

# INNISFIL PUBLIC LIBRARY



**SUBJECT:           BORROWING POLICY**

**Policy No:           2013-17**

**Date:                November 18, 2013** *(Appendices revised April 22, 2014)*

**Review Date:       November 2016**

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## **PURPOSE**

The Borrowing Policy outlines the eligibility for a library card; the responsibilities of the card holder; loan periods; and the fees, charges and fines as set by the Innisfil Public Library Board.

## **POLICY**

### **Application**

All residents of Innisfil, as well as those who own businesses or property, work or go to school in the municipality, are entitled and encouraged to have a library card. In registering for a library card, members agree to follow all rules and regulations of the Innisfil Public Library. A valid library card is required to borrow materials from the library and to access some services.

### **Guidelines**

#### ***Membership***

##### ***General***

The Innisfil Public Library Board recognizes that a primary objective of the Ontario Public Library Act, RSO, 1990, Chapter P.44 is to ensure equal access to library resources for all citizens, regardless of their ability to pay or the nature of the format. Free library membership is available to all year-round residents of Innisfil, to seasonal residents owning property in the Town, to children attending school in Innisfil, and to those who own or operate a business, or who work in Innisfil.

- Proof of residency, school attendance or workplace is required when registering.
- Children under 14 years of age must have their registration form signed by a parent or legal guardian. In doing so the parent or legal guardian accepts financial responsibility for all materials borrowed on that card.
- Youth, aged 14 years of age and up who do not possess identification must have the registration form signed by a parent or legal guardian.

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- Library circulation and member records will be handled in accordance with the Freedom of Information and Protection of Privacy Act.

### **Non-Residents/Reciprocal Borrowing**

- The charge for non-residents will be established by motion of the Innisfil Public Library Board.
- Where reciprocal borrowing agreements exist, customers may borrow library materials subject to the terms of the current agreement.
- Where a service contract has been signed with a neighbouring municipality or the library board of a neighbouring municipality, Innisfil Public Library will provide library service to residents of the contracting municipality or library board, subject to the terms of the agreement.

### **Seasonal Tenants**

*Definition: A person who rents property in Innisfil on a seasonal basis.*

- Seasonal residents may obtain a free library card with proof of seasonal residency.
- Seasonal residents are subject to library usage rules, regulations and policies.

### **Temporary Residents**

*Definition: A person who lives in Innisfil for a short period of time, but longer than two (2) weeks; a person who has a boat docked seasonally at an Innisfil marina; or a person residing for an extended length of time at an Innisfil campground or motel or with family or friends.*

- Temporary residents will be issued a temporary library card with a deposit equal to the non-resident membership fee.
- The non-resident fee is set by the Library Board and is subject to change.
- Temporary cards will have an expiry date of no longer than three (3) months.
- Both permanent and temporary addresses and phone numbers, if available, will be entered on the registration form. Proof of permanent residence will be required.
- Refunds will only be returned to the depositor in person.
- A refund of not more than one half of the original deposit will be issued, provided that the temporary card has been returned and the period of use has been for three months or less.
- Temporary residents are subject to the library usage rules, regulations and policies.

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### **Responsibilities of Library Customers**

#### *Customers:*

- Must comply with library policy;
- Must present their library card or identification each time they borrow materials or use library computers;
- Must notify the Library promptly of a change of address or loss of their library card;
- Are financially responsible for materials borrowed on their card - outstanding accounts will result in the loss of borrowing privileges

#### *Parents or Legal Guardians:*

- Who register children under 14 years of age accept financial responsibility for all materials borrowed.
- Have sole responsibility for what is borrowed by their children.
- Must not leave children unsupervised in the library. (Children's/Youth Services Policy).

### **Withdrawal of Service**

The use of the Library and its services will be denied to individuals who:

- Are unwilling to comply with library policy;
- Destroy or damage library property;
- Act in a manner which interferes with the general public's enjoyment and use of the Library's facilities;
- Fail to return materials or make recompense for the loss or damage of library materials. Customer privileges will be suspended until all items are returned and all outstanding accounts settled.

### **Borrowing**

#### **General**

See attached 'Schedule A' for loan periods of specific items.

- Materials designated as *Reference* do not circulate, unless authorized by the Chief Librarian/CEO or Designate, Reference Librarian, or Branch Manager.
- Reference items from one branch may be placed on reserve to go to another branch. Once received at the requesting branch, they are for use only by the customer and then shipped back to the original branch.
- The number of materials on a particular subject a customer may borrow may be limited subject to heavy demand and/or at the discretion of the Chief Librarian/CEO or Designate, or Branch Manager.
- Library newspapers and the professional collection do not circulate.

