



Circulation

Policy Type: **Operational**

Policy Number: **OP-02**

Approval date: **June 12, 2018**

1. Purpose

- 1.1. The North Perth Public Library makes materials widely available to the community in an equitable manner, in order to maximize the use of the collections. The North Perth Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the ***Public Libraries Act, R. S. O 1990, chapter P 44***, hereinafter called "***the Act***". "***The Act***", ***s. 23*** authorizes the Board to make rules for the loan and use of all library materials and services.

2. Library Membership

- 2.1. The North Perth Public Library will serve all residents residing within the geographic area of the Municipality of North Perth.
- 2.2. Through its partnership with member libraries of the Perth County Information Network (PCIN), the library will serve all residents of Perth County.
- 2.3. In accordance with "***the Act***", ***s 23 (1)***, no fee will be charged to residents of North Perth for admission to the library, for use of the library's materials in the library, for borrowing circulating materials, or for the use of information services. As part of our membership in PCIN, no fee will be charged for the above services for cardholders with any PCIN library.
- 2.4. A free library card will be issued to tax payers of the Municipality of North Perth, employees of North Perth businesses, students at North Perth schools, or residents within municipalities with which North Perth or PCIN have reciprocal borrowing agreements. Anyone wishing to have a North Perth Public Library card who does not fit into the aforementioned categories will be issued a non-resident/visitor card at the rate of \$7/month. Identification with full name and proof of address will be required to receive a library card. A fee will be charged to replace a lost library card.
- 2.5. The Perth County Information Network will arrange reciprocal borrowing privileges with other area libraries for residents who do not reside within the geographical area

governed by PCIN libraries. Reciprocal borrowing agreements will be made where the PCIN Board deems the agreement to be mutually beneficial.

- 2.6. A parent or guardian must apply for a library card on behalf of a child twelve years of age or younger and must accept responsibility for any overdue fines incurred and any loss or damage of materials. They must also ensure that their child follows the rules of membership at the North Perth Public Library.
- 2.7. Library membership records will be handled in accordance with the ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*** and ***OP-04 Confidentiality and the Protection of Privacy***.

3. Membership Responsibilities

- 3.1. The North Perth Library Board is authorized under ***“the Act,” s. 23 (4)***, to make rules for the use of library services; for the admission of the public to the library; for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property; imposing fines or suspending library privileges for breaches of the rules; and regulating all other matters connected with the management of the library and library property.
- 3.2. Library members shall:
 - Present their library card each time materials are borrowed/renewed, or internet is used at the library.
 - Be responsible for all materials borrowed with their card.
 - Agree to abide by the regulations of the North Perth Public Library Board and observe all policies set by the board as authorized by the ***“the Act”***.
 - Pay all fines or charges incurred for overdue, damaged, or lost library material.
 - Report the loss of a card or change of address as soon as possible.
- 3.3. The Chief Executive Officer (CEO) is authorized by the board to withhold library membership privileges from anyone refusing to comply with board policy and will entrust the staff to deny the use of the library or its services for due cause. See ***OP-05 Code of Conduct***.

4. Borrowing

- 4.1. In keeping with the Ontario Library Association’s ***Position on Children’s Rights in the Library (1998, Appendix B)***, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.
- 4.2. The library will endeavor to provide Home Reader Services. This will attempt to provide a full range of library services to people who, for reasons of age, accessibility, or long

term illness, are unable to use standard library facilities. Library materials will be delivered to their residence free of charge by a North Perth Public Library staff member or trained volunteer.

- 4.3. The library may impose limits on the total number of items which may be borrowed or shorten loan periods when there is heavy demand or when holdings in a particular category/topic are limited.
- 4.4. Retention of borrowed library materials beyond the due date shall result in a fine. Damage to, or loss of, an item will result in the customer being charged the replacement cost of the item. (see ***OP-03 Loan Periods and Fees for Services***) Staff will make exceptions in extenuating circumstances. Membership is suspended when charges exceed \$10 and will be re-instated when all outstanding accounts are settled.
- 4.5. A standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. (see ***OP-03 Loan Periods and Fees for Services***)
- 4.6. Library materials may be renewed in person, by telephone, or online provided the item has not been requested by another customer and the customer has not accumulated the maximum amount of charges on his/her card. (see ***OP-03 Loan Periods and Fees for Services***)
- 4.7. Reserves may be placed on library materials that are in use by other customers, or available at other branches. Items can be reserved in person, by telephone, or online. Reserves will be held for the customer for 5 business days after the date the customer is informed the reserve is ready for pick-up.
 - 4.7.1 Library materials not available in the collection may be ordered from another library outside of PCIN via Interlibrary Loan.

THE ONTARIO LIBRARY ASSOCIATION POSITION ON CHILDREN'S RIGHTS IN THE LIBRARY

Children in public libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting
November 1998