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# St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-02**

Policy Title: **Circulation**

Policy Approval Date: **September 2019**

Policy Review Date: **September 2022**

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## 1. Objective

- 1.1 The St. Marys Public Library makes materials widely available to the community in an equitable manner, in order to maximize the use of the collections. The purpose of this policy is to promote universal access to a broad range of knowledge, experience, information and ideas, aligning with the Mission, Vision and Values of the St. Marys Public Library. Furthermore, this policy aims at protecting intellectual freedom and respect individuals' rights to privacy and choice, as well as ensuring stewardship of materials, which are a public asset;
- 1.2 The St. Marys 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.

## 2. Policy Statement

- 2.1 This policy will provide a mechanism for ensuring the equitable access and fair use of collections and services.

## 3. Library Membership

- 3.1 In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44, no fee will be charged to residents of St. Marys or the contracting Municipality Perth South for:
  - a. Admission to the library;
  - b. The use of library materials;
  - c. Borrowing circulating materials; or
  - d. The use of information services.
- 3.2 As part of the Perth County Information Network membership, no fee will be charged under section 3.1 of this policy for services for any cardholder in any Perth County Information Network library;
- 3.3 Any person may be a member of the library with borrowing privileges subject to restrictions or limitations set out below:
  - a. Any person who lives, works, attends school or owns property in the Town of St. Marys or Perth South communities is eligible to receive a library card with borrowing privileges without charge upon presentation or acceptable identification;
  - b. A non-resident, or individual not within the St. Marys catchment, or an individual not part of the St. Marys reciprocal borrowing arrangement may receive a library card membership by paying a non-refundable fee. Payment of this fee entitles each member full library privileges, and can be

purchased monthly or annually; and

- c. Membership will be granted to an individual who is unable to provide identification verifying address. In this situation, borrowing will be limited to one item at a time until verification of address is provided.
- 3.4 A parent or guardian must apply for a library card on behalf of a child twelve years of age or younger, and must accept responsibility for any overdue fines incurred, including any lost or damaged materials;
- 3.5 Parents or guardians will be responsible to ensure their child follows the rules of membership at the St. Marys Public Library;
- 3.6 Membership may be suspended if a card is not in good standing. This occurs when the cardholder exceeds maximum allowable fines or other charges, or violates other library policies;
- 3.7 Library membership records will be handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the St. Marys Public Library policy *Privacy and Access to Information*. All personal information requests will be handled by the CEO; and
- 3.8 The use of a Library Card at any other PCIN library is subject to that library's loan periods, fines and other circulation rules. Although most circulation rules are common, there may be items or services specific to a library for which that library sets the rules.

#### **4. Conditions of Membership and Card Use**

- 4.1 Membership is not transferable to other individuals;
- 4.2 Individuals are entitled to only one library card. Any lost or damage cards will be replaced for a fee;
- 4.3 The Library Card is property of the St. Marys Public Library, and must be returned upon request;
- 4.4 Lost or stolen cards must be reported immediately to library staff. Members are responsible for any materials borrowed on their cards until loss or theft is reported;
- 4.5 Change of address, name or phone number must be reported to library staff as soon as possible;
- 4.6 Membership expires bi-annually; renewal requires verification of the member's name, address, telephone;
- 4.7 Membership is suspended when fines exceed \$10.00 and will be reinstated when account is paid below the \$10.00 threshold; and
- 4.8 The Chief Executive Officer is authorized by the Board to withhold library membership privileges from anyone refusing to comply with Board policy, and will entrust the staff to deny the use of the library or its services for due cause.

#### **5. Borrowing**

- 5.1 In keeping with the Ontario Library Association's *Position on Children's Rights in the Library*, there are no restrictions on the materials borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian (see Appendix A);
- 5.2 The library will endeavor to provide Home Bound Support/Home Delivery when possible. Materials delivered to a patrons residence will be done at no cost to the patron, and will be provided by a St. Marys Public Library staff member or trained volunteer;
- 5.3 Loans:
  - a. A standard loan period of three weeks exists for materials borrowed, except those materials where a special loan period has been set. See St. Marys Public Library's Fines and Fees for Service By-Law;
  - b. Newspapers are non-circulating materials; and
  - c. The library may impose limits on the total number of items which may be borrowed or shorten loan periods when there is heavy demand, or when holdings in a particular category/topic are limited.

#### 5.4 Renewals:

- a. Library items may be renewed in person, by telephone, through email or by catalogue access both in the library or remotely;
- b. Items on reserve for other members are not able to be renewed; and
- c. The maximum renewal period is up to three loan periods, at which point the item will be returned to the library.

#### 5.5 Holds and Reserves:

- a. Library items may be reserved in person, by telephone or by catalogue access both in the library or remotely;
- b. When an item becomes available, the person will be notified either by telephone, email or text message (depending on patron correspondence on file); and
- c. All items are held for a period of six (6) business days. After that period, items will default to the next person on the holds list.

### 6. Charges

- 6.1 Retention of borrowed library beyond the due date shall result in a fine;
- 6.2 Damaged or lost materials will result in the patron being charged for the replacement cost of the item;
- 6.3 Staff may make exceptions in extenuating circumstances;
- 6.4 Membership is suspended when charges exceed \$10.00, and will be re-instated when all outstanding accounts are settled; and
- 6.5 The fines and fees of lost, damaged or late items will follow the St. Marys Public Library *Fines and Fees for Service* by-law.

### 7. Related Documents

*Public Libraries Act*, R.S.O. 1990, c. P44

*OLA's Position on Children's Rights in the Library*, Ontario Library Association 1998

*Privacy and Access to Information Policy*, St. Marys Public Library Policy

*Loan Periods and Fees for Service*, St. Marys Public Library By-Law

### 8. History

Date of Latest Board Approval: September 2019

Date(s) of Revision(s): December 2012, March 2012, July 2019

Date of next scheduled review: September 2022

## Appendix A

### The Ontario Library Association Position on Children's Rights in the Library

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Children in Public Libraries have the right to:

1. Intellectual freedom;
2. Equal access to the full range of services and materials available to other users;
3. A full range of materials, services and programs specifically designed and developed to meet their needs;
4. Adequate funding for collections and services related to population, use and local community needs;
5. A library environment that complements their physical and developmental stages;
6. Trained and knowledgeable staff specializing in children's services;
7. Welcoming, respectful, supportive service from birth through the transition to adult user;
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services; and
9. Library policies written to include needs of the child.

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Adopted at the Ontario Library Association  
Annual General Meeting  
November 1998