



Kenora Public Library Board

POLICY

SECTION: Operating	NO: OP-01
TITLE: Circulation	DATE: March 27, 2024
	Next Review Date: March 2028

The Kenora 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 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.

Library Membership and Borrowing

- No fee will be charged for admission to the library.
- Any person may be a member of the library with borrowing privileges.
- No fee for service will be charged to residents of the City of Kenora, or individuals owning property and paying property taxes within the City of Kenora.
- Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address. **See Schedule A for acceptable documentation.**
- Membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to two items until verification of address is provided.
- Children under the age of 16 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.
- Persons residing outside the boundaries of the City of Kenora, and not considered residents according to the criteria above, will be charged an annual non-refundable membership fee for library service. (see **Comprehensive List of Fees**)
- Visitors and seasonal non-residents can apply for a temporary membership to the Kenora Public Library. Temporary members will be expected to provide the library with identification and current address information and pay the non-refundable fee. (see **Comprehensive List of Fees**)
- Only members of the library in good standing will be allowed to borrow library materials.
- Materials may be borrowed by either presenting the membership card or valid identification. **See Schedule A.**

- Personal information collected will be subject to the Kenora Public Library Policy at ***OP-03 Privacy, Access to Information & Electronic messages under CASL.***

Conditions of Membership and Card Use

- Membership is not transferable to other individuals.
- Members will be issued a library card without charge.
- An individual is entitled to only one library card. Lost or damaged cards will be replaced for a nominal fee. (see **Comprehensive List of Fees**)
- The library card is the property of the Kenora Public Library and must be returned on request.
- Lost 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.
- Change of address, name or phone number must be reported immediately.
- Membership expires every year. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library. Members may be asked to provide proof of address at the time of renewal.
- Borrowing privileges may be suspended when fines exceed \$15.00 and will be re-instated when all outstanding accounts are brought below that level.
- Membership and/or borrowing privileges can be suspended at the discretion of the Library CEO for violating library policies.
- Library members have certain responsibilities which must be accepted to ensure the fair and equitable use of the library and its materials. Library members agree to:
 - Be responsible for all materials borrowed on their card
 - Follow the rules, regulations, and policies set by the Kenora Public Library
 - Present their Library card each time an item is borrowed and keep personal information up to date
 - Promptly pay fines, fees, charges that are due to the library

Borrowing

Loans

- a standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. **See Schedule B**
- a standard loan period of one week exists for DVD's borrowed
- reference works, local history materials, and newspapers are not available for loan.
- a limit of four (4) DVD's per card is enforced
- library staff may limit the number of items that can be borrowed in a specific format, or on a specific topic, if there is a high demand for material

Renewals

- library items may be renewed in person, by telephone or online

- library materials may be renewed for three (3) additional lending periods if the item is not on hold for another patron
- items on hold for other members cannot be renewed
- new release DVD's that are in high demand cannot be renewed
- ILL materials may be renewed at the discretion of the lending library

Holds/Reserves

- library items may be reserved in person, by telephone, or online.
- when an item becomes available the member will be notified by email or telephone
- when the item becomes available, the member will be notified and asked to pick-up the item within a 3 day period.

Returns

- physical materials borrowed may be returned to the library at the circulation desk or in the external drop-box.
- members are required to return materials on or before the due date.

Membership and Circulation Records

- circulation and membership records will be used in accordance with ***Privacy, Access to Information & Electronic messages under CASL (OP-03)***
- the personal record of any Library member is not shared, distributed, or displayed for any purpose at any time
- a police warrant is required before personal information regarding Library members or their personal circulation history is revealed, in accordance with the Municipal Freedom of Information and Privacy Protection Act

Charges

Damaged/Lost Items

- the library will charge replacement costs for items which are overdue by six weeks or for items which are damaged or lost.
- 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.
- 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.
- 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-02 Collection Development Policy***.

Overdue and Fines

- the board establishes fines as a deterrent to the late return of materials. (see ***Comprehensive List of Fees***)
- fines may be waived for unusual or serious circumstances.
- Children's materials are exempt

Related Documents:

Kenora Public Library. OP-03 - ***Privacy, Access to Information & Electronic messages under CASL***

Kenora Public Library. OP-02 - ***Collection Development Policy***

Schedule A

Acceptable Identification to Verify Name and Address for Membership Registration

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. In other cases acceptable identification and proof of current address is required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none">• Driver's license• Health card with photo• Citizenship card• Passport• Student ID card• OAS (senior's card)• Employer-issued photo ID card• Ontario Identity Card• Status Card• Correctional Centre Release Document	<ul style="list-style-type: none">▪ Any Benefit Statement issued by the Government of Canada▪ Bank account statement▪ Utility bill (telephone, hydro, water, gas, cable TV, internet)▪ Motor Vehicle Permit (driver's license)▪ Mortgage, rental, or lease agreement▪ Property tax assessment or bill▪ Insurance policy (property, auto, life)▪ Employer record (pay stub or letter from employer)▪ Secondary school, college or university report card or transcript▪ Letter of ID from a shelter or other social housing facility

Schedule B

Loan Periods

Material Type	Loan Period	Optional Renewals
Children's Fiction, Non-Fiction, Board Books and Easy Readers	21 days	3
Adult Fiction, Non-Fiction, Paperbacks	21 days	3
DVDs	7 days	1
Audio Books	21 days	3
Magazines	21 days	3
Magazines Current Issue (KEEW)	7 days	No renewals
Puzzles	21 days	1
Passes	7 days	No renewals
Other (equipment, kits)	14 days	

History			
Approval Date:	March 27, 2024	Approved by:	Marj Poirier
Amendment Date:		Approved by:	
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