

8.	CIRCULATION	
8.2.	Loans	
<i>Effective</i>	<i>1991</i>	<i>Revised 2006</i>
<i>Next Review</i>	<i>2011</i>	

8.2.1. **Loan Period**

The regular loan period for material is three weeks.

8.2.1.1. Exceptions

8.2.1.1.1. *Newly Acquired*

Material located on the newly acquired shelves can be loaned for two weeks.

8.2.1.1.2. *Rapid Reads*

Material labeled as a rapid read can be loaned for a period of one week or three days. The loan period will be shown on the label.

8.2.1.1.3. *Non-Circulating*

This material cannot be loaned under normal circumstances. Exceptions may be made by the Chief Librarian or Deputy Librarian.

8.2.1.1.4. *Interlibrary Loan*

The loan period is set by the lending library.

8.2.1.1.5. *Other*

Selected material may be given a different loan period at the discretion of the Chief Librarian.

8.2.2. **Maximum Items On Loan**

Resident and non-resident members can have a maximum of forty items on loan, including interlibrary loans. Reciprocal borrowers can have a maximum of twenty items on loan.

8.2.3. **Renewal**

All material with a regular loan period can be renewed two times unless a hold has been requested.

8.2.4. **Request to Hold**

Resident and non-resident members can have a maximum of twenty-five requests for the Library to hold regular and newly acquired material for them. Reciprocal borrowers cannot place requests for holds.

8.2.5. **Interlibrary Loan Requests**

Resident and non-resident members can have a maximum of 10 active requests. Reciprocal borrowers cannot place interlibrary loan requests. Provincial policies for interlibrary loans apply as to what material may be requested.

8.2.6. **Overdue Material**

8.2.6.1. The Library may impose fines or other penalties for overdue materials to encourage the return of borrowed material. Fine rates are set by the Library Board and listed in the *Fee Schedule* (see Appendix). At the discretion of the Library Board, certain types of borrowers may be exempted from fine payments.

8.2.6.2. Library staff will attempt to contact members with overdue material by telephone, mail or email notices to remind them to return the material, using the contact information

provided by the member. It is the member's responsibility to ensure contact information is accurate.

- 8.2.6.3. The Library will charge an administration fee for overdue material that is not returned over and above any fines that accrue. This fee will be charged whether the items are returned or not.

8.2.7. Lost or Damaged Material

- 8.2.7.1. Members are responsible for all material checked out on their card.
- 8.2.7.2. Members use the Library's materials at their own risk. The Library is not liable for any damages that may occur to non-Library material used in conjunction with Library material.
- 8.2.7.3. The Library bills members for lost or damaged material at the cost of the item plus a processing fee.
- 8.2.7.4. If a member returns lost material previously paid for, they will be reimbursed their payment amount less the processing fee and overdue fines accrued between the due date and payment date of the item. Processing fees are listed in the *Fee Schedule* (see Appendix).
- 8.2.7.5. Material returned for refund more than six months after the date on the payment receipt cannot be accepted.
- 8.2.7.6. A member may request to keep damaged material after the payment receipt is issued.
- 8.2.7.7. If a member does not pay for lost or damaged material the Library may forward the account to a Collection Agency.