

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-04
Policy Title: Circulation	Policy Approval Date: 05/12/20
Chairperson: V. Duke	Policy Review Date: 05/24

Intent:

The Muskoka Lakes Public Library (herein after referred to as the Library) makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections.

Regulations:

The Library 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, c. P44.

Procedures:

Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the library.
2. User membership will be granted to individuals, including children, in accordance with the Library's User Membership Policy OPCIRC-05.
3. Only users of the library in good standing will be allowed to borrow library materials.
4. Materials may be borrowed by either presenting their library card or valid identification.
5. Personal information collected will be subject to the Library's Policy Protection of Privacy, Access to Information & Electronic messages under CASL – OP-03

Section 2: Conditions of Membership and Card Use

1. User membership is not transferable to other individuals.
2. Users will be issued a library card without charge.



3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
4. The card is the property of the Library and must be returned on request.
5. Lost or theft of a card must be reported immediately; users are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported immediately.
7. Renewal requires verification of the user's name, address, telephone number and payment of outstanding monies owed to the library.
8. User membership can be suspended for violating library policies, in accordance with the Library's Code of Conduct OP-01.

Section 3: Borrowing

1. Loans
 - a) a standard loan period of three weeks exists for materials borrowed, except for new books, videos, DVD's and those items requested by other users
 - b) special collections, reference works, local history materials and newspapers are not available for loan
 - c) the total number of items on loan to any one member will not exceed 25
2. Renewals
 - a) library items may be renewed in person, by telephone or by catalogue access in the library or remotely
 - b) items on reserve for other users cannot be renewed
3. Holds/Reserves
 - a) library items may be reserved in person, by telephone, or by catalogue access in the library or remotely
 - b) when the item becomes available, the user will be notified and asked to pick-up the item
 - c) requested items will be held for 3 days.
4. Returns
 - a) materials borrowed may be returned to the library at the circulation desk or in the drop-box
 - b) users are required to return materials on or before the due date
5. Circulation Records

- a) library circulation and user records will be used in accordance with Library Policies – Protection of Privacy, Access to Information & Electronic messages under CASL OP-03 and User Records OP-02

Section 4: Charges

1. Damaged/Lost Items
 - a) the Library will charge for lost or damaged items in accordance with the Library's fee schedule – OP-13

Section 5: Limitation of Liability

The Library will not be held liable for any damage to audio, video or computer equipment or software resulting from the use of Library materials.

Section 6: Interlibrary Loans

1. Where materials and/or information are not available from the Library, interlibrary loan service may be offered to users with a valid Library membership.
2. The Library provides interlibrary loan service at no charge.
3. Interlibrary loans are subject to the rules, regulations and policy as established by the governing Provincial agency *the Ontario Library Service (OLS)*.
4. Individual libraries set their own unique lending policies for CDs, DVDs, books on CD and rare titles. In some instances these items are not available for loan.
5. Loan periods for all interlibrary loan materials are set by the lending library.
6. Renewals for interlibrary loan materials will not be processed unless Library users contact the Library and ask for a renewal three (3) operational days prior to the original date due.
7. When interlibrary loan materials are received at the Library, the requester will be notified.
8. Items will be held at the Library until the items' due date.
9. If a college or university library provides interlibrary loans there is a service fee. Library users must assume this cost before the Inter-Library loan is approved.

Related Documents:

MLPL OP-01 – User Code of Conduct

MLPL OP-02 – User Records

MLPL OP-03 - Protection of Privacy, Access to Information & Electronic messages under CASL

MLPL OP-05 - User Membership

MLPL OP-13 – Fee Schedule

