



The Tyendinaga Township Public Library makes physical and digital library materials widely available to the community, in an equitable manner, to maximize the use of the Library collection. The Tyendinaga Township Public Library 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***. R.S.O. 1990, c. P44.

## **Section 1: Library Membership and Borrowing**

1. No fee will be charged for admission to the library.
2. Any person may be a member of the library with borrowing privileges.
3. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address.
4. Membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to one item on the initial visit and the verification of address will be required for any subsequent loans.
5. Children under the age of 12 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages, or lost items.
6. Only members of the library in good standing will be allowed to borrow library materials.
7. Materials may be borrowed by either presenting the membership card or valid identification. **See Schedule A.**
8. Personal information collected will be subject to the Tyendinaga Township Public Library Policy at ***OP-01 Privacy, Access to Information & Electronic messages under CASL.***

## **Section 2: Conditions of Membership and Card Use**

1. Membership is not transferable to other individuals.
2. Members will be issued a library card without charge.
3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a nominal fee.

4. The library card is the property of the Tyendinaga Township Public Library and must be returned on request.
5. Loss or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported.
7. Membership expires every two years. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
8. Membership and/or borrowing privileges can be suspended for violating library policies.

### **Section 3: Borrowing**

1. Loans
  - a) A standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established.
  - b) Some reference works and local history materials are not available for loan but are available for the public to use within the library.
  - c) The total number of items on loan to any one member will not exceed 50 items.
  - d) The number of items that may be borrowed on a particular subject is limited to 4 if there is a high demand for materials.
  - e) DVD's classified 18A (suitable for people 18 years of age or older) or R (restricted to 18 years or older) by the Canadian Home Video Rating System will not be lent to members under the age of 18.
  - f) All loans are *use-at-own-risk*, Tyendinaga Township Public Library is not responsible for damages that may result from usage of items on loan.
2. Renewals
  - a) Library items may be renewed in person, by telephone or online.
  - b) Items on hold for other members cannot be renewed.
3. Holds/Reserves
  - a) Library items may be reserved in person, by telephone, or online.
  - b) When the item becomes available, the member will be notified and asked to pick-up the item within a 7 day period.
4. Returns
  - a) Physical materials borrowed may be returned to the library at the circulation desk or in the external drop-box.
  - b) 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 ***Privacy, Access to Information & Electronic messages under (OP-01).***

**Section 4: Charges**

1. Damaged/Lost Items

- a) The library will charge replacement costs for items which are overdue by 60 days or for items which are damaged or lost.
- b) The replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item. It may not be possible to replace a specific item with an identical one.
- c) Charges will be applied based on the cost of a substitute item or the current market price of materials when an item is not replaced.
- d) Replacement of the item will be left to the discretion of the Chief Executive Officer or designate, in keeping with the library's collection development policy at ***OP-04 Collection Development Policy.***

2. Overdues and Fines

- a) The Tyendinaga Township Public Library has eliminated overdues and fines