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- As material becomes available in alternate formats, the Library will determine loan periods and renewal periods based on criteria such as demand, availability, etc.

### **Renewals**

Books, Audiobooks, Magazines, CDs may be renewed three (3) times. DVDs/Blu-ray, and Video Games may be renewed once. Materials on a reserve list cannot be renewed.

### **Reserves**

Reserves will be permitted on most circulating library materials owned by Innisfil Public Library.

- Customers whose requests have been filled will be contacted as specified by the Customer.
- Reserves, except for DVDs/Blu-ray, and Video Games, will be held for one calendar week after the customer has been contacted. After this time period, the materials will return to general circulation or be passed on to the next customer on the reserve list. DVDs/Blu-ray and Video Games, are held for two (2) operational days after the customer has been contacted.
- Customers, who fail to pick up materials within the appropriate time period or who do not contact the Library, can request the same materials again but will not retain their priority position.

### **Interlibrary Loans**

Where materials and/or information are not available from Innisfil Public Library, Interlibrary Loan service may be offered. Customers are encouraged to create their own Interlibrary Loan requests

- Most libraries, including Innisfil Public Library, provide Interlibrary Loan service without compensation. Where a lending library or institution applies a charge, the customer will be informed of the charge. If the customer is not willing to pay the charge, the 'Interloan' will be cancelled.
- Interlibrary loans are subject to the rules, regulations and policy as established by the governing Provincial agency.
- Loan periods for all Interlibrary Loan materials are set by the lending library.
- Renewals for Interlibrary Loan materials will not be processed unless library customers ask for a renewal four (4) operational days prior to the original date due.

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- When Interlibrary Loan materials are received by Innisfil Public Library, the requester will be contacted as specified by the Customer. Items will be held for a calendar week.
- If the customer has not picked up the materials or contacted the Library within the calendar week, the Interlibrary Loan materials will be returned to the lending library.

### ***Fees, Fines and Lost/Damaged Items***

#### **Membership Fees**

See attached '*Schedule A – Loan Periods, Fines and Fees*'.

- Customer cards which have deteriorated through normal use shall be replaced free of charge.

#### **Printing Charges**

See attached '*Schedule A – Loan Periods, Fines and Fees*'.

- The library offers computer printing in black and white.
- Printouts are available from the microfilm reader printer at the Stroud location.

#### **Faxing Charges**

See attached '*Schedule A – Loan Periods, Fines and Fees*'.

#### **Overdue Material Fines**

See attached '*Schedule A – Loan Periods, Fines and Fees*'.

- The Library levies a fine when library materials are not returned **by closing time on the due date**.
- Overdue charges will be applied on each overdue item.
- The fine rates will be established, from time to time, by the Innisfil Public Library Board.
- All fines are calculated only for the days that the Library is open to the public.
- Customers holding material for a specified time past the due date will receive an overdue notice by phone or by email. Customers who provide the library with an email address are provided with a pre- due date notification which reminds the customer of pending due dates.
- Where overdue materials have not been returned after six (6) weeks, and the customer responsible has had at least one notice, the overdue material(s) shall be considered lost and an itemized invoice will be issued to the customer.

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**Lost and/or Damaged Item Charges**

See attached '*Schedule B - Replacement Costs for Lost or Damaged Items*'.

- The replacement charges include a fee for shipping, processing and cataloguing.
- Lost and/or damaged materials that are the property of a library other than Innisfil Public Library will be invoiced at a rate determined by the owning library.
- Lost and/or damaged materials charges will reflect current average market values, as determined from time to time by the Innisfil Public Library Board. Charges will be subject to the discretion of the Chief Librarian or Branch Manager.
- Lost and/or damaged materials paid for by a library customer shall then be considered the property of that customer as payment for lost materials is not refundable.

**Related Policies:**

*Collection Management Policy*

*Children's Youth Services Policy*

Approved by the Innisfil Public Library Board, November 18, 2013  
Motion #2013.101

Supersedes Policy Number: 2010-18, approved October 12, 2010, Motion #2010.64 & Policy #2006-06, approved March 20, 2006, Motion #2006.24 & Policy #2002-31, & Policy #2002-32, & Policy #2002-33, & Policy #2002-34, & Policy #2002-28.

