

## **Town of Grimshaw Municipal Library Board Policy**

**Subject: Library Services: Terms of Use**

**Policy: 7/C 2004**

Date Revised: May 27<sup>th</sup> 2019

### **Responsibility of a Card Holder**

1. A borrower's card may only be presented by the person to whom it is issued unless the borrower is physically unable to do so.
2. A borrower shall notify the library staff of any change of address and/or telephone number, or e-mail, etc.
3. A borrower shall take proper care of any library item entrusted to his care.
4. A borrower shall return any library item to the library on or before the due date as provided in the Schedule B - Loan periods.

### **Loan of Material**

1. In accordance with The Libraries Act, Section 36 (3) there shall be no charge for the use of library resources. This includes materials used on premises, materials loaned or materials acquired from other services at the discretion of the Library Board
2. The loan periods for various materials are set out in Schedule B.
3. Library resources may be renewed in accordance with policy established by the Board, as follows:
  - a. A book may be renewed twice, provided that it has not been requested by another patron. Any book that is on reserve may not be renewed.
  - b. Books may be renewed by telephone
4. It is recognized that there are non-circulating materials as defined under policy of the Board (reference only)

### **Penalty Provisions**

1. The fines for late return of resources are as set out in Schedule C.
2. The fines for damaged or lost resources are as set in Schedule C.
3. The procedures for demanding the return of overdue materials are as set out in Schedule C.
4. A borrower's card may be revoked by the Library Manager for the reasons set out in Schedule D.
5. A person who has had his/her borrower's card revoked pursuant to 6.4 may within 20 days of such revocation, make an appeal to the Board, in writing, setting out the grounds of appeal.
6. The decision of the Board in appeal pursuant to 6.5 is final and not subject to further appeal

7. In case of serious dereliction the Board may prosecute an offense under. The Libraries Act, Section 41. The range of penalties applying on conviction for such an offence is set out in Schedule D.
8. Any fine or penalty imposed pursuant to an offense under 6.7 ensures to the benefit of the Board in accordance with The Libraries Act, section 42.

### **Borrower's Refund**

1. No Borrower's refund will be issued.

### **Procedure for Acquiring a Borrower's Card**

1. Any person may apply to the library requesting that a borrower's card be issued him.
2. An application pursuant to subsection (2) shall be
  - a. In writing in the form prescribed by the Library Manager
  - b. Dated and signed by the applicant
  - c. Accompanied by the fee described in the Schedule A- Fee Schedule.
  - d. Dated and signed by the parent or guardian on applicant who is less than 16 years old.
3. The Library Manager may issue a borrower's card that will be valid for one year to a person who has made proper application pursuant to the above 1, 2 and 3, unless revoked by the Library Manager with cause.
4. Borrower's fee will be set by the Library Board.

### **Library Facility**

1. The portion of any building used for public library purposes is open to any member of the public free of charge during hours of operations as are set out by the Board from time to time. Access to the building after hours will not be permitted unless a staff member has been authorized by the Library Manager.
2. No person using the library building shall:
  - a. So conduct himself as to cause unnecessary disturbance to other library users.
  - b. Remove any library item from the Library building unless he is a borrower in good standing and the library item has been properly checked out to him by library staff in accordance with the procedures established by the Library Board.
  - c. Enter or remain in library building except during normal hours of opening or as allowed in clause 2.
  - d. Damage or deface any library property either on the premises or entrusted to his care as a borrower



### **Schedule A- Free Schedule**

The fee structure for memberships for one year shall be as follows:

Family/Group	\$40.00
Adult	\$25.00
Seniors (65+)	\$15.00
Youth (18 and under)	\$10.00

### **Schedule B- Loans Periods**

The loan period of Library materials that circulate shall be as follows:

- 3 weeks on all material
- Renewals - 2 times only

### **Schedule C- Penalty Schedule**

- 1) All materials overdue will be 25 cents per day per item to maximum of \$10.00
- 2) All library resources that are overdue 8 weeks (56 days) are assumed to be lost.  
Charges shall be made as follows:
  - a. Where price is available, borrowers shall be charged full list price. Receipt given
  - b. Where price is not available the charges will be \$30.00 Hardcover/\$30.00 Audio/\$10.00 Paperback.
  - c. Should patron return the item, which belongs to the Grimshaw Library, in good condition we will refund them what they paid for the book.
- 3) Library resources that are damaged or soiled beyond repair will be treated the same as if it were "lost". