



Policy

Circulation

Policy Type: Operational

Policy Number: OP 02

Intent

The purpose of this policy is to define circulation for ensuring the equitable access and fair use of library materials and circulation services. It covers activities relating to the registration of library users and the borrowing and use of library collections. It specifically addresses the conditions and use of the library card; borrowing privileges, responsibilities and restrictions and a schedule of fines and fees.

Membership

1. Membership Definitions
 - 1.1. Adult - an individual who is sixteen (16) years old and older
 - 1.2. Juvenile - an individual from birth up to and including age fifteen (15)
2. Residency Requirements
 - 2.1. The Brock Township Public Library will serve all residents of Brock Township.
 - 2.2. Individuals residing outside of the geographical area of the municipality but owning property, working in or attending an educational institution in the area shall be treated as residents.
 - 2.3. No fee will be charged to permanent residents of Brock Township for admission to the library, for use of the library's resources in the library, for borrowing circulating materials, or for use of the basic reference and information services.
 - 2.4. Brock Township Public Library grants reciprocal borrowing privileges to residents of the Region of Durham, City of Kawartha Lakes, the Town of

Georgina, the Township of Ramara, and the Chippewas of Georgina Island First Nation. A current library card (in good-standing) from one of these library systems is required to confirm eligibility.

- 2.5. Non-residents are eligible to purchase an annual membership. A Non-Resident is an individual who does not work, live, own property or attend school in Brock Township, or qualify as a reciprocal borrower.

- Current non-resident membership fee: \$20.00 / year

3. Identification Requirements

- 3.1. When applying for or renewing membership users must produce valid identification with a current address to verify residency.

- 3.2. Preferred forms of identification include:

- driver's license
- Ontario Photo Card

- 3.3. Those without the above forms of identification must provide one piece of identification from each of the following categories:

- Verification of name:

- Birth certificate
- SIN card
- Canadian citizenship certificate
- Passport
- Permanent resident card
- Status card

- Verification of Address:

- Bank account statement (dated and issued within the last 2 months)
- Motor vehicle ownership / insurance policy slip
- Employer pay stub (dated and issued within the last 2 months)
- Secondary School/College/University Report Card/Transcript (Current year, or last semester taken in previous year)
- Utility bill (dated and issued within the last 2 months)
- Current lease or rental agreement
- Tax receipt
- Any benefit statement issued by the Government of Canada (dated and issued within the last 2 months)

- 3.4. Library members are required to produce their library card or verify their identity in order to borrow library materials.

4. Juvenile Membership

- 4.1. All children who qualify for library membership will be designated as Juvenile users. Parents or guardians must complete and sign a Juvenile Membership Form (See *Appendix 1 - Juvenile Membership Form*) in order to activate the child's membership.
 - 4.2. Parents of juvenile members are required to satisfy the identification requirements (section 3, above) on behalf of the juvenile member.
 - 4.3. By signing the Juvenile Membership Form, parents/guardians are assuming full responsibility for the choice, use and return of all materials borrowed and for charges on items that are overdue, lost or damaged on their children's cards
 - 4.4. In keeping with the *Ontario Library Association's Children's Rights in the Public Library: Guidelines for Service*, the library places no restrictions for children on material borrowed or content accessed on the internet. If a parent/guardian wishes to restrict their child's access to any library and internet content, it is their responsibility to make this known to the child and to monitor their child's use at the library
5. Membership Renewal
 - 5.1. Library membership automatically expires every two years and members are prompted to confirm residency requirements.
 - 5.2. Identification will be verified in person at the time of renewal. Outstanding charges must be resolved in order to renew membership.
6. Access Cards
 - 6.1. A limited "Access Card" membership may be issued to provide patrons access to the Library's electronic resources before identification requirements can be confirmed
 - 6.2. Access Card members must meet residency requirements
 - 6.3. The borrowing of library materials and other physical resources is not permitted for Access Card holders
 - 6.4. Access Cards are issued for a period of 6 months. It is expected that Access Card members will satisfy identification requirements (section 3, above) within this time period and thereby receive full membership privileges.
 - 6.5. Access Cards may be renewed no more than once at the discretion of staff
7. Sunderland Public School Students and Teachers
 - 7.1. All teachers and students at Sunderland Public School (SPS) will be issued a Brock Township Public Library card
 - 7.2. SPS cards are the responsibility of the School's teacher-librarian
8. Teacher Cards

