



Policy Type:	Operational	Policy Number:	OP-03
Policy Title:	Circulation	Initial Policy Approval Date:	Feb. 26, 2014
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The Mississippi Mills Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Mississippi Mills 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 residing, owning property, working or attending schools within the boundaries of the Municipality of Mississippi Mills, may be a member of the Library with borrowing privileges.
3. Lending services shall be available to other persons upon payment of a fee. (Appendix A, Non-resident Membership Fees)
4. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address. (Appendix B, Acceptable documentation)
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. Mississippi Mills Public Library expects parents to monitor the selection and borrowing of all library materials.
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. (Appendix B, Acceptable documentation)

8. Personal information collected will be subject to the Mississippi Mills Public Library Policy *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 fee of \$2.
4. 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.
5. Change of address, name or phone number must be reported immediately.
6. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the Library.
7. Membership is suspended when fines exceed \$20.00, any book or CD is more than 2 months overdue, any DVD is more than 3 weeks overdue or the patron has outstanding interlibrary loan material and will be re-instated when all outstanding accounts are settled.
8. Membership can be suspended for repeated violation of 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. (Appendix C, Loan periods, and renewals)
 - b) reference works, local history materials, most recent issues of magazines and newspapers are not available for loan
 - 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 2 if there is a high demand for materials
2. Renewals
 - a) library items may be renewed in person, by telephone or by catalogue access in the library or remotely. (Appendix C for renewal schedule)
 - b) items on reserve for other members or are in high demand or cannot be renewed
 - c) if the patron has reached his/her limit of overdue fines or charges, items may not be renewed

3. Holds/Reserves
 - a) library items may be reserved in person, by telephone, or by catalogue access in the library or remotely
 - b) when the item becomes available, the member will be notified and asked to pick up the item
 - c) items will be held for 7 days except for DVDs which will be held for 2 days
4. Returns
 - a) materials borrowed may be returned to the Library at the circulation desk or in the 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 the Library's Policy, *Privacy, Access to Information & Electronic messages under CASL (OP-01)*

Section 4: Charges

1. Damaged/Lost Items
 - a) the Library will charge replacement costs 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) replacement of the item will be left to the discretion of the CEO/Chief Librarian or her designate, in keeping with the Library's selection policy.
2. Overdues and Fines
 - a) the Board establishes fines as a deterrent to the late return of materials. (Appendix D, Fine schedule)
 - b) fines may be waived for unusual or serious circumstances

Section 5: Confidentiality of Membership Information

1. Upon presentation of his/her library membership card or other acceptable identification, a member may query his/her records.
2. Upon presentation of his/her library membership card or other acceptable identification, a patron may query the overdue records of his/her minor-age children or wards.
3. Once material is returned to the Library and checked in, the name of the last patron to use the material remains in a background file on the patron record for use by authorized Library personnel.

4. Information from the Library's database files shall only be released to the police or government agencies upon the presentation of a proper and valid warrant. Upon receipt of such warrant, the CEO/Chief Librarian shall consult the Library Board's solicitor to ensure that the warrant is in proper form and seek further advice.

Records and information held by the Library shall be dealt with in accordance with the provisions of the *Public Libraries Act*, R.S.O. 1990, c. P.44 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990.

APPENDICES (next page)

APPENDIX A

NON-RESIDENT MEMBERSHIP FEES

All non-resident patrons must pay annual membership fees at the following rates:

- Adult membership: \$30
- Children's membership: \$10
- Family membership: \$45

Exemptions

The following non-residents are exempt from membership fees:

- patrons residing in Lanark Highlands
- patrons living outside the Municipality of Mississippi Mills, but paying taxes on property or a business in Mississippi Mills
- patrons attending school in Mississippi Mills
- Library volunteers are exempt from membership fees

APPENDIX B

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 case, acceptable identification and proof of current address is required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none">• Health card with photo• Citizenship card• Passport• Student ID card• OAS (seniors' card)• Employer-issued photo ID card• Ontario Identity Card	<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)• Motor Vehicle Permit• 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

APPENDIX C

LOAN PERIODS

Material Type	Loan Period	Optional Renewals
Books	21 days	2
Seasonal Children's books	7 days	0
Books on CD	21 days	2
Magazines	21 days	2
Entertainment DVDs (new releases)	7 days	0
Entertainment DVDs (older than 6 months)	7 days	2
Non-fiction DVDs	7 days	2
Music CDs	21 days	2
Disc Golf		
Literacy Kits	28 days	2
Museum passes	7 days	0

APPENDIX D

FINES

Type	Fines per day	Maximum fine per item
Adult and Teen Materials		
Books	\$0.20	\$5.00
Music CDs	\$1.00	\$10.00
Literacy Kits	\$0.00	\$0.00
Magazines	\$0.20	\$5.00
DVDs	\$1.00	\$10.00
Books on CD	\$0.20	\$5.00
Museum Passes	\$0.50	\$5.00
Replacement Cards	\$2.00	

RELATED DOCUMENTS

- *Public Libraries Act*, R.S.O. 1990, c. P44
- Mississippi Mills Public Library Board Policies
- Southern Ontario Library Service, Trillium Public Library: Sample Policies