

CIRCULATION POLICY

Policy Type: Board

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Policy Statement:

The Stormont, Dundas and Glengarry County (SDG) Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of all collections.

Policy:

1. Library Membership

- SDG Library cards are free to all who:
 - Live or own property in the United Counties of Stormont, Dundas and Glengarry (exclusive of Cornwall)
 - Are employees of the United Counties who may live outside the district
 - Are students in full-time attendance at educational institutions located within the United Counties (exclusive of Cornwall)
- Non-residents may use the library's services upon payment of a fee as outlined in the library's ***Fines and Fees Schedule***.
- Membership will be granted to individuals who provide verification of address and identification by showing two pieces of identification. See **Schedule A** (below) for acceptable forms of identification.
- Children under the age of sixteen must register for membership accompanied by a parent or guardian or signed membership form. Parents and/or caregivers assume responsibility for fines, damages or lost items.
- Children reaching the age of sixteen may apply for their own library card, providing the requisite identification.
- Members in good standing may borrow materials or partake in library services.

- Materials may be borrowed by either presenting the membership card or valid identification.

2. Conditions of Membership and Card Use

- Membership is not transferable to other individuals.
- Members will be issued a library card without charge
- An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
- The card is the property of the Stormont, Dundas and Glengarry County Library and must be returned on request.
- Loss or theft of a card must be reported immediately.
- Change of address, name or phone number must be reported immediately.
- Membership expires annually. Renewal requires verification of the member's name, address, telephone number, e-mail address and payment of outstanding monies owed to the Library.
- Membership is suspended when fines exceed \$15.00 and will be reinstated when outstanding accounts are reduced below this mark.
- Membership can be suspended for violating library policies.

3. Borrowing

In keeping with the Ontario Library Association's *Children's Rights in the Public Library*, there are no restrictions on the access to material and Internet resources by children. Parents/guardians are responsible for the selection, usage and safe return of library resources.

Loan Period

- The loan period for most materials is three weeks. See the *Fines and Fees Schedule* for a breakdown of loan periods by material type.
- The total number of items allowed on loan to any one person is determined by the *Fines and Fees Schedule*.
- The number of items of a specific format or subject available for loan may be limited if there is high demand.
- Audio-visual materials that are classified 18A (Suitable for people 18 years of age or older) or R (Restricted to 18 years of age or older) by the Ontario Film Ratings Board Rating System or the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age is required.

Renewals

- Most materials may be renewed. See the ***Fines and Fees Schedule*** for more information.
- Items on hold for other members cannot be renewed.
- Renewals may be made in person or by catalogue access, either in-house or remotely.
- Members must have less than \$15.00 in overdue fines or charges to renew materials.

Hold

- All circulating materials may have a hold placed on them.
- Items may be placed on hold in person or by catalogue access, either in-house or remotely.
- When the item becomes available, the member will be notified and asked to pick up the item.
- Items will be held for seven calendar days except for digital downloads which are held for three calendar days.

Return of Material

- All SDG Library materials may be returned to any of its branches
- Materials borrowed may be returned to the library at the circulation desk or in the drop-box when the library is closed.
- Members are required to return materials on or before the due date

Circulation Records

- Library circulation and membership records will be used in accordance with the ***Access to Information and Protection of Privacy Policy 2009-06***.

4. Charges

Damaged/Lost Items

- The SDG Library will charge replacement costs for items which are declared damaged or lost.
- The replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item.
- It may not be possible or desirable to replace a specific item with an identical one. Replacement of the item will be left to the discretion of the Director of Library Services in keeping with the Library's Collection Development Policy.

Overdues and Fines

- Overdue notices are generated at regular intervals past the due date, with a final bill issued for materials not returned.
- The Board establishes fines as a deterrent to the late return of material.
- Fines may be waived for unusual or serious circumstances.

**SCHEDULE A – Acceptable Identification to Verify Name and Address for
Membership Registration**

Documents are used to verify name and address only.

A valid Ontario Driver’s License is acceptable as a single document. In all other cases two pieces of identification, one from each category below is required.

Acceptable Identification	Acceptable Proof of Address
Health card with photo	Any benefit statement issued by the Government of Canada
Citizenship card	Bank account statement
Passport	Utility bill (telephone, hydro, water, gas, cable TV)
Student ID card	Motor Vehicle Permit
OAS (senior’s card)	Mortgage, rental or lease agreement
Employer-issued photo id card	Property tax assessment or bill
BYID (from the LCBO)	Insurance policy (property, auto, life)
Firearms card	Employer record (pay stub or letter from employer)
Native status card	Secondary school, college, or university report card or transcript
	Void cheque showing name, address and telephone number
	Addressed envelope cancelled by the Post Office