



**Wainfleet Township  
Public Library**

## **CIRCULATION POLICY**

**Adopted Date: 2000**

**Revision Date(s): Oct. 2000, Nov. 2000, Oct. 2004,  
Sep. 2005, Dec. 2005, Apr. 2006, Oct. 2006,  
Feb. 2007, Apr. 2007, Jun. 2007, Dec. 2007,  
Mar. 2008, Jun. 2009, Feb. 2010, Jun. 2011  
Review Date: Jun. 2013**

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### **Library Cards**

A membership card is available free to any person, including non-residents of Wainfleet. Library cards must be presented each time material is borrowed.

New members must produce valid identification with a current address to register (i.e. driver's license, utility bill, personal cheque, student ID card).

When obtaining a Wainfleet Township Public Library Card patrons are agreeing to abide by the policies set down by the Wainfleet Township Public Library Board, including:

- Responsibility for the care of all items checked out on their cards
- Paying outstanding fines and fees
- Paying for all lost or damaged material and processing fees
- Reporting a lost or stolen card
- Reporting change of name, address, telephone number
- Confirming address and telephone number annually
- Presenting a library card every time material is borrowed or the Internet is accessed
- Using only the library card issued to you
- Using a child's card only for material for their own use
- Using a child's card for Juvenile material only
- Not lending library card to anyone else
- Complying with the Library's Internet Policy

Children 12 years of age and under must have a parent or guardian sign their library cards. The parent or guardian assumes full responsibility for the child's use of all library resources and any fines or fees incurred on the card. Youths between the ages of 13 and 17 will have all the same borrowing privileges as an adult, with the exception of videos and DVDs.

Patron library cards expire annually. At the time of expiration, the patron's name, mailing address and telephone number will be verified.

Lost or stolen cards must be reported to the Library immediately. Replacement cards will be issued at \$3.00. Damaged or worn-cards will be replaced free of charge.

### Borrowing Privileges

ITEM	LOAN PERIOD	BORROWING LIMITS	RENEWALS	RESERVES & HOLDS	DAILY OVERDUE FINES	MAXIMUM FINE/ITEM
NEW ADULT BOOKS	14 DAYS	40 ITEMS*	0	YES	\$0.25	\$10.00
NEW YP <sup>1</sup> BOOKS	14 DAYS	25 ITEMS**	0	YES	\$0.25	\$10.00
NEW JUVENILE BOOKS	14 DAYS	10 ITEMS***	0	YES	\$0.25	\$10.00
ADULT BOOKS	28 DAYS	40 ITEMS*	2	YES	\$0.20	\$10.00
YP <sup>1</sup> BOOKS	28 DAYS	25 ITEMS**	2	YES	\$0.10	\$10.00
JUVENILE BOOKS	28 DAYS	10 ITEMS***	2	YES	\$0.10	\$10.00
HOLIDAY & SEASONAL BOOKS	14 DAYS	10, 25 OR 40	0	YES	\$0.20	\$10.00
NEW DVDS	3 DAYS	5	1	YES	\$2.00	\$10.00
DVDS & VIDEOS	7 DAYS		1	YES	\$1.00	\$10.00
AUDIO TAPES & CDS	7 DAYS	5	2	YES	\$0.20	\$10.00
CD ROMS	7 DAYS	3	2	YES	\$0.20	\$10.00
AUDIO BOOKS	28 DAYS	10, 25 OR 40	2	YES	\$0.20	\$10.00
MAGAZINES & NEWSPAPERS	7 DAYS	6	2	YES	\$0.20	\$10.00
REFERENCE MATERIAL	<b>DOES</b>	<b>NOT</b>	<b>CIRCULATE</b>	-	-	-
ILLO	14 DAYS	N/A	DISCRETION OF LENDING LIBRARY	N/A	OVERDUE RATES ESTABLISHED BY LENDING LIBRARY	<b>NO MAX</b>

### Limit

Library staff reserve the right to limit the number of items per subject or collection based on availability and demand.

- \* Adult Card Holders – 40 item maximum for all formats
- \*\* Youth Card Holders – 25 item maximum for all formats
- \*\*\* Juvenile Card Holders – 10 item maximum for all formats
- <sup>1</sup> YP – Young Person or Youth

## **Patron Group Privileges**

*Adult Card Holders:* 18 years of age and older

- Access to the entire collection

*Youth Card Holders:* 13 to 17 years old

- Access to the entire print and multi-media collection except Videos & DVDs. Access to Videos and DVDs will be limited to age-appropriate items as defined by the Canadian Rating System for Home Videos.

*Juvenile Card Holders:* children up to and including the age of 12

- Access to the entire print and multi-media collection except Videos & DVDs. Access to Videos and DVDs will be limited to age-appropriate items as defined by the Canadian Rating System for Home Videos.

## **Book blocks available for Schools, Teachers and Students**

Limits are based on subject coverage. The '28 days' loan period applies.

- Schools/Teachers – 10 Item Limit
- Students - 3 Item Limit

## **Renewals**

Renewal period is the same as loan period for eligible items.

- Eligible items will be renewed provided there are no reserves pending
- Eligible items may be renewed in-person, by telephone or on-line

## **Reserves & Holds**

*Reserves:*

- Patrons may place reserves on eligible items currently in circulation
- Reserves can be placed in-person, by telephone or on-line
- Reserves stay in effect for 1 year from the date placed
- Once a reserved item is returned, it becomes a Hold for the first patron who requested it

*Holds:*

- Upon notification that a Reserved item is available, Patrons will have 3 days to pick up their Holds

## **Overdue Fines**

Patrons can avoid overdue fines by returning material no later than the due date, or arranging for renewal.

