

	POLICY : <b>Circulation</b>		POLICY : <b>OP - 01</b>
	CATEGORY: <b>Operational</b>	LAST REVIEW/ REVISION DATE: May 15, 2018	SCHEDULED REVIEW DATE: May 2022

The King Township Public Library (KTPL) Board makes materials widely available to the community, in an equitable manner, in order to maximize the use of 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 (RSO), 1990, c. P.44.

### Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the Library.
2. Membership is free to those that live, work, own property or attend an educational institution within the Township of King.
3. Membership will be granted to individuals when they provide valid identification confirming the criteria listed above in item #2, by showing a document bearing their full name, current address and a photo. An up-to-date telephone number must also be provided. See Schedule B for acceptable forms of documentation.
4. Children age 13 and under must register for membership accompanied by a parent or guardian who presents identification with name and current address, and signs off, indicating they accept responsibility for the child’s selection, use and return of all materials as well as any fines accumulated, and fees incurred due to damages to material and lost items. Alternatively, children who visit the library with their educational institution and wish to register for membership will be supplied a membership form for their parent or guardian to complete and sign, confirming they assume responsibility for their child as detailed above.
5. Young adults, ages 14 – 17, will be granted membership upon presentation of the proper identification. Parents and/or guardians are responsible for all fines, damages and lost items for their children and/or dependents until they are 18 years of age.
6. Membership will also be extended to all residents of York Region and other neighboring municipalities where the Library Boards have entered into Reciprocal Borrowing agreements. See Schedule A for a current list of library systems. Once it has been ascertained the resident is eligible for free membership, a KTPL Card will be issued upon presentation of the proper identification. See Schedule B for acceptable forms of documentation.
7. Signing the library card signifies acceptance of and adherence to all the rules, regulations and policies of the Library. The signatory is responsible for all fines, damages and lost items.



8. Only members *in good standing*, as described in Section 2 #8 below, will be allowed to borrow library material.
9. A valid KTPL card or other acceptable form of ID must be presented each time materials are borrowed. See Schedule B for acceptable forms of identification.
10. Personal information collected will be subject to the KTPL policy on ***Confidentiality & the Protection of Privacy OP-02***.

## Section 2: Conditions of Membership and Card Use

1. Library cards are not transferable.
2. An individual is entitled to only one library card.
3. Lost or damaged cards will be replaced for a fee. See Schedule C for service fees and charges.
4. The card is the property of the Library and must be returned upon request.
5. A lost or stolen card must be reported immediately; members are responsible for any materials borrowed on their cards until the loss or theft is reported.
6. Change of address, name or telephone number must be reported as soon as possible.
7. Membership expires biennially. Renewal requires verification of the member's name, address, telephone number and payment of any outstanding monies owed to the library.
8. Borrowing privileges are suspended when fines exceed \$30 for adult or young adult material and \$10 for children's material. Privileges will also be suspended when a member has more than 10 items overdue. Those whose borrowing privileges have been revoked are no longer considered *in good standing*. See Schedule E for all overdue fines.
9. Membership can be suspended for violating any library policy.
10. Some institutions within the Township may be eligible for membership. If they qualify, they will be issued library cards in the name of the institution. The institution must supply the name of a point person to serve as the main contact for library business. The institution will assume responsibility for the behavior of their members and all the fines and charges related to the use of its library card.
11. KTPL offers Homebound Delivery Service free of charge to qualified King Township residents. Qualifications include those who are temporarily or permanently confined to their homes and unable to visit the Library due to mobility problems, disability, injury or illness.



## Section 3: 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 D for details on loan periods;
- b) Reference works, local history material and newspapers are not available for loan;
- c) The total number of items on loan to any one member will not exceed 100 items;
- d) The number of items that may be borrowed on a particular subject is limited to three. This limit may be altered at the discretion of the Chief Executive Officer (CEO) or his/her designates;
- e) The Library reserves the right to limit the number of DVDs as is necessary;
- f) KTPL abides by the Canadian Home Video Rating System and enforces the following classifications: PG, PG13, 14A, R and 18A. Proof of age may be required and borrowing will be restricted accordingly;
- g) Loan periods for members registered in KTPL's Homebound Service are six weeks;
- h) Interlibrary loan is made available to registered members of KTPL and to external libraries upon request;
- i) Loan periods for interlibrary loan items are six weeks, unless otherwise specified by the lending library.
- j) Items on loan are not transferrable between patrons

### 2. Renewals:

- a) Library material may be renewed in person, by telephone or online. See Schedule D for renewal options;
- b) Items eligible for renewal may be renewed twice. See Schedule D for renewal options;
- c) Items on hold for another member may not be renewed;
- d) Express books, new arrival DVDs and other non-traditional item types (e.g. the Out-of-the-Box Collection) may not be renewed.

