



Circulation Policy

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General

The Bradford West Gwillimbury Public Library is committed to providing equitable and fair use of the library’s collections. The Library maintains a set of conditions to protect these collections in a manner that is consistent with the principles of financial management, the Library’s responsibility to its stakeholders and The Public Libraries Act (R.S.O. 1990, cP.44, section 23), which permits the Library to impose fees and make rules. This policy sets forth the conditions for eligibility and use of a Library card, including borrower privileges, responsibilities and restrictions.

Eligibility

Any person, who lives, works, attends school, or who owns property in the municipality of Bradford West Gwillimbury is eligible to obtain a Library card. Individuals living outside of these boundaries may purchase a non-refundable yearly membership set out in the Library Fee Schedule.

Membership

1. In order to borrow Library material, access many of the Library’s electronic resources, receive some Library services, or attend specific programs, users must have a valid membership and be in good standing with the Bradford West Gwillimbury Public Library.
2. To obtain a Library card, all applicants, or their legal guardians, must present valid identification and proof of current address. In addition, those applicants who do not live in the municipality, but work, attend school, or own property here must also provide proof of employment, school attendance or property ownership. Applicants living in communities with reciprocal borrowing also present valid identification and proof of current address.
3. A parent or legal guardian must register children 13 (thirteen) years of age and under, sign the child’s card, and accept responsibility for all material borrowed from the Library.
4. Temporary memberships may be issued to the following:
 - a. An otherwise eligible member, who is temporarily unable to provide proof of current address,
 - b. Children for a school or group tour provided the parent or legal guardian has filled out and signed a registration form,
 - c. Any group of otherwise eligible members, such as clubs, special needs groups, seniors living residence members or any group that the Library staff assert as meeting eligible criteria and who provide signed registration forms.
5. Temporary cards are valid up to 3 (three) months, giving temporary access to the Library’s electronic resources, and allowing the loan of not more than 4 (four) items at a time. Full borrowing privileges will be granted upon verification of current address.





6. An institutional membership may be issued to an establishment, such as a day care center, provided a principle person at that institution accepts responsibility for the material borrowed from the Library.

Membership Categories

1. A juvenile member is an individual from birth up to and including 13 (thirteen) years of age.
2. A young adult member is an individual from 14 (fourteen) years of age up to and including 17 (seventeen) years of age.
3. An adult member is an individual from 18 (eighteen) years of age up to and including 59 (fifty nine) years of age.
4. A senior member is an individual from 60 (sixty) years of age and on.

Conditions and Use of a Library Card

Members must sign their Library card upon registration unless unable to do so due to a disability. In signing the card, the member agrees to abide by the policies of the Bradford West Gwillimbury Public Library.

1. Members are entitled to one Library card only. A charge will be levied to replace a Library card that is lost or damaged. Library cards are the property of the Bradford West Gwillimbury Public Library and must be returned on request.
2. Library cards are transferable. The Library assumes that all transfers were made with the consent of the registered cardholder. The registered cardholder maintains all responsibility for materials borrowed and for charges levied for overdue fines, lost or damaged material.
3. Library cards and accounts can have staff created links set up, provided that both parties consent to the link.
4. Parents or legal guardians can establish a staff created link between their account and a child's account, 13 (thirteen) years old or younger. In doing so, the Library recognizes the parent or guardian as assigning consent for the child. The Library will only create these links upon request.
5. In both cases, the linking of accounts permits access to the consenting users' accounts.
6. In order to borrow materials or access account information a borrower must present either a:
 - a. Valid Library card
 - b. Valid identification
 - c. A digital card or digital copy of their card (including photographs)
7. For the renewal of items and the payment of fines, a full name and corresponding address will constitute as acceptable identification.





8. When requests for personal account information and material renewals are made over the phone a full name and corresponding address will constitute as acceptable identification.
9. Personal account information is also accessible through the public access catalogue with the borrower's Library card and PIN.
10. Loss or theft of a Library card must be reported immediately. Cardholders are responsible for any materials borrowed on their cards until the loss or theft is reported.
11. Cardholders must notify the Library of changes to their email, telephone numbers or address. Cardholders can change their phone number or email through their online accounts, by telephone or in person at the Library. Cardholders must change their address in person, at the Library, and provide proof of their new address.
12. Borrowing privileges are renewable every 3 (three) years provided all fines have been paid, all overdue materials have been returned and the borrower meets membership eligibility. To be eligible for account renewal, a valid Library card must be presented or a new card will be issued at the patron's expense. Cardholders with no change of address must confirm their current address. Cardholders who have a change in address must present valid proof of address.
13. Borrowing privileges will be blocked when:
 - a. Items are checked out and currently overdue.
 - b. Fines reach amounts set out by the Library Fee Schedule.
 - c. Costs for lost or damaged materials, or a combination of both are incurred.
 - d. The membership expires.
 - e. 4 (four) or more items are marked as abnormal returns.

