



Policy Type:	Operational	Policy Number:	OP-12
Policy Title:	Circulation	Initial Policy Approval Date:	
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The Bibliothèque Tache Library (BTL) makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The BTL Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner.

Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the library.
2. Any person may be a member of the library with borrowing privileges. Residents of the rural municipality of Tache are granted borrowing privileges free of charge. Non-residents will be charged an annual fee.
3. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address.
4. Membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to one item on the initial visit and the verification of address will be required for any subsequent loans.
5. Children under the age of 18 must register for membership while accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages or lost items.
6. Only members of the library in good standing will be allowed to borrow library materials.
7. Materials may only be borrowed by either presenting the borrowers own membership card or valid identification.

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.
4. The card is the property of the BTL and must be returned on request.
5. 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.

6. Change of address, name or phone number must be reported immediately.
7. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
8. Membership is suspended when fines are owed and will be re-instated when all outstanding accounts are settled.
9. Membership can be suspended for violating library policies.

Section 3: Borrowing

1. Loans and Interlibrary Loan
 - a) a standard loan period of four 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 10 items per individual or 30 items per members residing at one address
 - d) the number of items that may be borrowed on a particular subject is limited to 4 if there is a high demand for materials
 - e) DVD/video materials that are classified 18^A (Suitable for people 18 years of age or older) or R (Restricted to 18 years or older) by the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age is required
 - f) The Interlibrary Loan service from BTL is available to anyone with a valid BTL card. Borrowers who frequently return items overdue or fail to follow requirements (including not paying fines, failure to pick up, or not paying replacement/damage costs) may incur the suspension of Interlibrary Loan (ILL) privileges. BTL loans materials to other libraries, priority goes to BTL cardholders first. New, special and high demand items may not be eligible for Interlibrary Loan; decisions about these materials are at the discretion of the Librarian and/or ILL supervisor. The Librarian and/or ILL supervisor have the authority to suspend or reinstate privileges.
 - g) Borrowers can have a maximum of 3 active ILL requests at one time
 - h) Items received from a loaning library are to be picked up by the borrower within 3 business days of notification of the items arrival
2. Renewals
 - a) library items may be renewed in person or by email
 - b) items on reserve for other members cannot be renewed
 - c) items are limited to two renewals
3. Holds/Reserves
 - a) library items may be reserved in person and by email
 - 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 5 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

Section 4: Charges

1. Damaged/Lost Items
 - a) the library will charge replacement costs for items which are overdue by 6 weeks 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 to replace a specific item with an identical one

- c) charges will be levied based on the cost of a substitute item or the current average price of materials when an item is not replaced
- d) replacement of the item will be left to the discretion of the librarian

2. Overdue and Fines

- a) fines are not incurred for overdue book or DVDs
- b) Launch Pads incur a fine of \$1/day
- c) Fines may be waived for unusual or serious circumstances