



Section of Policy Manual: Patrons	Policy No. : PAT-02
Subject: Circulation of Materials	Policy Approval Date: December 12, 2019
Year of next review: December 2023	Last Review/Revision Date: Replaces Policies #32, #40, #40a and #44

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

Section 1: Library Membership and Borrowing

1. Any person who owns property or resides in the District of Muskoka for a minimum residency period of twelve (12) weeks is eligible to become a member of the Library with borrowing privileges at no cost.
2. Primary and secondary school students who attend school within Town of Gravenhurst boundaries are eligible to become library members at no cost upon presentation of a valid student card.
3. Membership is also available at no cost to individuals employed in the Town of Gravenhurst who provide proof of employer.
4. Any person who does not own property or reside in the District of Muskoka must pay an annual non-resident membership fee to be a member of the Library. This includes adult children of Muskoka residents (26 years of age or older who are not post-secondary students) who are visiting the area or staying with family (See Schedule A for non-resident membership fees).
5. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address (See Schedule B for acceptable documentation).



6. A Provisional membership may be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to two items on the initial visit. Verification of address will be required for any subsequent loans. Address verification forms provided by the Library can be used for this purpose.
7. In order to register for a membership, children ages 12 and under must be accompanied by a parent or guardian who presents identification with name and address, and agrees to be responsible for fines, damages or lost items incurred on the child's card.
8. Students attending the Library on class visits must have submitted a completed GPL Child Registration Form (Appendix A) in order to take out library items. The form must be signed by a parent or legal guardian.
9. Only members of the Library in good standing (i.e. no monetary charges over \$10.00, membership renewal blocks or overdue items) will be allowed to borrow library materials.
10. Materials may be borrowed by a library patron by either presenting the Library membership card or valid photo identification. (See Schedule B).
11. Personal information collected will be subject to the Gravenhurst Public Library Policy *PAT-01 Privacy, Access to Information and Electronic Messages under CASL*.

Section 2: Conditions of Membership and Card Use

1. Lost or damaged library membership cards will be replaced for a fee (See Schedule A).
2. The Library Membership card is the property of the Gravenhurst Public Library and must be returned upon request.
3. Loss or theft of a membership card must be reported immediately; members are responsible for any materials borrowed on their cards until a loss or theft is reported.
4. Change of address, name or phone number must be reported immediately. Proof of the new address or name change is required.



5. Memberships expire annually and can be renewed with verbal verification of the member's name, address, and telephone number if the patron's record is in good standing.
6. Membership is suspended when fines exceed \$10.00 in total. If suspended, a patron will no longer be able to borrow items, place holds, renew materials or access public workstations. Once blocks have been removed and the membership is in good standing, privileges will be reinstated.
7. Membership can also be suspended or revoked for violating the Library's Code of Conduct for library users (See Policy # 42 Rules of Conduct).

Section 3: Borrowing

1. Loans
 - a. standard loan periods have been established and are outlined in Schedule C.
 - b. loan periods for Interlibrary Loan items are established by the lending library and indicated on the paperwork provided.
 - c. reference works, local history materials labelled reference, new magazines and newspapers are not available for loan.
 - d. the total number of items (excluding DVDs and CDs) on loan to any one individual is capped in the integrated library system at 99 items for adults and 50 items for child members; however, library staff may override this under special circumstances.
 - e. loan of DVDs and CDs is limited to 10 items of each type per card.
2. Renewals
 - a. library items may be renewed in person, by telephone, by online catalogue access in the Library or remotely through the Library's website (See Schedule C for renewals).
 - b. items on reserve for other library members cannot be renewed.
 - c. renewals for Interlibrary Loan items are determined by the lending library.
3. Holds/Reserves
 - a. library items may be reserved in person, by telephone, by online catalogue access in the Library or remotely through the Library's website.



- b. holds on items not found in the Library's collection can be facilitated by library staff through Interlibrary Loans.
 - c. when the item becomes available, the member will be notified and asked to pick-up the item.
 - d. Gravenhurst Public Library items will be held for a period of 4 days and Interlibrary Loan items will be held until the item's due date.
4. Returns
- a. materials borrowed may be returned to the Library at the circulation desk or in the 24 hour drop-box.
 - b. members are required to return materials on or before the due date.
5. Circulation Records

Library Circulation and Membership records will be used in accordance with *PAT-02 Privacy, Access to Information and Electronic Messages under CASL*.

