equitable use of the library and its materials. Library members agree to:
 - 3.5.1 Be responsible for all materials borrowed on his/her card
 - 3.5.2 Follow the rules, regulations and policies set by the Dryden Public Library.
 - 3.5.3 Present his/her Library card each time an item is borrowed and keep personal information up to date.
 - 3.5.4 Promptly pay fines, fees, charges that are due to the library.
- 3.6 Membership is suspended when fines exceed \$20.00 and will be re-instated when outstanding accounts are settled.
- 3.7 Membership can be suspended at the discretion of the Library CEO for violation of library policies.

4.0 Borrowing

- 4.1 A standard loan period of two weeks (14 days) exists for print materials borrowed, except those materials for which special loan periods have been established. (See Schedule C – Loan Periods) .
- 4.2 A standard loan period of two days exists for DVD and Blu-ray materials.
- 4.3 Materials must be returned before the Library closes on the return date. For current library hours contact the library or visit the Dryden Public Library website.
- 4.4 Reference works, local history materials and newspapers are not available for loan
- 4.5 A limit of three (3) DVD or Blu-ray items and four (4) periodicals per card is enforced

- 4.6 The Library staff may limit the number of items that can be borrowed in a specific format, or on a specific topic, if there is a high demand for material.
- 4.7 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 may not be borrowed on a Student card.

5.0 Renewals

- 5.1 Library materials may be renewed for one additional lending period if the item is not on reserve for another patron. Additional renewals may be allowed at the discretion of library staff.
- 5.2 New release DVD or Blu-ray items cannot be renewed due to high demand.
- 5.3 The Library cannot guarantee that Interlibrary Loan items will be available for renewal; decisions on renewal of ILL material will be made by the lending library.

6.0 Holds/Reserves

- 6.1 Library material may be reserved in person, by telephone, or through the online catalogue
- 6.2 When an item becomes available the member will be notified by email or telephone.
- 6.3 Items will be held for three (3) days, except for DVDs/Blu-rays which will be held for two (2) days.
- 6.4 New DVD/Blu-ray material and periodicals cannot be put on hold.
- 6.5 Reserves will not be placed on items that are on order and not yet in the possession of the library.
- 6.6 Patrons may have up to five (5) active holds on their card at any time.

7.0 Overdue Fines

- 7.1 The board establishes fines as a deterrent to the late return of materials.
- 7.2 Items that are returned past their due date will incur overdue fines per Schedule B.
- 7.3 Fines may be waived at the discretion of library staff due to unusual or serious circumstances.

8.0 Lost or Damaged Items

- 8.1 Items damaged or lost by the patron will be billed at the list price of a replacement copy, plus a \$5.00 processing fee.
- 8.2 Items that exceed the maximum per item overdue fine will be assumed lost and billed at the replacement cost, plus a \$5.00 processing fee. If a user returns an item that was assumed lost the replacement bill will be voided and they will be charged the maximum per item overdue fine.

- 8.3 The replacement cost will be assessed by the library. It may not be possible to replace a specific item with an identical one.
- 8.4 Fees for items requiring additional processing or cleaning upon return will be charged according to Schedule B.
- 8.5 A receipt will be issued for payment of lost or damaged items. If the patron locates a lost item within (30) thirty days and it remains in good, circulating condition, the amount paid, minus the \$5.00 processing fee, will be promptly refunded to the patron. No amount will be refunded if the item is returned after (30) thirty days. The patron will be considered the owner of the item.

9.0 Membership and Circulation Records

- 9.1 Circulation and membership records are confidential and are kept in accordance with the Library’s Protection of Privacy Policy.
- 9.2 The personal record of any Library member is not shared, distributed, or displayed for any purpose at any time.
- 9.3 A police warrant is required before personal information regarding Library members or their personal circulation history is revealed, in accordance with the Municipal Freedom of Information and Privacy Protection Act, 1989.

Related Documents:

Dryden Public Library. *OP-03 Protection of Privacy*

Appendix 2 – Student Registration Form

History			
Approval Date:	April 2016	Approved by:	L Ayers
Amendment Date:	February 2021	Approved by:	M Benson
Amendment Date:		Approved by:	
Amendment Date:		Approved by:	

Schedule A - 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 is required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none"> • Driver's License • Citizenship card • Passport • Student ID card • OAS (senior's card) • Employer-issued photo ID card • BYID (from LCBO) • Status Card • Health Card (with photo) 	<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 or life) • Employer record (pay stub or letter from employer) • Secondary school, college or university report card or transcript

Schedule B – Fees and Fines

Overdue Fines	
All items with a fourteen (14) day loan period	\$0.25/day per item, max. \$5.00 per item
DVDs and Blu-Rays	\$2.00/day per item, max. \$20.00 per item
All items with a seven (7) day loan period.	\$0.50/day per item, max. \$5.00 per item
Ontario Parks Passes	\$2.00/day, max. \$20.00
<i>Items that exceed the maximum per item fine will be considered lost and billed at the replacement rate. Upon return the maximum overdue fine will be applied.</i>	
Other Fees	
Lost and irreparably damaged items	Replacement cost + \$5.00 processing fee
Missing barcode	\$1.00
Damaged DVD, Blu-Ray or Audio book case	\$2.00
Damaged book cover	\$3.00
Items required extraordinary cleaning	\$2.00
Replacement Library Card	\$2.00
Membership Fees	

Non-Resident Membership (1 yr Individual)	\$70.00 per year
Non-Resident Temporary/Seasonal (3 months –Individual)	\$20.00

Schedule C – Loan Periods

Item Type	Loan Period
Children’s Fiction, Non-Fiction, Picture Books, Board Books and Easy Readers	Fourteen (14) days, one renewal allowed
Adult Fiction, Non-Fiction, Paperbacks and Biographies (except New Fiction)	Fourteen (14) days, one renewal allowed
Teen Fiction, Non-Fiction and Graphic Novels	Fourteen (14) days, one renewal allowed
New Adult Fiction	Seven (7) days
Audio-Books (CD, DAISY and Playaway)	Fourteen (14) days, one renewal allowed
DVD and Blu-Ray (including Children’s, Family, Adult and Documentary, excluding New High Demand material)	Two (2) days, one renewal allowed
New High Demand DVD and Blu-ray	Two (2) days, no renewals
Periodicals	Seven (7) days, no renewals
Local History Materials and Reference Material	Non-Circulating
Ontario Parks Passes	Seven (7) days, no renewals
Other (equipment, kits)	Fourteen (14) days, unless otherwise marked