- 8.1. Teachers at all Brock Township schools may be issued Teacher Cards
- 8.2. Teacher Cards are for professional use only. Personal library cards must be used for all non-professional borrowing.
- 8.3. Teachers are responsible for ensuring that all borrowing is in accordance with Brock Township Public Library's circulation policies and procedures.
9. Conditions of Membership
 - 9.1. All members agree to abide by the rules and regulations set out by the Brock Township Public Library Board, including:
 - Responsibility for the care of all items checked out on their cards
 - Paying any outstanding fines and fees
 - Replacing or paying for all lost or damaged material and associated processing fees
 - Reporting a lost or stolen card
 - Reporting any changes in residency or change of name, address, telephone number and email address, if applicable
 - Presenting their card every time material is borrowed
 - Using only the card issued to the named individual or the family (as in the case of non-residents)

Circulation of Library Materials

10. Borrowing Periods
 - 10.1. Lending periods for each material type are outlined in *Appendix 2 - Schedule of Fines and Fees*
11. Renewals
 - 11.1. Materials without holds may be renewed at the library's discretion.
 - 11.2. Most library materials may be renewed in person, electronically, by telephone, or email request
 - 11.3. Renewals may not be permitted for certain material types due high demand
 - 11.4. Requests for renewal must be made prior to the due date of the item being renewed
12. Borrowing Limits
 - 12.1. The number of items which a user may borrow may be limited on the basis of local demand and material supply
 - 12.2. Notwithstanding limits associated with specific formats, members are eligible to borrow up to twenty five (25) items at any time.
 - 12.3. DVD/Blu-ray loans are limited to a maximum of three (4) DVD/Blu-ray items at any time

- 12.4. DVD/Blu-ray Series loans are limited to one (2) Series item at any given time. DVD-Blue-ray Series loans also count toward the DVD/Blu-ray maximum (see section 11.3)
- 12.5. Interlibrary loan materials are limited to 5 items per library card at any time
- 12.6. An extended loan period request may be granted to users with extenuating circumstances. This is subject to staff discretion and is based on the number and the types of material available.
- 13. Reserves and Holds
 - 13.1. Most library materials may be reserved in person, electronically, by telephone, or email request
 - 13.2. Reserves remain in effect for 120 days
 - 13.3. Upon notification that a reserved item is available users will have 7 days to pick up their holds.
 - 13.4. Holds not claimed within 7 days will be cancelled
- 14. Returns
 - 14.1. Material borrowed from the Brock Township Public Library may be returned to any of our locations with the exception of:
 - Interlibrary Loan items: must be returned to the branch from which they are borrowed
- 15. Overdue Fines
 - 15.1. Fines may be charged to users for materials not returned by the designated due date
 - 15.2. Fines for each material type are outlined in *Appendix 2 - Schedule of Fines and Fees*
 - 15.3. Payment of fines can be made at any Library location by cash; electronic payment options available at some locations
 - 15.4. Parents/guardians are responsible for all fines incurred on their child's card as outlined in the Juvenile Membership Form.
 - 15.5. Parents/guardians are entitled to access the circulation record of their children under the age of 16 years old (as per the Municipal Freedom of Information and Protection of Privacy Act section 54 (c))
 - 15.6. Users are notified of due dates at the time of checkout. Due dates may also be monitored via the "My Account" page through the Library's online catalogue (brocklibraries.ca). Users who have provided an email address will be notified by email when material is overdue.
 - 15.7. User's are responsible for being aware of due dates of all borrowed material.
 - 15.8. Material that is overdue beyond thirty (30) days will be considered lost; users are required to pay the associated replacement costs for such items