Library Loan Conditions

1. Loan conditions are set by the Library to provide equitable and fair use of all Library resources.
2. Library notices are a courtesy to members. Members are always responsible for and must renew or return borrowed items by their due date.
3. For all loan periods please refer to the Library Loan Schedule.
4. Shorter loan periods for high demand material may be imposed.
5. Under special circumstances individual borrowers may request an extended loan period.
6. Juvenile cards may be subject to loan restrictions.
7. Magazines will be circulated as books except for those identified as reference titles, or the most recent issue of a circulating magazine, unless more than one copy of the most recent issue is available.





8. Canadian National Institute for the Blind material can only be borrowed by or on behalf of a print disabled Library user as defined by CELA (Centre for Equitable Library Access) and the Copyright Act.
9. Certain items and collections are non-circulating and do not leave the Library. Certain items and collections may be checked out for in-house use only and do not leave the Library.
10. Materials from other Library systems are subject to loan conditions specified by the lending library.
11. Card holders are limited to 99 (ninety-nine) items at one time, except for those with temporary memberships who are limited to 4 (four) items at a time.
12. Access to electronic items, such as e-books, e-audio books, and databases is determined based on licensing and/or consortium purchasing agreements.
13. For digital equipment, a user may be required to sign an agreement. A parent or legal guardian must sign for and accept responsibility for digital equipment if the user is under 14 (fourteen) years of age.
14. For laptop lending, see Circulation Policy CIRC-07 Laptop Lending Policy.
15. The Library is not responsible for damage to any equipment, hardware or software incurred during the playback or use of any materials, such as DVDs, Blu-ray, Video Games and digital content or digital items.

Overdue, Lost and Damaged Material

1. Overdue charges will be levied for each day or part of a day that an item is overdue. Charges are set out by the Library Fee Schedule.
2. If material is damaged or lost, the user may be charged the full replacement cost plus a non-refundable administration fee set out in the Library Fee Schedule.
3. It is the responsibility of the user to ensure that materials are returned in the condition in which they were borrowed.
4. The Library reserves the right to determine, and define damage in relation to Library materials and will do so in an effort to provide equitable and fair use of all Library resources.
5. The Bradford West Gwillimbury Public Library will invoice users for any materials not returned or that have been damaged by the borrower.
6. Replacement in kind or substitution for lost or damaged materials is not accepted.





7. The repair cost for damaged materials will be determined by the extent of damage, up to the full replacement cost plus non-refundable administration fee.
8. Reimbursement for lost materials found will be made if the materials are returned along with the original receipt within a 3 (three) month period and in good condition, minus non-refundable administration fee.
9. Inter Library Loan replacement costs are determined by the lending Library, not the Bradford West Gwillimbury Public Library.
10. Accounts exceeding \$35.00 in fees from:
 - a. long-overdue, defined as 8 weeks or more
 - b. damaged items left unsettled for 8 weeks or more
 - c. Any combination for A & B resulting in fees exceeding \$35.00 will be forwarded to a collection agency.
11. A non-refundable, non-negotiable collection agency fee, set out in the Library Fee Schedule, will be applied to all accounts. This must be paid whether or not the items are returned.
12. Damaged material will be held in the Library for the associated patron to review and assume ownership of for the period of 3 (three) months. Following 3 (three) months the Library will dispose of any unclaimed item on the user's behalf. The disposing of any damaged items on a user's behalf does not acquit them of the charges levied against them for the damaged item.

Related Policies and Legislation

Privacy and Safety Policy, P&S-02, Confidentiality of Library Borrower Information
Circulation Policy, CIRC-04, Lost & Damaged Material Policy
Circulation Policy, CIRC-07, Laptop Lending Policy
Circulation Policy, CIRC-02, Reciprocal Borrowing Policy
Programming Policy, PRO-03, Homebound Service Policy
Collection Policy, COL-03, Borrower Request Policy
Library Loan Schedule
Library Fees Schedule