Section 4: Charges

1. Damaged/Lost Item
- a. the Library will charge replacement costs for items which are overdue by 60 days 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 a \$6 processing fee for the item.
 - c. replacement of the item will be left to the discretion of library staff, in keeping with Gravenhurst Public Library Policy *MAT-01 Collection Development*.
 - d. if a lost item is returned with the Library issued receipt, within 60 days, the replacement cost will be refunded, less the processing fee.
 - e. Items that are broken or damaged should be reported to staff immediately. The Library shall not be liable for any damages, claims or losses of any nature, arising indirectly or directly from use associated with borrowed items, including AV items and equipment.
2. Overdues and Fines
- a. the Library Board establishes fines as a deterrent to the late return of materials (See Schedule D for fine schedule).
 - b. fines may be waived for unusual or serious circumstances at the discretion of library staff.



- c. Board members and Library staff will be exempt from paying library fines.
- d. Pre-overdue notices are sent via email if patrons have provided their consent for use of this option.
- e. Patrons are notified, either by phone or email, when items are 7 days overdue and again if items are 14 days overdue.
- f. A final printed notice is sent to the patron by mail once an item is 21 days overdue.

Related Documents:

Public Libraries Act. R.S.O. 1990, CHAPTER P.44

Gravenhurst Public Library Policy ***PAT-01 Privacy, Access to Information and Electronic Messages under CASL***

Gravenhurst Public Library Policy ***MAT-01 Collection Development.***

Gravenhurst Public Library Policy ***# 42 Rules of Conduct***

Appendix A: Gravenhurst Public Library Child Registration Form



PAT-02 CIRCULATION OF MATERIALS SCHEDULES

Schedule A – Fees

Type	Fee
Non-resident six month membership (individual)	\$25.00
Non-resident annual membership (individual)	\$50.00
Non-resident six month membership (family)	\$35.00
Non-resident annual membership (family)	\$70.00
Replacement Library Cards	\$3.00
Processing Fee on lost/damaged items	\$6.00
Replacement Barcode Card (ILL)	\$1.00

Schedule B - 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 with a current address is acceptable as a single document. Otherwise two pieces of identification that include photo ID and proof of current address are required.

Acceptable Photo ID

- Health card
- Citizenship card
- Passport
- Student ID card
- Ontario Photo card
- Status card
- OAS (senior's card)
- Employer-issued photo ID card
- BYID(from the LCBO)

Acceptable Proof of Address

- Any Benefit Statement issued by the Government of Canada
- Bank account statement
- Utility bill (telephone/internet, hydro, water, gas)
- Motor Vehicle Permit
- Mortgage, rental or lease agreement
- Property tax assessment or bill
- Insurance policy (property, auto, life)
- Employer record (pay stub or letter from employer)
- Secondary school, college or university report card or transcript

Schedule C - Loan Periods



Material Type	Loan Period	Optional Renewals
Books	21 days	5
Magazines	21 days	5
Audiobooks and Playaways	21 days	5
Kobos	21 days	1 renewal
Kits of all types	21 days	5
Puzzles	21 days	5
DVDs and CDs	7 days	5
Electronic Games (PS2, Xbox, Gamecube)	7 days	5
Wireless Hotspot	7 days	no renewals
Chromebook	7 days	no renewals
High Demand Items	14 days	no renewals
E-Books and E-Audiobooks	14 days	no renewals

Schedule D - Fines*

Type	Fines Per Day	Max Fine Per Item
Books	\$0.25	\$10.00
Magazines	\$0.25	\$5.00
Audiobooks and Playaways	\$0.25	\$10.00
Kobos	\$1.00	\$10.00
Kits of all types	\$0.25	\$5.00
Puzzles	\$0.25	\$5.00
DVDs and CDs	\$1.00	\$10.00
Electronic Games (PS2, Xbox, Gamecube)	\$1.00	\$10.00
Wireless Hotspot	\$1.00	\$20.00
Chromebook	\$1.00	\$20.00
High Demand Items	\$0.25	\$10.00
E-Books and E-Audiobooks	No charge	N/A
Interlibrary Loan Items	\$1.00	no maximum

*NB fines may be waived for unusual or serious circumstances at the discretion of library staff.