- 15.9. Library staff will advise users of outstanding fines and fees during every check-out transaction. Users are expected to resolve these fines on their next visit to the library
16. Damaged and Lost Items
- 16.1. Replacement costs and a non-refundable administration / processing fee will be charged for each item damaged or lost.
- Generally replacement costs are based on market value of items at time of purchase
 - Replacement costs for Interlibrary Loan material are determined by the lending library
- 16.2. Refunds will be issued if a charged item is found and returned in good condition within 30 days with original receipt
- 16.3. At the discretion of staff, replacement costs may be waived in the event a user provides a new, unused replacement copy of a damaged or lost item. In this case an administration / processing fee is still applicable
- 16.4. Brock Township Public Library is not responsible for damage to any equipment or software incurred during the use of audiovisual material
17. Suspension of Borrowing Privileges
- 17.1. When necessary, borrowing privileges will be suspended in accordance with Brock Township Public Library's borrowing and suspension procedures
- 17.2. The CEO or designate will consider payment plans to reinstate privileges on an individual basis

History

Motion #	Date	Action (Approved, Amended, Reviewed)
2006-10-9	Oct 10/06	Approved
2009-04-7	Apr 14/09	Revised
2013-03-6	Mar 6/13	Revised
2017-03-5	Mar 14/17	Revised
2020-05-03	May 12/20	Revised
2021-02-03	Feb 9/21	Revised



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Appendix 1 - Juvenile Membership Form

Dear Parent or Guardian,

To facilitate your child's membership to the Brock Township Public Library, this permission form has been prepared for your review and signature. In order for the Library to issue a membership card to any child age 12 and under, this form must be completed and returned to the Library staff.

Please be aware that the Library Board's approved Circulation Policy permits children access to all material formats in our system. If you wish to restrict your child's access to library materials, you should make your position known to your child and/or accompany them on their visits to the Library to supervise their selections. The Library cannot withhold circulating material from any user, regardless of age.

The same principle applies to your child's access to the Internet. The Library Board's approved Internet Services Policy states children are entitled to access all information and facilities in the library. As with all other library material, children's access to the Internet is the responsibility of parents or guardians, who are expected to monitor and supervise their children's use of the Internet and are responsible for the Internet information accessed by their children.

By signing this form, you are assuming full responsibility for the choice, use and return of all material borrowed and for charges on items that are overdue, lost or damaged on your child's card. Further, you are acknowledging that the Library is not responsible for managing your child's access to the Internet or for the material accessed by your child over the Internet.

Parents of all children under the age of 16 are entitled to access their child's circulation record upon request to assist in the management of library material.

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A second Library card may be issued for children of divorced/separated parents, allowing each caregiver to assume individual responsibility for their child as it pertains to the conditions and use of Library materials.

Finally, parents/guardians are responsible for ensuring that their child will obey all of the rules and regulations of the Brock Township Public Library.

Child's name	
Child's Date of Birth (MM/DD/YY)	
Present Age	
Current Address	
Telephone Number	
Parent Email (optional)	
Parent/Guardian Name	
Parent/Guardian Signature	
Date	

Circulation Policy

Appendix 2 - Schedule of Fines and Fees

Fines, Lending Periods, and Items Limits

Material Type	Lending Period	Fine	Item Limit ¹	Renewable
Books	21 days	None	None	Yes
Juvenile Books	21 days	None	None	Yes
Magazines	7 days	None	None	Yes
Audio Books, CD, MP3	21 days	None	None	Yes
DVD / Blu-ray	7 days	None	4	Yes
DVD / Blu-ray Series	14 days	None	2	Yes
Video Games	7 days	None	3	Yes
Interlibrary Loan	21 days	As per lending library	None	As per lending library
Mifi hotspot	7 days	\$15.00/day	1	No
Ontario Parks Pass	7 days	\$5.00/day	1	No
ROM Pass	7 days	\$5.00/day	1	No

¹ Some material types do not carry a specific item limit but do contribute to the maximum of 25 items allowed at any given time