



## Circulation Policy

Board motion number: 2024-005

Date of next review: February 2028

Date: February 28, 2024

Date of original motion: June 2009

Type: Board

Chair's signature: \_\_\_\_\_

This policy supersedes all previous borrowing and circulation policies.

---

### **Purpose:**

This policy governs the circulation of library materials and sets criteria around such items as library membership, privileges of membership and loss of privileges, borrowing details, and lost or damaged materials.

### **Policy Contents**

Library Membership .....	2
Other Membership Options .....	2
a. Non-Resident Membership .....	2
b. Temporary Resident Membership (up to 3 months) .....	2
c. Short Term Membership .....	2
d. Institutional Membership .....	3
e. Book Club Membership .....	3
Conditions of Membership and Card Use .....	3
Loss of Privileges .....	3
Borrowing Details .....	4
a. Loans .....	4
b. Renewals.....	4
c. Holds/Reserves .....	4
d. Returns.....	4
Lost or Damaged Materials .....	5
Interlibrary Loans .....	5
Amendments to the Schedules.....	5

## Library Membership

- a. All residents of the Town of Orangeville are entitled to a free membership with the Orangeville Public Library.
- b. People living outside of the geographical area of the municipality who own property, who operate a business in Orangeville, or are employed by the Town of Orangeville, shall be considered residents.
- c. A child whose parents meet one of the above two criteria may apply for their own library card at the age of 14 using a student card for identification. If a child is under the age of 14, a parent or guardian must apply for a library card on behalf of the child.
- d. Proof of residency, business operations or property ownership within the Town of Orangeville is required. Membership will be granted to individuals who provide identification that shows their name and current address.
- e. Personal information collected for memberships will be subject to the Orangeville Public Library Privacy Policy.
- f. Membership is required to borrow materials from the library. Membership privileges include the ability to reserve materials and access resources through the library's virtual branch.

## Other Membership Options

- a. Non-Resident Membership

Persons who do not reside, work for the town, own property or operate a business within the Town of Orangeville may purchase a membership for an annual fee. The annual fee (see Schedule A) is set per household by the library board and membership privileges are extended to all residents of the household.

- b. Temporary Resident Membership (up to 3 months)

Membership may be provided to individuals residing in Orangeville on a temporary basis. Permanent and temporary addresses must be provided, and proof of permanent address is required. A refundable deposit (see Schedule A) shall be collected. The deposit will be refunded upon return of all library materials.

- c. Short Term Membership

People residing in group homes, shelters, etc., who do not have a fixed address and who are in a temporary situation may be granted a short-term membership. The location where they are staying must be within the town limits of Orangeville or a non-resident fee applies. This card (one per family) may be subject to special limitations (see Schedule A). Proof of residency is required – a letter from the person in charge indicating the name of the person and length of stay.

d. Institutional Membership

An institution or organization located in Orangeville will be granted an institutional membership for its staff to access professional resources. The institution or organization assumes responsibility for the membership, for all material signed out and any fees which are incurred as a result of the card use. It is the responsibility of the institutional membership holder to determine which staff can use the library card. To set up an institutional membership at the library, the responsible authority of an organization or institution must submit a signed letter on letterhead requesting an institutional membership with the Orangeville Public Library.

e. Book Club Membership

In order to provide book club service to a local book club, the library requires a person with a valid membership to act as the book club contact person. The individual must agree to be responsible for all book club material taken out on their library account.

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

- a. Membership is non-transferable.
- b. Members are responsible for all materials borrowed with their library card.
- c. Loss or theft of a card must be reported immediately; members are responsible for any materials borrowed on their card until loss or theft is reported.
- d. Replacement cards are subject to a replacement charge (see Schedule A).
- e. Memberships expire annually or at end of term from the date of issue. Renewals for regular memberships require verification of the member's address, telephone number and email.
- f. Members are responsible for reporting any change of address, telephone number or email to the library.
- g. Exceptions and/or temporary arrangements may be recommended by the Public Services Librarian for approval by the CEO.

### **Loss of Privileges**

- a. Membership privileges will be suspended should unpaid fines and/or fees reach \$50.00. The ability to borrow materials from the library, reserve materials and access to resources through the virtual branch will be re-instated once payment has been received.

