

**CIRCULATION
POLICY**

Cir-1 MEMBERSHIP

Public libraries are required by law to adhere to the **Public Libraries Act, Revised Statutes of Ontario, 1990, Chapter P.44** which states in Section 23 that library boards shall allow the public to reserve and borrow circulation materials free of charge. The public includes all residents within the municipality for which the library board is established. Therefore:

The library will serve all residents of the Township of Bonfield. People residing outside of the geographical area of the municipality but owning property in the Township shall be considered residents.

No fee will be charged to residents of the Township of Bonfield for borrowing circulating materials.

Parents/ Guardians of children under the age of sixteen (16) years will be required to sign the library registration card. Parents/ Guardians will be held responsible for all library materials borrowed by their children

A resident of the Township of Bonfield may apply for membership at the library and must furnish verification of address and identity by showing a document bearing his/ her name and current address (e.g., driver's license, student card).

The Library staff, and volunteers will not be held responsible for all or any information accessed by the underage user.

Cir-2 OTHER MEMBERSHIP TYPES

Out-of-town membership

Residents of Townships and Municipalities outside of the Township of Bonfield, not owning or renting property within the municipality or not paying taxes to the Bonfield Township may use the services of this Library in return for an annual fee of twenty-five (\$25.00) dollars. Annual fees for non-residents are set by the Library Board and are based on the per capita cost to run the library for its residents.

Virtual Membership

Annual fees for virtual users will be set at \$50.00 per card.

Cir-3 RESPONSIBILITIES OF MEMBERSHIP

Fair and equal access to library services and materials by all patrons of the library depends on the fair use of such services and materials by library users. Patrons have certain responsibilities and a library patron shall:

Be responsible for all materials borrowed with his/her card and agree to abide by the regulations of the Library;

Present the library card or name each time materials are borrowed;

Pay for damaged or lost library material;

Observe all policies set by the board as authorized by the Public Library Act; and

Report change of address as soon as possible.

Parents/guardians of children under the age of sixteen (16), are responsible for their children's borrowing and behavior with respect to the observances of board policy.

The CEO is authorized by the board to withhold library privileges to anyone refusing to comply with board policy. The use of the library and its services may be denied for due cause. Such cause may be failure to return borrowed materials, pay penalties, repeated overdue items, destruction of library property, and disturbance of other patrons or any other conduct on library premises considered objectionable.

Cir-4 CONFIDENTIALITY OF PATRON AND CIRCULATION RECORDS

The **Public Libraries Act, R.S.O. 1990, chapter P.44** states, in section 28, that a person may, during ordinary business hours, inspect any records, books, accounts and documents in the possession or control of a board's secretary...[except where the] information... identifies an individual user of library services by name or makes him or her readily identifiable by other means.

Numbers will be used at the library to identify the borrower rather than using the person's name on borrower records. Only the library staff will know the name of the person assigned to this number.

The confidentiality of all borrower and loan records applies in all circumstances except where the police have a search warrant.

Cir-5 LOANS

The normal loan period for circulating material books, is three weeks. DVDs are available for 1 week and a limit of three (3) DVDs per household can be borrowed at one time

By request, a longer loan period may be available for patrons.

The following **restrictions** exist on borrowing:

- reference materials are non-circulating to ensure ready access to information ;
- unique and/or fragile material from the collection is also restricted ;
- there is a number of items (**10 print and 3 DVDs**) which may be checked out by one adult patron for each borrowing period. This policy may be altered at the discretion of the library staff ;
- there is a maximum number of items (**5 print and 1 DVD**) which may be checked out by children under the age of sixteen (16) for each borrowing period. This policy may be altered at the discretion of the library staff;
- Borrowers may borrow only one (1) Playaway Launchpad per household at a time or determined by the library staff. (*Related Document: Bonfield Public Library Policy #2017-102*);
- Lending period is seven (7) days for the Rod and Tackle Share (*Related documents: Bonfield Public Library Policy #2020-01; and*
- The Bonfield Public Library in partnership with Ontario Parks is pleased to take part in the **Ontario Parks Day-Use Vehicle Permit Library Lending Program**. This permit allows free access for one vehicle and its occupants into participating Ontario Provincial Parks where entry fees are normally charged. Borrowers may borrow only one (1) park pass per household at a time for a maximum of one (1) week (7days); (*Related Documents: Bonfield Public Library Policy #21-08*)

Cir-6 RENEWALS

Library materials may be renewed for up to two (2) loan period provided:

- the item(s) are not on reserve for someone else ; or
- the item(s) are not in high demand.

Renewal by telephone, online catalogue (JASI) or by email is permitted

Cir-7 FINES

The library does not currently collect overdue fines but will accept a donation.

