

CIRCULATION POLICY

Board Approved: September 5, 2005

Review / Revision Approval Dates: Feb. 2013; May 2014; Nov. 2017; May 20, 2021; Mar. 17, 2022

The purpose of the Circulation Policy is to outline the procedures for the public to become patrons of the library and the services regarding circulated materials that the library offers.

Section 1: Library Membership

Southgate Ruth Hargrave Memorial Library cards are free to all those who live, work, attend school, or pay taxes on a property in the Township of Southgate. Library cards are also free to Melancthon residents based on the annual agreement between the Library and the Township of Melancthon. Library services are available to persons for whom the above does not apply (see Appendix 2, *Library Fees and Charges Schedule*).

All applicants for library membership must present acceptable identification that includes their name and current address to obtain a membership. Children aged twelve and under must have their parent/caregiver present to register for a library card. When registering, the following information is required:

- 1) Name
- 2) Address
- 3) Phone Number

Staff will not proceed with membership if there is no phone number provided.

Section 2: Library Cards

The borrower's card is for the sole use of the registered member. All registrants must sign the back of their library card to confirm their commitment to abide by library policies. The library card must be presented each time items are borrowed. Items may be borrowed without a library card only if proof of identification with name and address is provided. All registrants are responsible for notifying library staff of changes of contact information. A patron's card expires in one year. At the time of expiration, the patron's name, mailing address and phone number are verified.

Section 3: Borrowing Privileges

Physical Materials:

A variety of materials are available for borrowing. The borrowing period on these items is

limited and subject to staff discretion (see Appendix 1, *Loaning and Renewal Periods*). Upon final renewal all materials must be returned.

Lost or Damaged Materials:

If an item is lost or has not been returned and is 8 or more weeks overdue, the patron will be billed for all materials considered lost. If items are returned after being billed, the charge will be cancelled.

Suspension of Borrowing Privileges:

If materials are more than 8 weeks overdue, borrowing privileges are suspended until they are returned.

Holds / Renewals:

If a checked-out material has a hold requested, no renewals for that material may be completed and the material must be returned following the due date.

Computer Use:

The use of computers is not restricted for any user. Computer usage is based on a first come, first serve basis. If all computer stations are occupied, users will be limited to 1-hour intervals and one computer shall be designated as an "Express" computer with a 15-minute time limit.

Users will be suspended of computer borrowing privileges if they do not abide by the *Internet Access & Use Policy*.

During times in which the library is not operating at full capacity (i.e., during a pandemic), computer use will be by appointment only and limited to 30-minute intervals.

Section 4: Interlibrary Loans

When the library is unable to fill the informational or recreational needs for materials of a patron, the patron is to be informed that the interlibrary loan service is available. In the case of large numbers of requests (i.e., over 4 requests per week) the patron will be informed that they can sign up for patron initiated interlibrary loans.

Section 5: Copying Materials

The library adheres to the laws of Canada governing the copying of materials. Use of photocopiers to reproduce all or a substantial part of a work protected by copyright requires the permission of the copyright owner. No parts of some work, such as music, can be copied without permission. However, it is not an infringement of copyright to "deal fairly" with some works for the purposes of private study, research, criticism, review, or

newspaper summary. The responsibility for determining whether permission is required, and then obtaining permission, is that of the person making the copy and not the Library. Staff will neither participate in nor condone infringements of copyright.

Section 6: Genealogy

Genealogy files are non-circulating. If there is a request to staff for research of a genealogical item, there is a fee for library staff to research and provide genealogical information for long distance requests based on staff time needed to fulfill the request.

Section 7: Confidentiality of Patron Circulation Records

Any records identifying the names of library users are to be kept confidential.

Related Documents

Collection Development Policy
Internet Access & Use Policy
Unattended Children Policy
Board, Staff & Volunteer Code of Conduct
Patron Code of Conduct
Fees and Charges Schedule

APPENDIX 1

Loaning and Renewal Periods

	Loan Period	Renewals	Maximum Items Per Person	Notification of Overdue Materials
Books, Magazines & Audiobooks	3 weeks	3	20	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
DVDs	1 week	3	5 (10 per household, 1 season per TV series)	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
Interlibrary Loans	Designated by lending library	Designated by lending library	Staff approval for more than 5	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.

APPENDIX 2

Library Fees and Charges Schedule

Library Membership Fee	
Resident (per Section 1)	Free
Non-Resident (per Section 1)	\$70.00
Photocopying	
Black & White (per page)	\$0.25
Colour (per page)	\$0.75
Faxing	\$1.00
Library Card Replacement	\$1.00
Lost / Damaged Materials	Replacement Fee
Genealogy Research (includes a library record search and cost of mailing search results within 30 days)	\$7.00
Mill Room (cannot be rented for events of a personal or business nature such as birthday parties or sales)	
Community Groups – 3 hours or less	\$35.00
Community Groups – All day	\$70.00
Youth-based Organizations – All day	\$15.00
Public Programs – All day	\$35.00