

	Kenora Public Library	Circulation
	Section: Operating	Policy #: OP-02-01
Supersedes: #049-2017, 004-2015, 057-2009	Motion #031-2022	Date: May 25, 2022
	Review schedule: 2 years	Page 1 of 2

The Kenora Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Kenora 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.

Loan Periods:

- The standard loan period for print materials is three weeks from the current date.
- One or two week periods may be set on best-sellers which are in high demand.
- Extended loans may be granted for special circumstances, upon request, and at the discretion of the library staff.
- Patrons are limited to borrowing no more than 4 DVD’s on a membership card at a time from the Kenora Branch or Keewatin Branch.
- Periodicals borrowed from the Kenora Branch have a loan period of 3 weeks, with the exception of the latest issues which are available only for use in the library.
- Periodicals from the Keewatin Branch can be borrowed for a 3 week loan period.
- Loan periods for eBooks and eAudiobooks are established by the vendor and are not controlled by the Kenora Public Library.

Renewals:

- Library materials may be renewed in person, by telephone, email, or remotely through the patron’s online account.
- Materials may be renewed a maximum of three times.
- Materials with a reserve request may not be renewed.
- DVD’s are renewable at the discretion of staff.

Reserves/Holds:

- Library materials may be reserved in person, by telephone, email, or remotely through the patron’s online account.
- When the reserved material becomes available, the member will be notified and asked to pick up the item.
- Reserved materials will be held for 5 days.

Returns

- Materials borrowed may be returned to the library at the circulation desk, or at the indoor and outdoor drop boxes.
- Special procedures may need to be implemented in the case of a viral pandemic.
- Members are required to return materials on or before the due date.

Circulation Records

- Library circulation and membership records will be used in accordance with the Privacy and Confidentiality Policy OP-02-05.

Damaged or Lost Materials

- The library will charge replacement costs plus a processing fee for items which are overdue by 6 weeks for items which are damaged or lost.

Overdue and Fines

- The board establishes fines on various materials as a deterrent to late returns. Fees are established in the Comprehensive List of Fees in the Appendix.
- Fines may be waived for unusual or serious circumstances.
- Children's materials are exempt from overdue fines.

Related Documents:

- Kenora Public Library ***OP-02-05 Privacy and Confidentiality***
- Kenora Public Library ***Comprehensive List of Fees***
- ***Public Libraries Act***. R.S.O. 1990, c. P44.