

**GREENSTONE PUBLIC LIBRARY BOARD  
CIRCULATION POLICY**

<b>SUBJECT:</b> Hours of Service	<b>POLICY NO:</b> CIR-1
<b>APPROVAL DATE:</b> February 15, 2006	<b>BOARD MOTION:</b> 06-010

Library services will be provided during the hours that best meet the needs of the community. The Library will be open and adequately staffed according to the following schedule.

The schedule will be reviewed depending on community needs and finances.

**Library Hours:**

<b>Library</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>
<b>Beardmore</b>	6:30- 9:00 pm	12:30- 4:00 pm	6:30- 9:00 pm	6:30- 9:00 pm	Closed	9-10 am
<b>Geraldton</b>	1-5 pm 7-9 pm	1-5 pm	1-5 pm 7-9 pm	1-5 pm	Closed	1-5 pm
<b>Longlac</b>	12:30- 4:30 pm 6:30- 8:30 pm	1-5 pm	9:00 am- 12:00 pm 6:30- 8:30 pm	1-5 pm 7-9 pm	Closed	9:00 am- 12:00 pm
<b>Nakina</b>	1-4 pm	1-4 pm 6:30- 8:30 pm	1-4 pm 6:30- 8:30 pm	6:30- 8:30 pm	Closed	9:00 am- 1:00 pm

All Branches will be closed on Sundays.

**GREENSTONE PUBLIC LIBRARY BOARD  
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**SUBJECT:** Membership

**POLICY NO:** CIR-2

**APPROVAL DATE:** February 15, 2006

**BOARD MOTION:** 06-010

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Public libraries are required by law to adhere to the ***Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44*** (formerly called the ***Public Libraries Act 1984***) which states in Section 23 that Library Boards shall allow the public to reserve and borrow circulating materials free of charge. The public includes all residents within the municipality for which the library Board is established. Therefore:

The Greenstone Public Library will serve all residents of Greenstone. People residing outside of the geographical area of the municipality but owning property, working in or attending an educational institution in the area shall be considered residents.

The Library will be readily accessible and its doors open for free and equal use by all members of the community regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, record of offences, marital status, family status or handicap. No fee will be charged to residents of Greenstone for admission to the Library, for use of the Library's materials in the Library, for borrowing circulating materials, or for use of the basic reference and information services.

A child, who meets the criteria listed above, may apply for his or her own Library card at the age of 12. If a child is under the age of 12, a parent or guardian must apply for a Library card on his or her behalf and accept responsibility for fines, and damaged or lost items.

A resident of Greenstone may apply for membership at the Library and must furnish verification of address and identity by showing a document bearing his/her name and current address (e.g., driver's license, student card).

**Non-resident membership**

Persons who do not reside in the area of the Board's jurisdiction, and who do not meet the requirements as stated above, will be charged for library service.

Annual fees for non-residents will be \$10.00 per year plus a \$25.00 refundable damage deposit.

## **Responsibilities of membership**

Fair and equal access to Library services and materials by all members of the Library depends on the fair use of such services and materials by Library users. A Library member shall:

- a) be responsible for all materials borrowed with his/her card and agree to abide by the regulations of the Greenstone Public Library
- b) pay all fines or charges incurred for overdue, damaged or lost Library material as per the attached schedule
- c) observe all policies set by the Board as authorized by the Public Libraries Act
- d) report the loss of a card or change of address.

Parents or guardians of members under the age of 18 are responsible for their children's borrowing and behaviour with respect to the observance of Board policy.

The Librarian is authorized by the Chief Executive Officer (CEO) to withhold Library privileges to anyone refusing to comply with Board policy. The use of the Library or its services may be denied for due cause. Such cause may be: failure to return borrowed materials or to pay penalties; destruction of Library property; disturbance of other patrons after a warning by Library Staff has been given and ignored by the user; or any other conduct on Library premises considered objectionable by Library Staff.

## **Confidentiality of patron and circulation records**

The ***Public Libraries Act, R.S.O. 1990, chapter P.44*** states, in section 28, that

"A person may, during ordinary business hours, inspect any records, books, accounts and documents in the possession or control of a Board's secretary ...[except where the] information... identifies an individual user of Library services by name or makes him or her readily identifiable by other means."

Numbers will be used in the Greenstone Public Library to identify the borrower rather than using the person's name on borrower records. Only the Library Staff will know the name of person assigned to this number.

