
Policy Type:	Operational	Policy Number: OP – 05
Policy Title:	Circulation Policy	ARM
Previous versions:	2004	
Last review/revision date:	Feb 23, 2017	Next review due: 2020

OP – 05 Circulation Policy

Purpose:

The circulation policy outlines a framework that governs the equitable sharing of library materials.

It sets:

- Conditions and use of the library card;
- Borrowing privileges, responsibilities and restrictions;
- How fines and fees will be applied

Scope:

This policy applies to all users of the Hanover Public Library (HPL). It covers activities relating to the borrowing and use of library materials and services in accordance with the Public Libraries Act (RSO 1990, c. p 44).

Definitions:

“Circulation” is the lending of all types of material to any HPL member.

“Materials” includes all items in the HPL collection which are available to the public e.g. books, audio visual items, electronic resources.

“Reserve” means to place a request for an item to be put on hold for a member.

“Member” means a person who has been issued a library card. Residents and Non-Residents are able to be members of HPL (see Membership Policy).

“Good standing” means a library member who has a current membership, has no outstanding late, lost or damaged items and owes no fines or fees.

“Interlibrary loan” is the borrowing of materials from other libraries at a member’s request. Special rules and restrictions apply to these types of materials.

Borrowing Policy:

The member’s library card or appropriate identification must be shown each time materials are borrowed.

Members may not allow other people to use their account/cards.

Members are responsible for all materials borrowed on their account.
Membership is not transferrable to other individuals. (See Membership Policy.)
Members are required to return materials on or before the due date.
Members will be charged late fees if materials are not returned on time.
Membership can be suspended for unpaid fines, or a violation of library policies.
Anyone may use HPL materials in the library, without a library membership.
Some materials are restricted to in library use only.
Use of electronic resources by members is subject to vendor agreement and specific licensing requirements.

Loan Periods and Limits:

Loan periods and limits are set to ensure equitable access to HPL materials and collections.
The regular loan period for materials is 21 days unless otherwise specified. (See current circulation rules.)
Loan periods may occasionally be extended at staff discretion for extenuating circumstances.
There is a limit of 10 video items per member account, unless otherwise specified.
The number of items that may be borrowed on a particular subject is limited to 3 if there is a high demand for materials.

Renewals:

HPL materials can be renewed in person, by phone, or online using self-serve account access.
Material that has been requested by another member cannot be renewed.
There is a limit to the number of times a renewal can be granted. Library material that has exceeded the limit must be returned to the library. (See current circulation rules.)

Fines and Overdue Items:

The Library board has established fines as an incentive for prompt return of library materials. Fines are charged for the late return of library materials. No fines are charged for days when the library is closed.
Members are responsible for returning materials on or before the due date. Keeping borrowed materials beyond the due date will result in a fine.
As a courtesy, the library will contact members when their material is overdue.

Lost or Damaged Material:

Members are responsible for all materials while on loan to them.

Members must notify the library at the earliest possible opportunity of any loss or damage to materials in their care.

Fees are charged for damaged, lost and or unreturned materials. Replacement fees include 'as new' purchase cost as assessed by HPL and a processing fee. The processing fee compensates the library for the costs involved in acquiring, cataloguing and processing items to a shelf ready condition. In certain exceptional circumstances, and at staff discretion by arrangement in advance, we may accept a replacement item in lieu of cash payment; however, the processing fee will not be waived.

Failing to return HPL materials will be considered theft of library property at 42 days overdue.

Any customer who damages or fails to return library materials, or fails to pay the cost of any loss or damage, will be subject to suspension of all library privileges, and may be referred to law enforcement.

Privacy of Circulation Records:

Personal information collected will be subject to Hanover Public Library Privacy Policy.

Inactive member records will be purged on a regular basis provided there are no outstanding fines, fees or overdue items.

Interlibrary Loans:

Interlibrary loan is made available to members in good standing. A charge is imposed when an interlibrary loan request is brought in for a member but not picked up.

Materials from other library systems are subject to loan conditions specified by the lending institution.

Fines for late return are higher than for materials owned by HPL.

Interlibrary Loan material cannot be renewed online.

Renewals must be requested in advance of the due date, and are subject to the agreement of the lending library.

Members who lose or damage materials from other libraries will be assessed replacement cost and fees by the lending institution.

Related Documents:

The Public Libraries Act, (R.S.O., 1990 c. p 44)

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

Hanover Public Library, ***Privacy Policy***

Hanover Public Library, ***Membership Policy***

Hanover Public Library, ***Library Fines and Fees Schedule*** (annual)