

Circulation Policy 2012



Pelham Public Library Circulation of Materials Policy

Scope: circulation parameters, limitations on borrowing and patron information rights

Policy Revision Approval Date: March 2004

Replaces: User Policy, Section 4: Conditions of Membership and Use, last revision March 1997

Revision Date(s): Fines and Fees to be reviewed annually by the Library Board

1. **Purpose of the Policy:** The purpose of the Pelham Public Library Circulation Policy is to set the parameters for the borrowing of materials by the public and the collection and use of personal information. This replaces the Public Library User Policy, 1997.

2. **Scope:** The circulation policy addresses all users, staff and patrons of the Pelham Public Library. This policy addresses circulation parameters such as loan periods, fines, limitations on borrowing and the rights of patrons with regard to use of their information.

3. Conditions of Membership

a) Permanent residents of the Town of Pelham, or those who pay any form of taxes within the municipality are eligible for free membership and use of the services the Pelham Public Library offers.

b) Non Residential/Taxpaying Users or Temporary Residents may join the Library upon paying a fee of \$ 20.00 per household. For non-taxpayers, the fee must be paid annually upon card renewal.

c) All categories of card-holder must present acceptable proof of permanent address. This may include a driver's license, new format Ontario Health Care card, utility bill, personal cheque, student card or piece of mail with the new, or in the case of temporary card-holders, the permanent address.

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

e) It is assumed that by obtaining a library card, the holder will abide by the policies established by the Pelham 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 your library card every time material is borrowed
- Using only the library card issued to you
- Understand you are responsible for materials should you loan out your card

Not fulfilling the above responsibilities may result in suspension of patron privileges.

4. Borrowing Privileges
Circulation Fees/Fines 2009

ITEM	LOAN PERIOD	RENEWALS	RESERVES & HOLDS	DAILY OVERDUE FINES	MAXIMUM FINE/ITEM
High-Demand Adult Fic/nonfiction	7 days	1	Yes	\$0.50	\$5.00
Juvenile Videos & DVDs	7 days	1	Yes	\$0.50	\$5.00
Videos, DVDs, CD-ROMs	7 days	1	Yes	\$0.50	\$ 5.00
Holiday & Seasonal books	7 days	1	Yes	\$0.25	\$ 5.00
J CD-ROMs	7days	1	Yes	\$0.20	\$5.00
Magazines	7 days	1	Yes	\$0.25	\$2.50
Adult Books	21 days	1	Yes	\$0.20	\$5.00
Audio, music and CD books	21 days	1	Yes	\$0.20	\$5.00
Juvenile Materials	21 days	1	Yes	\$0.10	\$5.00
Reference	No unless with	permission of	CEO/Assistant	CEO	
ILLO	Set by lending library	Only with lender OK	No	\$1.00	\$20.00

4.1 Patron Group Privileges

In accordance with our Materials Selection Policy section 8.12, all patrons have access to all materials, with the exception of movies/series which are rated “Restricted” by reviewing agencies. Those may only be borrowed by patrons with identification proving they are over age 17. Staff cannot act in place of parents nor do we do in-house classification of movies/productions.

4.2. Limits

There are no limits on the number of adult or juvenile items any patron borrows. The exception is Juvenile seasonal materials and known project/class materials, which are limited to three books and one AV item per card.

Class blocks - No exemptions to the limits are made for educators borrowing for class assignments without prior permission from the C.E.O. If permission is given, the cardholder is responsible for loss or damage to materials.

5. Privacy Statement

The Pelham Public Library abides by the Municipal Freedom of Information and Protection of Privacy Act. For the purposes of fulfilling its mandate to make materials available, keeping necessary records, planning purposes and ensuring the libraries' (taxpayers') resources are safeguarded the Pelham Public Library collects and utilizes personal information such as, but not limited to, the address and age of our cardholders and staff. This and other information such as circulation records will not be sold or given to other institutions or individuals without patron consent or intentionally made available to other patrons.

6. Cooperation with Authorities:

In accordance with various Acts and Regulations both federally and provincially, the Pelham Public Library administration will provide patron information to authorities. A warrant or other type of court order must be presented to the C.E.O. for the release of this information.

7. Review:

Fines and Fees shall be reviewed annually by the Pelham Public Library Board, and are considered to be levied under the Public Libraries Act. The Circulation Policy should be reviewed every three years or as circumstances warrant.

Approved: March 10, 2004

Revised: 2005, 2006, 2007, 2008, 2009, 2010, 2011

2006 Addendum to Circulation Policy: Equipment, Room Rental and Services Fees

1. Equipment Rental

1. LCD Projector - use restricted to by permission.

2. Photocopier:

The photocopier is available to the public at a cost per copy determined by the Library Board. The Library Board and staff accept no responsibility for material photocopied under the terms of the Copyright Act. Copyright regulations are clearly marked beside the photocopier. Staff may inform a patron they are in violation of copyright but it is the patron's decision as to whether they will continue the transaction. The primary purpose of the photocopier is to provide a service on a limited recovery basis.

Charges: 15 cents per copy, July 1, 2011

over 50 copies - 12 cents per copy

over 100 copies - 10 cents per copy

over 400 copies (one-time/cumulative) - 9 cents per copy

3. Fax

To send : Base \$1.00 - each page

Additional out of the 905 area code - long distance charges of 50c. per minute inside North America and \$1.00 per minute for an international fax transmission

To receive: \$1.00 - each page

4. Computer Printout

25 cents per page

5. Colour Photocopies: \$1 per page, unsuccessful trial copies 50c each. Staff duty, no public access.(not yet available)

6. Room Rental Charges:

Not for Profit Groups - \$30 up to four hours, \$60 full day

Commercial Rate: \$50 - up to four hours, \$100 per day

Rental is available until 10 p.m. weeknights and Saturday. The Library Festival room/Library may be rented or used on Sundays only by the Pelham Art Club or Pelham Art Festival; Pelham Public Library staff for library events and Town staff. Town committees are not permitted to rent Sunday.

7. Staff rates: Copier - 5 cents per page, Computer Printout: 10 cents per page, Colour photocopies 50 c. Base Fax: 50 cents local or Ontario unlimited, 50 cents per page long-distance out-of-province or international, long-distance calls \$1 per call under 10 minutes; \$2 per call over 10 minutes. Use must be strictly personal: Staff are not permitted to use staff rates for anything such as volunteer work for other organizations.