- Fines can be paid in cash or by cheque
- See chart for schedule of fees
- Library staff will advise patrons of outstanding charges during every checkout session. Patrons are expected to resolve outstanding fines upon their next visit to the library

## **New Material**

New material has a shorter circulation period to accommodate high demand and is subject to higher fines. Material is designated as new for at least four months, or until there are no reserves pending on the item.

## **Videos/DVDs**

Videos/DVDs access is based on Canadian Rating System for Home Videos.

- \$1.00 charge will be levied for videos that are NOT rewind
- Voluntary Video Insurance fee available at \$1.00 per video
- Video Insurance protects the patron against having to pay replacement costs if material is damaged (does not include willful destruction).

## **Returns**

**Material can be returned to the Wainfleet Library at anytime.**

- Return material to the Charge Desk during Operating Hours
- Mailbox book-drop is available when the Library is closed
- Material may also be returned to any Public Library in the Niagara Region

## **Lost or Damaged Material**

**A replacement cost and non-refundable processing fee of \$5.00 will be charged for all lost material. Refunds will be issued if the said item is returned, in good condition, within 6 months and the receipt presented.**

Damaged material will be assessed by staff, and a replacement charge or applicable repair fee will be applied as the situation warrants, plus the \$5.00 processing fee.

A charge of \$2.00 will be incurred for damaged or lost barcodes.

### **Suspension of Privileges: Borrowing & Internet**

Borrowing and Internet access privileges will be suspended when a total of ten (10) or more items are overdue or when an outstanding balance reaches \$10 on a card.

Account must be paid in full in order to reinstate borrowing privileges.

### **Resource Sharing/Inter Library Loan Service (ILLO)**

The Wainfleet Township Public Library is part of an information network within the community, within the Southern Ontario Library System and in cooperation with other library systems across Ontario and Canada. Inter-library loan service provides patrons access to material beyond the Wainfleet Library's collection through the use of an automated request and retrieval system. This service is automatically offered to patrons whenever the information request cannot be filled by the resources of the Wainfleet Township Public Library and is within the scope of the regional and national interlibrary loan code. In return, the Wainfleet Township Public Library shares its resources in accordance with the code, while always giving priority in the use of resources for its own patrons.

- Participating libraries decide what items and formats can be borrowed
  - Wainfleet Library will loan out all material formats requested from outside libraries except Reference and Special Reference items, material that has been designated as new, and high demand material.
- Most libraries will not allow 'new' material to circulate on ILLO
- There is no standard turn-around time
- Patrons must provide all pertinent information, including book title and author/artist, as well as their name, library barcode, telephone number
- ILLO items can only be returned to the Wainfleet Township Public Library
- Renewals are at the discretion of the lending library
- Overdue fine rates are set at the discretion of the lending library

Where a reciprocal borrowing agreement exists, the Wainfleet Township Public Library will provide library service to residents of the contracting municipality or library board. Patrons may borrow library material subject to the terms of the agreement.

## Confidentiality of Patron Records

Confidentiality provisions related to circulation are enumerated in the Board's Confidentiality Policy and apply fully to this Circulation Policy.

### Additional Fee-based Services

<i>Laminating:</i>	Credit Card Size	\$0.50
	11" x 9"	\$1.50
	9" x 14"	\$2.00
<i>Printing:</i>	Per page- B&W	\$0.20
	Per page- colour	\$0.50
	(predominantly text, plus some graphics)	
	Per ½ page – full colour	\$1.00
	(Photographs, maps, etc.)	
	Per page – full colour	\$1.00
	(Photographs, maps, etc.)	
<i>Facsimiles:</i>	Sending & Receiving	\$2.00 plus applicable long distance charges
<i>CDs:</i>	For downloading	\$2.00
<i>DVD/CD Repair &amp; Cleaning:</i>	Per disk	\$2.00
	3 disks	\$5.00
<i>The cost of cleaning and repairing DVDs and CDs is established to reflect current market values and may be changed as necessary.</i>		
<i>Photocopying:</i>		
8½ x 11 one-sided	per sheet	\$0.20
	25 or more copies	\$0.15
	100 or more copies	\$0.10
double-sided	per sheet	\$0.25
	25 or more copies	\$0.20
	100 or more copies	\$0.15
8½ x 14 one-sided	per sheet	\$0.25
	25 or more copies	\$0.20
	100 or more copies	\$0.15
double-sided	per sheet	\$0.30
	25 or more copies	\$0.25
	100 or more copies	\$0.20
11 x 17 one-sided	per sheet	\$0.35
	25 or more copies	\$0.30
	100 or more copies	\$0.25

double-sided	per sheet	\$0.40
	25 or more copies	\$0.35
	100 or more copies	\$0.30

Photocopying charges are reduced to \$0.08 per copy if patron supplies their own paper.

<i>Meeting Room Rental:</i>	Non-profit groups	\$15.00 for a half-day rental (up to 4 hours)
		\$25.00 for a full-day rental
	All other groups	\$30.00 for a half-day rental (up to 4 hours)
		\$50.00 for a full-day rental

Rental Room contract must be signed and paid in full prior to first meeting.

Patrons may also rent equipment from the Library based on the following fee schedule:

<i>Equipment Rentals:</i>	Screens	\$2.00/day
	Easel & Flip Chart	\$5.00/day
	Overhead Projector	\$5.00/day
	LCD Projector	\$50.00/day
	DVD Player	\$2.00/day
		\$5.00/3 days
		\$8.00/5 days
	CD Player	\$2.00/day
		\$10.00/7 days
	TV/VCR/DVD Player	\$10.00/meeting room rental
Combo (in-house only)		
Laptops (in-house only)	No fee/3 hours	

The Library will not be responsible for any loss or damages that may occur through the use of any piece of Library equipment.