



Dryden Public Library Board

POLICY

SECTION: OPERATIONAL		NO: OP-01
TITLE: Circulation		Date: April 2024
		Next Review Date: April 2028

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 how the public can access library's collections and services and establishes rules and regulations to protect the Library's collections.

2.0 Library Membership

- 2.1 It is free to visit the Library (*Public Libraries Act, 1990 23(1)*).
- 2.2 Any person may apply for a Library Card.
- 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:
- 2.4.1 to residents of the City of Dryden (*Public Libraries Act, 1990 23(3c)*).
 - 2.4.2 Any member of a community that has contracted library services.
 - 2.4.3 individuals owning property and paying property taxes within the City of Dryden.
 - 2.4.4 K-12 students attending school in Dryden or the surrounding area.
- 2.5 Anyone not listed under 2.4 will be charged an annual non-refundable membership fee for library service. This fee can be paid in two installments. Three (3) month temporary memberships are available. (See Schedule B – Fees and Fines)
- 2.6 Proof of address is required to register for a library card. Temporary or seasonal residents must provide their local and permanent address information. See Schedule A for acceptable documentation. (See Schedule B – Fees and Fines)
- 2.7 A child under the age of 13 applying for a Library Card needs the permission and signature of their guardian. Guardians must accept responsibility for all charges related to damaged or lost items on behalf of minor children. (See Appendix 2 – Student Registration Form)

3.0 Conditions of Membership

- 3.1 An individual can have 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 Memberships will expire after two years. Membership renewal is free and requires only confirmation of address and contact information. 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.
- 3.4 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:
 - 3.4.1 Be responsible for all materials borrowed on their card
 - 3.4.2 Follow the rules, regulations and policies set by the Dryden Public Library.
 - 3.4.3 Keep personal information up to date.
 - 3.4.4 Promptly pay fines, fees, charges that are due to the Library.
- 3.5 Membership can be suspended:
 - 3.5.1 when fines exceed \$20.00.
 - 3.5.2 by the Library CEO for violation of library policies.
- 3.6 Material may be checked out without a physical card at staff discretion. Patrons may be asked to provide proof of identity.

4.0 Borrowing

- 4.1 Standard loan periods are set depending on the type of material (See Schedule C – Loan Periods).
- 4.2 Materials must be returned before the Library closes on the due date.
- 4.3 Reference works, local history materials and newspapers are not available for loan.
- 4.4 A limit of five (5) DVD or Blu-ray items per card is enforced, a maximum of two (2) of the items may be new material.
- 4.5 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.

5.0 Renewals

- 5.1 Library materials may be renewed for one additional lending period if the item is not on hold 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 ten (10) active holds on their card at any time.

7.0 Overdue Fines

- 7.1 Fines are not charged for late returns of items.

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. Patrons may be able to purchase an identical copy in lieu of paying the replacement cost. They must still pay the \$5.00 processing fee.
- 8.2 Items that are long overdue (3 months) are 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 removed. If the Library purchased a replacement copy, the bill will not be removed.
- 8.3 Fees for items requiring additional processing or cleaning upon return will be charged according to Schedule B.
- 8.4 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.
- 8.5 Staff shall maintain procedures that ensure that patrons receive notice about long overdue material prior to being billed.

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:	April 2024	Approved by:	2022-2026 DPL Board
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
• 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)	• Any Benefit Statement from 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) • Report card or transcript

Schedule B – 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
Books requiring recovering	\$3.00
Items requiring 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
Books	Fourteen (14) days, one renewal allowed
Audio-Books (CD, DAISY and Playaway)	Fourteen (14) days, one renewal allowed
DVD and Blu-Ray (excluding New material)	Two (2) days, one renewal
New High Demand DVD and Blu-Ray	Two (2) days, no renewals
DVD and Blu-Ray Series	Two (2) weeks, one renewal
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