### 3. Holds:

- a) Library items may be placed on hold in person, by telephone or online;
- b) No holds can be placed on reference materials, local history items, Express books, new arrival DVDs or and other non-traditional item types (e.g. the Out-of-the-Box Collection);
- c) When the item becomes available, members will be notified and have the choice of telephone or email notification;
- d) Hold items will be available for pick-up for a period of 7 calendar days, and may count against the circulation period.



#### 4. Returns:

- a) Most borrowed library items may be returned to the circulation desks or placed in the drop-boxes of any KTPL branch;
- b) Exceptions to the above include:
  - i. New arrival DVDs – must be returned directly to the branch from which it was borrowed to the circulation desk or placed in the drop-box
  - ii. Electronic equipment and/or other non-traditional item types (e.g. the Out-of-the-Box Collection) must be returned directly to a staff member at the branch from which it was borrowed; due to the nature of the items they cannot be returned through a drop-box
- c) Members are required to return materials on or before the due date.

#### 5. Circulation Records:

- a) Library circulation and membership records will be used in accordance with ***Confidentiality & the Protection of Privacy Policy P-02***.
- b) The Library *will not* disclose personal information related to a visitor or library user to any third party without obtaining consent to do so, subject to certain exemptions as provided in section 32 of *MFIPPA*. Disclosure is permitted in some situations, including the following:
  - i. The Library will disclose 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 user or circulation databases;
  - ii. Subsection (g), 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;
  - iii. 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.
- c) Borrowing activity is retained in the user database as long as the circulation record indicates that an item remains on loan, outstanding fees remain unpaid or at the explicit request of a user who wishes to retain a record of their borrowing history.

#### Section 4: Charges

1. In accordance with ***PLA***, s.23 (3 & 4) the Library Board reserves the right to impose fees and fines for certain services including charges for materials returned late, damaged or lost.
2. **Damaged and Lost Material**
  - a) 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 to acquire, catalogue and process items that have been damaged or lost;
  - d) Actual replacement costs will be charged for all damaged and lost electronic equipment and other non-traditional item types (e.g. the Out-of-the-Box Collection);



- e) A non-refundable \$5.00 processing fee will be added to the replacement cost for all damaged or lost material. See schedule C for fees related to damaged and/or lost material; replacement of an item will be left to the discretion of the CEO or their designate; in some cases, it may not be possible to replace a specific item with an identical one;
- f) Replacement copies in lieu of payment are not accepted;
- g) Refunds for lost material may be issued within 6 months of initial payment upon presentation of the item and the receipt for payment.

**3. Overdues and Fines**

- a) Fines are levied as a deterrent to the late return of material and are charged to all registered borrowers with the exception of employees of KTPL for the duration of their employment;
- b) As a courtesy, KTPL offers email notification reminders to users regarding material coming due. Users are responsible for returning material on the due date whether or not email notification has been received;
- c) Fines may be waived for unusual or serious circumstances at the discretion of the CEO or his/her designates;
- d) See schedule E for all overdue fines.

**4. Inter library loans (ILLO)**

- a) KTPL does not charge users for ILLO services unless charged by the lending institutions, in which case the charge will be passed on to the user.

**Related Documents:**

*OP-02 Confidentiality & the Protection of Privacy*

*OP-06 Resource Sharing*

*BL-05 Meetings of the Board*

*PLA, R.S.O. 1990, c. P.44*

<b>ORIGINAL DATE ADOPTED:</b>	Prior to 2000	<b>ORIGINAL MOTION NUMBER:</b>	Unknown – was Administrative Policy
<b>DATE(S) AMENDED:</b>	April 22, 2014 May 15, 2018	<b>MOTION NUMBER(S):</b>	2014-4-05 2018-5-05



**Schedule A – List of Libraries with Reciprocal Borrowing Agreements in good standing**

<b>Current Reciprocal Borrowing Agreements</b>
<ul style="list-style-type: none"> <li>• Aurora</li> <li>• Bradford/West Gwillimbury</li> <li>• Caledon</li> <li>• East Gwillimbury</li> <li>• Georgina</li> <li>• Markham</li> <li>• Newmarket</li> <li>• New Tecumseth</li> <li>• Richmond Hill</li> <li>• Vaughan</li> <li>• Whitchurch-Stouffville</li> </ul>

