
Policy: Operational - Circulation

Department: Library

Effective Date: March 2014

Revision Date: ~~February 2022~~ November 2024 Next Year of Review: 2026

Purpose

The purpose of the Circulation policy is to outline the stewardship of library collections.

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

Scope

The Circulation Policy applies to all library users. It covers activities relating to the use of library collections.

1. Library Membership and Borrowing

- a. No fee will be charged for admission to the library.
- b. Any person may be a member of the library with borrowing privileges.
- c. Membership will be granted to individuals who personally present verification of address and identification by showing a document bearing his/her **their** name and current address and photo ID. See **Schedule A** for acceptable documentation.
- d. Membership will be granted to an individual who is unable to provide identification verifying address; in this case a temporary library card can be granted which is limited to 5 items. Presentation of acceptable identification will be required for full borrowing privileges.
- e. Individuals may apply online for a membership that allows instant, temporary access to our digital collections. Digital memberships expire after **14 days** and are non-renewable. To receive a full-access card, individuals must visit a library branch with proof of identification **to obtain a full-access card** (see **Schedule A**).
- f. If no photo ID is available, a second document may be used to establish identity.
- g. Children under the age of 14 must register for membership accompanied by a parent or guardian, **unless registration is being supported through a local school. In this case parents/guardians may provide written consent on forms provided by BCPL.** The parent/guardian does not have to be a library member; however, if they are a member their account must be in good standing. The parent/guardian signs for responsibility for fees, damages, or lost items.
- h. Youth 14 - 17 years old may apply for their own library card. Parental responsibility for fines and fees continues until age 18. See **Schedule A** for acceptable documentation.
- i. Only members of the library in good standing will be allowed to borrow library materials.

1. ~~A valid Bruce County Public Library card should be presented each time materials are borrowed. If the library member cannot present their card, they must **may be required to** show some form of ID to confirm their identity. Library staff may ask for verification of address and telephone number or email to confirm identity. Members are responsible for all materials issued on their card. Changes in personal information such as name, address, telephone number, or email as well as loss or theft of library card should be reported immediately.~~
- j. In keeping with the Ontario Library Association's Children's Rights in the Public Library: Guidelines for Service, there are no restrictions on the material borrowed by children. Parents/guardians are responsible for the selection, usage and safe return of materials borrowed by their children.
- k. Personal information collected will be **is** subject to the Bruce County Public Library Policy on Confidentiality & the Protection of Privacy.

2. Conditions of Membership and Card Use

- a. Cardholders are responsible for all materials borrowed on their card.
- b. Membership is not transferable to other individuals.
- c. Members will be issued their first library card without charge.
- d. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
- e. 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.
- f. Change of address, name, phone number, or email must be reported immediately.
- g. Membership expires every 2 years. Renewal requires verification of the member's name, address, telephone number and payment of all outstanding monies owed to the library.
- h. ~~Borrowing of material is suspended when fees exceed \$10.00 and will be unsuspected when payment is made to bring the amount owing below \$10.00.~~
- i. Membership can be suspended for violating library policies.

3. Borrowing

A valid Bruce County Public Library card should be presented each time materials are borrowed. If the library member cannot present their card, they ~~must~~ **may be required to** show ~~some form of~~ ID to confirm their identity. Library staff may ask for verification of address and telephone number or email to confirm identity.

The following table outlines typical loan periods for collection items:

Type of Material	Loan Period
Books, Audiobooks	3 weeks
High-demand titles	2 weeks
Magazines	1 week
DVDs	1 week
Interlibrary Loans	3 weeks

Book Club Kits	6 weeks
Non-traditional Items	varies

Loan periods for non-traditional items may vary and library management may alter loan periods in response to patron demand and available supply.

- ~~a. a standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established.~~
- b. reference works, local history materials and newspapers are not available for loan
- c. the total number of items on loan to any one member will not exceed 75 items
- d. DVD materials that are 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 are available in the collection and it is up to the individual to determine suitability for viewing. Library staff do not require proof of age for lending.

Renewals

- e. library items may be renewed according to the limits set in the library catalogue.
- ~~f. Items may be renewed in person, by telephone, or online by catalogue access in the library or remotely.~~
- g. items on hold for other members cannot be renewed.

Holds/Reserves

- ~~h. library items may be reserved~~ placed on hold in person, by telephone, or online by catalogue access in the library or remotely.
- i. when the item becomes available, the member will be notified via phone or email and asked to pick up the item.
- j. items will be held for 7 days.

Returns

- k. materials may be returned to any branch of the Bruce County Public Library at the circulation desk or in the drop-box, or the BCPL Bookmobile
- l. members are required to return materials on or before the due date.

Circulation Records

- m. Library Circulation and membership records will be used in accordance with the Confidentiality & the Protection of Privacy Policy.

~~2. Loan Period~~

- ~~a. The regular loan period for materials is 21 days (3 weeks), unless otherwise specified. High demand materials may be subject to a shortened 14-day loan period. See Schedule B.~~

4. Charges

Cardholders are responsible for returning materials in good condition on or before the due date.