**Borrowing Policy #2013-17**  
**Schedule A – Loan Periods, Fines and Fees – 2014**

*Revised April 22, 2014*

<b>Item Borrowed</b>	<b>Loan Period</b>	<b>Limits</b>
Books, Magazines, Talking Books, Compact Disks (CDs)	Three (3) week period	6 CDs per visit
All DVDs and Blu-ray	Seven (7) day loan period. <b>Must be checked in before closing on the due date</b>	Maximum of 10 per format
Video Games	Seven (7) day loan period. <b>Must be checked in before closing on the due date</b>	Maximum of 3 per format
Heavy demand materials such as Best Sellers, New materials, School Project Materials	May be restricted to loan periods of less than three (3) weeks	Limits may be imposed due to demand
EBook Readers	Three (3) week period	1 per card
Mini Laptop	Hourly	1 per card
<b>Membership</b>	<b>Fee</b>	<b>Limits</b>
Non-Resident Fee	\$40.00 per household per year	
Lost/Damaged Card Fee	\$5.00	
Temporary Resident Deposit	\$40.00 deposit, partially refundable	3 months or less
<b>Printing</b>	<b>Charge</b>	
A photocopy or computer printout in black and white or printout from the microfilm reader printer.	25¢ per page	

<b>Faxing</b>	<b>Charge</b>	
Faxing – Local	\$1.00 per page	
Faxing – Long Distance	\$2.00 per page	
Faxing – International	\$4.00 per page	
Faxing – Incoming	\$1.00 per page	
<b>Materials for Hacker Equipment, etc.</b>	<b>Charge</b>	
Vinyl pieces, etc.	Market price	
<b>Late / Overdue Item</b>	<b>Fines</b>	<b>Limits</b>
Books, magazines, CDs	20¢ per item per day	\$5.00 maximum per item
DVDs/Blu-Ray and Video Games	\$1.00 per item per day	\$5.00 maximum per item
EBook Reader	\$5.00 per day	\$5.00 maximum per item
Interloan Material	25¢ per item per day	\$5.00 maximum per item
Mini Laptop	\$1.00 per hour	\$5.00 maximum per item
Overall maximum overdue charge per customer per transaction		\$25.00 per customer



**Borrowing Policy #2013-17**  
**Schedule B - Replacement Costs for Lost or Damaged Items – 2014**

*Revised April 22, 2014*

<b>PRICING OF BOOKS &amp; MATERIALS</b>	<b>Approved Charges</b>
Case replacement for: single CD case, DVD/Blu-Ray case.	\$1.00
Case replacement for full length Talking Book case (CD)	\$10.00
Replacement of a single Talking Book CD that is part of a Talking Book set. (per missing CD)	\$15.00
Adult Fiction (Hardcover)	\$35.00
Adult Fiction (Paperback)	\$10.00
Adult Non-Fiction (Hardcover)	\$45.00
Adult Non-Fiction (Paperback)	\$25.00
Trade Paperback	\$25.00
Young Adult Fiction (Paperback)	\$10.00
Young Adult Fiction (Hardcover)	\$20.00
Young Adult Fiction (Paperback - Oversize)	\$15.00
Juvenile Picture Book (Hardcover)	\$25.00
Juvenile Picture Book (Paperback)	\$9.00
Juvenile Fiction (Paperback)	\$9.00
Juvenile Fiction (Hardcover)	\$20.00
Juvenile Easy Read (Paperback)	\$9.00
Juvenile Easy Read (Hardcover)	\$20.00
Board Books	\$10.00
Juvenile Non-Fiction (Hardcover)	\$25.00
Juvenile Non-Fiction (Paperback)	\$15.00
Fiction or Non-Fiction – Large Print	\$35.00
Reference	\$85.00
Journal	\$5.00
Music - Sound Recording - CD	\$25.00
Adult Talking Books CD format - Fiction	\$40.00

Adult Talking Books CD format – Non-Fiction	\$40.00
Adult Talking Books CD format - (more than 5 pieces).	\$50.00
Juvenile Talking Books CD Format	\$30.00
Juvenile Kits	\$15.00
DVD/Blu-ray Fiction	\$30.00
DVD/Blu-ray Non-Fiction	\$35.00
DVD/Blu-ray Juvenile	\$15.00
DVD – T.V. Series	\$50.00
Video Games	\$55.00
EBook Readers	\$150.00
iPads	\$500.00

**Revised Schedule B** Approved by the Innisfil Public Library Board, April 22, 2014  
Motion #2014.32