Cir-8 LOST or DAMAGED MATERIALS

Members are responsible for materials while on loan to them. A borrower who loses or mutilates library material shall be required to contribute to the cost of replacing that material or replacement in kind. Charge for lost or damaged materials will be assessed by the CEO and will be based on the actual Replacement cost.

Cir-9 RESERVES

Library materials not available on the shelves may be reserved at the circulation desk or online. When the item becomes available the member will be advised by telephone or email. Reserved material will be held for patrons at the circulation desk for a period of 2 business days or at the discretion of the library staff

Cir-10 INTERLIBRARY LOANS

Library materials not available in the library may be requested through interlibrary loan or through self-serve interlibrary loan. Any charges made by the lending library are the responsibility of the borrower.

Renewals for interlibrary loans may be requested from the lending library. Requests for the renewal of interlibrary loan material must be received at least three (3) days before the due date.

Cir-11 CENSORSHIP

The library, and the library board and its members endorse the right of all patrons to read any available materials and does not engage in or promote any forms of censorship.

Cir-12 DONATED MATERIALS

The library welcomes donations of suitable library materials to its collection. Any and all donated material may not necessarily be accepted by the library staff. The library staff will determine if such donations are of use to the library, its patrons and the development of the library collection. The placement or disposal of donated material will be at the discretion of the library staff. All donated material, once accepted becomes the property of the Bonfield Public Library and will not be returned to the donor upon withdrawal from the collection.

Cir-13 SPECIAL ITEMS

1. Reason for Lending Agreement

This agreement is to be signed by the Borrower and Library staff any time an item is borrowed that has unusual borrowing rules or there is a significant cost to replace the items borrowed. These items will be referred to as Special Items. All items in Appendix A are considered Special Items.

2. Borrowing Conditions for Special Items:

- Details on loan period, renewals, age requirements and fines are all indicated in the chart.
- Borrowers must have a valid Bonfield Public Library card and are in good standing in order to check out Special Items.

- The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for unforeseen hardware or software failure.
- These items must be returned directly to library staff during regular operating hours. These items must not be returned in the dropbox. Borrowers will be charged a \$25.00 fee for returns to a drop box, in addition to the replacement cost for any damage incurred
- Staff may ask to see your Library card and/or identification when loaning materials that require a loan agreement.
- Staff reserve the right to limit the number of special items loaned to a household at any time to ensure equal access in the community
- Borrowers may be required to wait one week before they can borrow another special item to ensure equal access in the community.
- The library reserves the right to deny the borrowing of Special Items to any borrower who repeatedly returns equipment late.
- Special Items are not available to loan through Interlibrary loan.

3. Conditions for Use of Special Items:

- Any use of Library items borrowed for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- The BPL is not responsible for any liability, damages or expense resulting from use or misuse of the item(s) borrowed under this loan agreement.
- Overdue devices may be disabled, rendering the device unusable.
- Borrowers will be charged a \$25.00 fee for returns to a drop box, in addition to the replacement cost for any damage incurred.
- The BPL is not responsible for the connection of a borrowed device to other electronic devices, or data loss resulting from use of a borrowed device. The BPL is not responsible for downloaded content on tablets.
- The library may not clear stored data stored on devices after it is returned and is not responsible for personal information left on the device.
- The Special Item is not considered returned until all items associated with it (as outlined by the Inventory list included with the item) have been returned to the library in good condition. If any items are missing upon return, the library reserves the right to refuse acceptance of the equipment until all items are returned. This refusal does not waive any late fees.

4. Conditions for Loss & Damage of Special Items:

- The BPL reserves the right to charge the borrowing patron's account for the cost of repairing or replacing a damaged item covered under this borrowing agreement at the CEO's discretion. Borrowing patrons will not be held liable for damage that the Library judges to be the result of normal wear and tear.
- Borrowing patrons will be charged for the cost of replacing a lost item covered under this borrowing agreement.
- The BPL reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning items covered under this borrowing agreement.

****The Ontario Parks Day-use Vehicle Permit does not guarantee park entry. Park operating season and capacity limitations will apply. The permits must be displayed on the rear-view mirror or dashboard of the vehicle while it is in a park. Borrowers must abide by park rules.

Appendix A

Special Items Chart

Material Type	Loan period	Age Restriction	Renewals	Replacement Fee	Late Fee
Rod & Tackle	7 days	With parental permission	1 renewal		\$5/day up to \$100
Winter Rod & Tackle	7 days	With parental permission	1 renewal	\$125	\$5/day up to \$100
Dvd Player	7 days	18 Years	1 renewal	\$50	\$5/day
Ontario Park Pass	7 days	18 years	No renewals	\$225 plus taxes	\$20/day
IPAD	7 days	18 years	1 renewal	\$550	\$5/day up to \$150
LaunchPad	7 days	With parental permission	1 renewal	\$150	\$5/day up to \$150