To meet the regulations of the ***Municipal Freedom of Information and Protection of Privacy Act 1989*** which governs the right of access to records

held by municipalities and other local bodies, including public Library Boards, circulation records will not be retained beyond the time when the materials are returned.

The confidentiality of all borrower and loan records applies in all circumstances except where the police have a search warrant.

**GREENSTONE PUBLIC LIBRARY BOARD  
CIRCULATION POLICY**

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**SUBJECT:** Loans

**POLICY NO:** CIR-3

**APPROVAL DATE:** February 15, 2006

**BOARD MOTION:** 06-010

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The normal loan period for circulating print material, e-readers and audio books is 14 days. Videos will be assigned a 48-hour loan period. Other non-book or special materials, as designated by the Librarian, shall be due at the discretion of the Library Staff.

By request, a longer loan period may be available.

Patrons may only borrow one e-book reader at a time. A \$20.00 deposit is required and the Conditions for Borrowing an E-Book Reader form (Appendix "B") must be signed each time the e-book reader is borrowed.

The following **restrictions** exist on borrowing:

- a) reference materials are non-circulating to ensure ready access to information resources.
- b) unique and/or fragile materials from the Local History Collection are also restricted.
- c) there is a maximum number of items which may be checked out by one patron. This limitation is necessary because of heavy demand on the collection as a whole. This limitation may be changed at the discretion of the Librarian.
- d) 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. While the Library Staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.
- e) non-residents may not borrow e-readers.

**GREENSTONE PUBLIC LIBRARY BOARD  
CIRCULATION POLICY**

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**SUBJECT:** Renewals

**POLICY NO:** CIR-4

**APPROVAL DATE:** February 15, 2006

**BOARD MOTION:** 06-010

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Library materials may be renewed for up to three (3) loan periods provided:

- a) the items are not on reserve for someone else
- b) the items are not in high demand
- c) the patron has not reached his/her limit of overdue fines or charges

Renewals for Interlibrary Loans may be requested from the lending Library. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.

E-book readers may not be renewed.

**GREENSTONE PUBLIC LIBRARY BOARD  
CIRCULATION POLICY**

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**SUBJECT:** Fines on Overdue Materials

**POLICY NO:** CIR-5

**APPROVAL DATE:** February 15, 2006

**BOARD MOTION:** 06-010

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Retention of borrowed Library materials beyond the date on which Library materials are to be returned to the Library shall be penalized by a fine.

1. The overdue charge is 10 cents per item per day on books and audio books to a maximum of \$5.00 per item. The charge for videos is \$3.00 per video per day up to a maximum of \$18.00 per item. The charge for e-book readers is \$5.00 per day up to a maximum of \$40.00.

2. The schedule of fines is set by the CEO and Staff. A copy of the fine policy and schedule will be posted at the circulation desk.

3. Fines will be waived in unusual circumstances (e.g., illness or a death in the family).

4. Staff will take the following steps with patrons who have overdue materials:

a) Staff will call patrons with overdue materials three times within six months of the due date.

b) In the event the material(s) are not returned, a reminder card will be mailed.

c) After that, if the patron still has not returned the item(s), an invoice will be sent letting the patron know that he/she should return the material(s) and pay fines as outlined above, or pay the cost of the materials plus a **processing charge of \$2.00.**

**GREENSTONE PUBLIC LIBRARY BOARD  
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<b>SUBJECT:</b> Lost or Damaged Materials	<b>POLICY NO:</b> CIR-6
<b>APPROVAL DATE:</b> February 15, 2006	<b>BOARD MOTION:</b> 06-010

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Members are responsible for materials while on loan to them. A borrower who loses or mutilates Library material shall be required to pay for the cost of replacing that material. Charges for lost or damaged materials will be assessed by the Librarian and will be based on the actual replacement cost plus a \$2.00 processing charge.

Charges for lost or damaged e-readers are listed below:

Kobo touch	\$160.00
Kobo cover	\$35.00
Sony e-reader	\$225.00
Sony cover	\$40.00

Shipping charges will also be added to the actual replacement cost of the item.

**GREENSTONE PUBLIC LIBRARY BOARD  
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**SUBJECT:** Reserves

**POLICY NO:** CIR-7

**APPROVAL DATE:** February 15, 2006

**BOARD MOTION:** 06-010

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Library materials not available on the shelves may be reserved at the circulation desk or at public access terminals. Patron reserves will remain in place for 6 months and may be renewed at that time if necessary.