- b. Membership can be suspended for violating any board policy.

## **Borrowing Details**

### **a. Loans**

1. Loan periods vary by type of material (see Schedule A).
2. Reference works, some local history materials and newspapers are not available for loan.
3. The total number of items on loan to any one member will not exceed 50 items; (see Schedule A).
4. A longer loan period may be available for members, if requested.
5. Items not returned in the prescribed period (varies by item type) may be subject to replacement fees or fines (see Schedule A); fines may be waived for unusual or serious circumstances.

### **b. Renewals**

1. Library items may be renewed in person, by telephone, by email or by catalogue access through the library's website or app.
2. The number of times an item can be renewed varies by item type. (see Schedule A).
3. Items with holds cannot be renewed.

### **c. Holds/Reserves**

1. Library items may be reserved by members in person, by telephone, by email or by catalogue access through the library's website or app.
2. The member will be notified by telephone or email that the item is available.
3. An item in hand overrides a hold request.

### **d. Returns**

1. Items may be returned to either branch.
2. Drop boxes are available at both locations for after-hours returns.

### **Lost or Damaged Materials**

- a. Members are responsible for materials on loan to them. A borrower who loses or damages library materials shall be required to pay the replacement cost.
- b. The replacement cost will be calculated by the library and will include the purchase price plus the cost of processing and packaging (see Schedule A).
- c. Replacement of the item will be left to the discretion of the Chief Executive Officer or a designate, in keeping with the library's Collection Development Policy.
- d. A deterrent/replacement fee may be charged even when an item is not replaced.

### **Interlibrary Loans**

- a. For interlibrary loans please see the Resource Sharing Policy.

### **Amendments to the Schedules**

The Chief Executive Officer may approve exceptions or amend the Circulation Policy Schedule with a report to the Orangeville Public Library Board.

Material Type	Loan Period # of days	Limit / Card	Renewals	Overdue Fines Per Day
Books and magazines	28 days	50	3	fine free
Audiobooks	28 days	10	3	fine free
WonderBooks	28 days	5	3	fine free
Puzzles	28 days	2	3	fine free
DVD sets	28 days	5	3	fine free
DVD's	7 days	5	3	fine free
CVC and ON Park passes	7 days	1	0	\$1.50 / day
Chromebooks	7 days	1	0	\$1.50 / day
Launchpad Learning Tablets	28 days	1	3	\$1.50 / day
Museum of Dufferin (MOD) pass	7 days	1	0	\$1.50 / day
Power meter	28 days	1	3	\$1.50 / day
Radon detector	42 days	1	3	\$1.50 / day
STEM kit	28 days	1	3	\$1.50 / day
Wi-Fi Smartspot	7 days	1	3	\$1.50 / day
Book Club Kit	42 days	2	0	\$0.20 / day per book
Interlibrary Loan	7 or 28 days	50	0	\$2.00 / day
Public Health Kit	7 days	50	3	\$1.50 / day
Membership		Limitations		Rate
Non-resident fee	Per household, annually			\$ 195.00
Temporary Resident	Refundable upon return of all items (up to 3 months)			\$ 40.00
Short Term	Situation specific (no fixed address – local shelters/group home)			No fee
Printing			Fee Per Page	
B&W copies/printing			\$	0.20
B&W two sided copies/printing			\$	0.30
Colour copies/printing			\$	0.50
Colour two sided copies/printing			\$	0.75
Scanning				
Per scan (max 25 pages)			\$	0.50
Fax		Fee First Page	Additional cost per page	
Per transmission		outgoing	\$ 3.00	\$ 1.00
		incoming	\$ 3.00	\$ 0.20
Lamination				
Per page			\$	5.00
Replacement cost for lost item			Fees	
Disc browser			\$	3.00
Disc envelope			\$	2.00
Disc insert			\$	2.00
Disc set bag			\$	2.00
Book club kit bag			\$	15.00
Audiobook CD			Situation dependent	
Audiobook case			Situation dependent	
Processing fee			\$	5.00
Replacement card fee			\$	2.00
Ear Buds			\$	2.00