

	POLICY: Circulation		POLICY NO.: OP - 01
	CATEGORY: Operational	LAST REVIEW/ REVISION DATE: May 2026	SCHEDULED REVIEW DATE: May 2028

1. Purpose

King Township Public Library (KTPL) makes materials widely available to the community, in an equitable manner, in order to maximize the use of its collections. The 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 (PLA)*, Revised Statutes of Ontario (R.S.O.), 1990, c. P.44. For the purpose of this document, the term member and Library Members will be used interchangeably.

2. Library Membership

1. Individuals may use library spaces, collections, and services within the library without registering as a member. Registration as a Library Member is required to borrow materials and for access to some digital services for use outside the library.
2. Membership is free for anyone who lives, works, attends school, or owns property in the Township of King, with acceptable identification showing full name, photo, and current address. Free membership is extended to residents of municipalities with reciprocal borrowing agreements (Appendix A). Individuals who work or attend school in York Region but do not live within it are eligible with proof of employment or enrollment.
3. Library Members are responsible for all materials borrowed using their account. Creating a library account signifies acceptance of all KTPL rules, regulations, and policies. Library Members (or parents/guardians for those under 18) are responsible for all fees, damage charges, and lost materials. Changes to personal information and lost or stolen cards must be reported immediately. Membership cards are not transferable.
4. Junior Membership: Children ages 13 and under may register with a parent or guardian who accepts responsibility for the child's borrowing. Young adults ages 14–17 may register with acceptable photo ID and proof of address.
5. A Library Member's library card expires every two years. At the time of renewal, the member's name, address, email address (if applicable), and telephone number (if applicable) must be verified by KTPL Staff. Library Members living outside York Region must renew their membership in person.
6. Membership may be suspended for violating any library policy.



7. Eligible individuals may apply online for an eLibrary card, which provides access to most digital services. eLibrary cards may be upgraded in-branch to full membership for borrowing physical materials.
8. Personal information collected and used will be subject to KTPL policy *OP-02: Privacy, Access to Information and Electronic Messaging*.

3. Library Card Use

1. A valid KTPL card or other acceptable identification must be presented each time materials are borrowed.
2. Library cards are not transferable.
3. An individual is entitled to only one library membership.
4. A lost or stolen library card must be reported immediately. Library Members are responsible for any materials borrowed on their cards until the loss or theft is reported.
5. Changes in personal information, such as name, address, email, or telephone number, must be reported as soon as possible.
6. Only Library Members in good standing will be allowed to borrow library materials. Borrowing privileges are suspended when the amount of fees owing or the number of overdue materials has exceeded prescribed limits. See Schedule A – Loan Periods.

4. Borrowing

1. Loans:
 - a. A standard loan period of three weeks exists for most material types, except those materials for which special loan periods have been established. See Schedule A – Loan Periods.
 - b. Some material may be restricted to in-library use only.
 - c. The Library establishes and reviews annually the maximum number of materials that may be checked out on a card at one time.
 - d. The Library reserves the right to limit the number of items borrowed by a Library Member from a particular collection or subject as is necessary to meet local demand.
 - e. Materials on loan are not transferrable under any circumstances.
 - f. A Library Member (and their intended transferee) must complete a proxy form in order for said transferee to borrow books on behalf of said Library Member.



2. Holds:

- a. Library material may be placed on hold in-person, by telephone, or online.
- b. Some material is not eligible for holds. See Schedule A – Loan Periods.
- c. When the material becomes available, Library Members will be notified by telephone or email.
- d. Holds will be available for pick-up for a period of 7 calendar days, after which time the hold will be removed.

3. Renewals:

- a. Library material may be renewed in-person, by telephone, or online. The new loan period starts on the day the material is renewed, not the original due date.
- b. Material that is not on hold will be automatically renewed twice.
- c. Material on hold for another member may not be renewed.
- d. Some material may not be eligible for renewals and limits vary. See Schedule A – Loan Periods.

4. Returns:

- a. Most borrowed library material may be returned to any KTPL branch.
- b. Exceptions to the above may exist for some unique collections and will be noted in the material's catalogue record.
- c. As a courtesy, KTPL offers email notification reminders to Members regarding material coming due.
- d. It is the responsibility of the Library Member to ensure that materials are returned on time, so they are available to others, whether or not the courtesy email notification was received.
- e. Library Members are required to return materials on or before 11:59 pm on the due date.