When the item becomes available the patron will be telephoned and asked to pick up the reserved item promptly. Reserved materials will be held for patrons at the circulation desk for a period of 4 days.

E-book readers may not be reserved.

**GREENSTONE PUBLIC LIBRARY BOARD  
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<b>SUBJECT:</b> Interlibrary loan	<b>POLICY NO:</b> CIR-8
<b>APPROVAL DATE:</b> February 15, 2006	<b>BOARD MOTION:</b> 06-010

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Library materials not available in the Greenstone Public Library may be requested through interlibrary loan. Inquiries may be made at the service desk. Any charges made by the lending Library are the responsibility of the borrower.

To ensure appropriate use of interlibrary loan, the Library will adhere to the terms of the Information Network For Ontario (INFO) Interlibrary Loan policies and practices in all its transactions.

**GREENSTONE PUBLIC LIBRARY BOARD  
CIRCULATION POLICY**

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**SUBJECT:** Outreach Services

**POLICY NO:** CIR-9

**APPROVAL DATE:** February 15, 2006

**BOARD MOTION:** 06-010

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Outreach service is available to the homebound in the Municipality of Greenstone. Library Staff select, deliver and pick-up Library materials. Inquiries should be made through the Staff at the circulation desk regarding this service.

**Fees & Fines for Greenstone Libraries**  
**Effective January 1, 2003**

<b>Type of Fee or Fine</b>	
<b>Meeting Room or Library Premises</b>	Free to non-profit organizations
	\$25.00 per day for all other groups
<b>Printing and Scanning</b>	\$0.20 per page text only (mostly B&W)
	\$1.00 per page (1/2 to full page of colour)
	\$4.00 per page for photo prints on photo paper
<b>Photocopying</b>	\$0.20 per page (letter or legal size)
<b>Own paper</b>	\$0.10 per page (letter or legal size)
<b>Photocopying - for Students</b>	\$0.10 per page from library material
<b>Faxing</b>	\$1.50 for first page, \$0.50 for each page after that
<b>Faxing – Receiving</b>	\$1.50 for first page, \$0.50 for each page after that
<b>Laminating - Business Card</b>	\$1.00 per card
<b>Laminating - Index Card</b>	\$1.00 per card
<b>Laminating - small sheet</b>	\$1.00 per card
<b>Laminating - Letter &amp; Legal Size Sheets</b>	\$1.50 per page
<b>Laminating - Large Size Sheet</b>	\$2.00 per page
<b>Overdue Fines - Books &amp; Talking Books</b>	\$0.10 per item to a maximum of \$5.00 for all items
<b>Overdue Fines – Videos</b>	\$3.00 per video per day to a max of \$18.00
<b>Overdue Fines – E-readers</b>	\$5.00 per day to a max of \$40.00
<b>Lost/Damaged Material</b>	Original cost of item + \$2.00 processing fee + shipping
<b>Computer Disks</b>	\$1.00 per disk
<b>CD-R/Ws &amp; DVD-R/Ws</b>	\$1.00 per blank disk
<b>Copying (no downloading music from Internet or copying commercial CDs or software due to copyright laws)</b>	\$0.50 per copy

<b>Memberships</b>	
<b>Cards</b>	Free- plain unlaminated card; regular laminating charges apply if patron desires it
<b>Non-Resident Membership</b>	\$10.00 per year + \$25 refundable damage deposit; limit 2 items borrowed at one time \$20.00 per family per year + \$25 refundable damage deposit; limit 5 items borrowed at one time
<b>Slide Projector</b>	\$30.00 per two-day loan; \$15.00 refunded on return of projector in good condition

## **Conditions For Borrowing An E-Book Reader**

There is a \$20.00 (twenty dollar) deposit required to borrow an e-book reader.

1. Patron must be over 18 years of age and in good standing.
2. The e-book reader must be handled with care at all times.
3. The e-book reader must only be used indoors.
4. Children should not be allowed to handle the e-book reader.
5. Patrons must not plug the e-book reader into another computer.
6. E-books may only be downloaded onto the e-book reader from the Library download station.
7. E-book readers may be borrowed for 14 days with no renewals.
- 8. Patrons are responsible for any damage to the e-book reader and will be required to pay for repair or replacement, if required!**

Kobo touch	\$160.00
Kobo cover	\$35.00
Sony e-reader	\$225.00
Sony cover	\$40.00

Shipping charges will also be added to the cost.

**Patron Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_