- a. the library will charge replacement costs for items which are overdue by 55–21 days overdue, 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 or desirable to replace a specific item with an identical one. Purchase of a replacement item will be left to the discretion of the CEO or designate, in keeping with the Library's collection policy.
- c. Items returned to the library within 12 months will have the charge for the LOST item removed.
- d. Borrowing privileges will be suspended when fees reach \$75.00, and reinstated when charges are paid. All fees must be paid in full before a library card can be renewed
- e. Replacement copies or donations in lieu of payment substitutions for lost or damaged materials are not ~~accepted~~ acceptable
- f. ~~replacement of the item will be left to the discretion of the CEO or designate, in keeping with the library's collection policy.~~

~~1. Overdues and Fees~~

~~Members are responsible for returning materials on or before the due date. Retention of borrowed materials beyond the date on which library materials are due shall result in a fee. See Schedule B.~~

- ~~a) fees may be waived for unusual or serious circumstances.~~
- ~~b) There are no overdue fees for outreach patrons, but they may be charged for lost or damaged materials.~~

~~2. Suspension of Borrowing Privileges~~

~~All privileges will be suspended when members have fees and/or overdue materials in excess of \$75.00. Privileges will be reinstated when charges are paid. All monies owed to the library must be paid in full before a library card may be renewed.~~

Processing Fee

- f. The processing fee reflects that there are costs involved in acquiring, cataloguing and processing items to a shelf-ready condition.

Lost and Damaged Inter-Library Loan material

- g. The member is responsible for the cost of lost and damaged Interlibrary Loan material, as assessed by the lending library. These outstanding charges will be reflected on the borrower's record and Bruce County Public Library policies regarding delinquent accounts will apply.

Refunds for Lost Materials

- h. The time limit for refund for payment of lost materials is two months from the date of payment. Members must produce their receipt to be refunded. ~~If an item is refunded, members will be~~

~~charged the maximum overdue fee. Processing fees and interlibrary loan materials are not refundable. There is no refund for lost Interlibrary loan materials.~~

Related Documents

[Bruce County Public Library - Collection Development Policy](#)

[Bruce County Public Library - Confidentiality & the Protection of Privacy](#)

[Bruce County Public Library - Interlibrary Loan Policy](#)

[Bruce County Public Library - Intellectual Freedom 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. If no photo ID is provided, 2 pieces of ID are required to establish identity and current address.

Adults (18 and older)

- Health card with photo
- Citizenship card
- Passport
- Student ID card
- OAS (senior's card)
- Employer-issued photo ID card
- BYID (from the LCBO)
- 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)
- Any other source of identification that includes the person's name and address

Youth (14 - 17 years old)

- Student Card
- Current Report Card with address
- Bank statement
- Bill (e.g., cell phone)
- Pay stub or direct deposit stub
- Magazine subscription
- Any other source of identification that includes the person's name and address

Children (0-13 years old)

- Parent/guardian's identification and proof of address
- Signature of parent/guardian on library card

Schedule B - Loan Periods and Overdue Charges

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Format	Loan Period	Overdue Charges	Maximum Per Item Overdue Charges
Adult Books	3 weeks	\$0.25/day	\$10.00
Adult DVDs	1 week	\$1.00/day	\$10.00
Adult Magazines	1 week	\$0.25/day	\$5.00
AV Screens	1 day	\$5.00/day	\$50.00
Book Club Kit	6 weeks	\$1.00/day	\$10.00
CDs and audiobooks	3 weeks	\$0.25/day	\$10.00
Fishing Equipment (Rod and tackle box)	1 day	\$1.00/day	\$10.00
GPS Units	3 weeks	\$0.25/day	\$10.00
Interlibrary Loan Books	2 weeks	\$0.25/day	\$10.00
Interlibrary Loan DVDs	2 weeks	\$1.00/day	\$10.00
LCD Projectors	1 day	\$20.00/day	\$60.00
Binoculars	1 week	\$1.00/day	\$10.00
Learning Lab Kit	4 weeks	\$1.00/day	\$10.00
Museum Pass	1 week	\$1.00/day	\$10.00
Parks Pass	1 week	\$1.00/day	\$10.00
Pedometers	3 weeks	\$0.25/day	\$10.00
Puzzles & Games	3 weeks	\$0.25/day	\$10.00
Reading Buddy Kit	3 weeks	\$0.25/day	\$10.00
Reference	Non-circulating	None	None
SAD Lamps	3 weeks	\$0.25/day	\$10.00
Sport Kits	1 week	\$0.25/day	\$10.00
Video Games	1 week	\$1.00/day	\$10.00
Young Adult (14 - 17)			
YA Books	3 weeks	\$0.25/day	\$10.00
YA CDs and audiobooks	3 weeks	\$0.25/day	\$10.00
YA Magazines	1 week	\$0.25/day	\$5.00
Children's Card (5 -13)			
Children's Books	3 weeks	\$0.25/day	\$5.00
Children's CDs and audiobooks	3 weeks	\$0.25/day	\$5.00
Children's DVDs	1 week	\$1.00/day	\$10.00
Children's Magazines	1 week	\$0.25/day	\$5.00
Baby Card (0-4 years)			
Children's Books	3 weeks	None	N/A
Children's CDs and audiobooks	3 weeks	None	N/A
Children's DVDs	1 week	None	N/A