**Schedule B – Acceptable identification to verify name and address for membership registration**

<p>A valid <b>Ontario Driver’s License</b> OR an <b>Ontario Photo Card</b> are acceptable as a single source documents. In other cases, proof of identification (photo) and current address are BOTH required.</p>	
<b>Acceptable Identification</b>	<b>Acceptable Proof of Address</b>
<ul style="list-style-type: none"> <li>• Citizenship card</li> <li>• Passport</li> <li>• Student ID card</li> <li>• OAS (senior’s card)</li> <li>• Employer-issued photo ID card</li> <li>• BYID (from the LCBO)</li> <li>• Health card with photo*</li> </ul> <p>*Must be presented voluntarily</p>	<ul style="list-style-type: none"> <li>• Any Benefit Statement issued by the Government of Canada</li> <li>• Bank account statement</li> <li>• Utility bill (telephone, hydro, water, gas, cable TV)</li> <li>• Motor Vehicle Permit</li> <li>• Mortgage, rental or lease agreement</li> <li>• Property tax assessment or bill</li> <li>• Insurance policy (property, auto, life)</li> <li>• Employer record (pay stub or letter from employer)</li> <li>• Secondary school, college or university report card or transcript</li> </ul>



**Schedule C – Service Fees & Charges**

<b>Services</b>	<b>Fee</b>
Replacement library card	\$3.00
Replacement barcode	\$1.00
Replacement of lost or damaged material	Replacement cost + \$5.00 processing
Processing fees for lost or damaged material	\$5.00
Printing B&W - letter & legal sized paper	.20¢/side
Printing B&W - 11" x 17" sized paper	.25¢/side
Printing Colour - letter & legal sized paper	\$1.00/side
Printing Colour - 11" x 17" sized paper	\$2.00/side
Photocopying B&W - letter & legal sized paper	.20¢/side
Photocopying B&W - 11" x 17" sized paper	.25¢/side
Photocopying Colour - letter & legal sized paper	\$1.00/side
Photocopying Colour - 11" x 17" sized paper	\$2.00/side
Faxing: sending and receiving	.50¢/transaction + long distance*
Fax confirmation printout	.20¢
* Long distance – Canada and the U.S.	.10¢
* Long distance – International	Standard long distance rates apply
Scan to email	.50¢/transaction
NSF Cheques	\$40
Digital Projector	\$10.00/day
Overhead Projector	\$10.00/day
Projection Screen	\$5.00/day



Services Continued	Fee
Replacement library card	\$3.00
Garbage Bag Tags	See current King Township Waste Collection Calendar
Programs – variety for all ages	Nominal fees and/or cost recovery
Proctoring/Invigilation Services	TBD
Book sale - Hardcover	\$1.00 each or 6 for \$5.00
Book sale - Paperbacks	.50¢ each or 5 for \$2.00
Book sale - Magazines	.25¢ each
Book sale – Movies, Music CDS & Audiobooks	\$1.00 each

#### Schedule D - Loan Periods\*

Loan Period	Material Type	Renewal Options
1 day	New arrival DVDs	No
7 days	Express Books (current bestsellers)	No
7 days	DVDs, Video Games, Electronics & Out-of-the-Box Collection items**	Yes - Once
21 days	Books, Magazines, Special Loan DVD Series***, Music CDs, Audiobooks (incl. Playaways) Specialty Kits, Pedometers	Yes - Twice
6 weeks	Homebound items, Interlibrary loans****	Yes – Once Yes – For 2 weeks only
Vary by Vendor	Digital downloads: eBooks, eAudiobooks, eZines	No, but can download again
<p>*Special Loan periods can be arranged at the discretion of the Chief Executive Officer and his/her designates.</p> <p>**Non-traditional formats including, but not limited to, Robotics, Wi-Fi Hotspots, Binge Boxes, Blood Pressure Monitors, Telescopes, Art Easels, Early Literacy Backpacks, etc.</p> <p>***Pre-packaged in multiple seasons</p> <p>****Unless otherwise specified by the lending library.</p>		





**Schedule E - Fines**

<b>Type:</b>	<b>Fines/Day</b>	<b>Max Fine/Item</b>
New Arrival DVDs	\$2.00	\$16.00
1 Week DVDs & Video Games	\$2/Week	\$16.00
Express Books	\$1.00	\$14.00
Out-of-the-Box Collection & Electronics	\$5.00/Day	\$30.00
Adult Books, Audiobooks, CDs, Magazines, ILLO Material & Pedometers	.20¢	\$5.00
Juvenile Books, Audiobooks, CDs, Magazines & Kits	.05¢	\$1.50
In-house Lending: Tablets & Laptops	\$2/hr	No Maximum

**Schedule F – KTPL Promotional Items**

<b>Item:</b>	<b>Cost</b>
Large Canvas Book Bag	\$12.50
Reusable Small Tote	\$4.50
Portable Battery Charger	\$20.00
Smartphone Wallet & Stand	\$3.00
Multi-Purpose Cleaning Cloth	\$3.00
Bandage Dispenser	\$2.50
Air Vent Clip	\$7.50
USB Wall Charger	\$10.00
Ear Buds	\$5.00
USB Keys	\$7.50
DVDs	\$1.00