5. Charge History:

- a. Library circulation and membership records will be used in accordance with KTPL policy *OP-2 Privacy, Access to Information and Electronic Messaging*.
- b. The Library will never disclose personal information related to a visitor or Library Member to any third party without first obtaining consent to do so, subject to certain



exemptions as provided in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Disclosure is permitted in some situations but must be done under the authority of the KTPL CEO or their designate, including, but not limited to, the following:

- i. Disclosure to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result (s. 32(g)).
 - ii. Disclosure under compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased (s. 32(i)).
 - iii. Disclosure of personal information to a parent or guardian of a person up to sixteen (16) years of age who exercises the right of access to the child's personal information in the member or circulation databases (s. 54(c)).
- c. Borrowing activity is retained in the Library database as long as the circulation record indicates that material remains on loan, outstanding fees remain unpaid, or at the explicit request of a member who wishes to retain a record of their borrowing history.

5. Fees and Charges

In accordance with *PLA*, s.23 (3 & 4) the Library Board reserves the right to impose fees and charges for certain services including charges for materials that are damaged or lost.

1. Damaged and Lost Material:

- a. Library Members shall report damaged or lost material at the earliest possible opportunity.
- b. Material more than six weeks overdue will be assumed lost.
- c. KTPL will charge full replacement costs for all damaged or lost material, including electronic equipment and other non-traditional material types. If lost material is returned, the charge will be automatically removed once checked in.
- d. A non-refundable processing fee will be added to the replacement cost for all damaged or lost material. See Schedule B – Service Fees & Charges.
- e. Replacement copies in lieu of payment are not accepted.
- f. Replacement of material will be left to the discretion of the CEO or their designate.
- g. Refunds for lost materials may be issued within 3 months of initial payment upon presentation of the material and the receipt for payment.



2. Interlibrary Loans (ILLO):

- a. KTPL does not charge Library Members for ILLO services unless charged by the lending institutions, in which case the charge will be passed on to the Library Member.
- b. Materials from other library systems are subject to loan conditions specified by the lending library.
- c. Library Members will be contacted when ILLOs are overdue and will no longer be eligible for due date extensions after two phone calls. If a Library Member establishes a pattern of returning their ILLOS late, they will be banned from ILLO for six months.

6. Requests for Accommodation

Notwithstanding the above, in accordance with the *PLA* s. 15(2), any special or extraordinary circumstances will be reviewed by the KTPL CEO or their designate, in order to ensure the Circulation Policy is equitably administered in support of the strategic direction, vision and mission set by the Library Board.

Related Documents:

OP-02: Privacy, Access to Information & Electronic Messaging

Public Libraries Act (PLA), R.S.O. 1990, c. P.44

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56

ORIGINAL DATE ADOPTED:	Prior to 2000	ORIGINAL MOTION NUMBER:	Unknown
DATE AMENDED:	April 22, 2014	MOTION NUMBER:	2014-4-05
DATE AMENDED:	May 15, 2018	MOTION NUMBER:	2018-5-05
DATE AMENDED:	April 19, 2022	MOTION NUMBER:	2022-04-05
DATE AMENDED:	May 19, 2026	MOTION NUMBER:	2026-05-06



Appendix A – List of Libraries with Reciprocal Borrowing Agreements

- Aurora
- Bradford-West Gwillimbury
- Caledon
- East Gwillimbury
- Georgina
- Markham
- Newmarket
- New Tecumseth
- Richmond Hill
- Vaughan
- Whitchurch-Stouffville



Schedule A – Loan Periods

Material Type	Loan Period	Renewal Available	Hold Available
Books, Magazines and Talking Books	21 days	Yes- 2 renewals	Yes
DVDs, Video Games* and specialized collections as marked on material	7 days	Yes- 2 renewals	Yes
Experience Passes Failure to return the pass on the due date will result in a borrowing block on any experience passes for the remainder of the calendar year	7 to 10 days (Determined by partners)	No	No
Out of the Box Items	21 days	Yes- 2 renewals	Yes
Reference	In-house use only	No	No
Digital Content	Determined by vendor	Determined by vendor	Determined by vendor
Interlibrary Loans	Determined by Lending Library	Determined by Lending Library	No

Please note: Cards will be suspended when the number of overdue items reaches 10 or the amount of fees owing reaches \$100. These cards are no longer considered in good standing.



Schedule B – Service Fees & Charges

Services	Fee
Replacement of damaged or lost material	Replacement cost + \$5.00 processing
NSF Cheques	\$50
Garbage Bag Tags	See current King Township Waste Collection Calendar
Printing and Photocopying	
Black & White - letter & legal sized paper	15¢/side
Black & White - 11" x 17" sized paper	20¢/side
Colour - letter & legal sized paper	50¢/side
Colour - 11" x 17" sized paper	70¢/side
Fax confirmation printout	15¢/side

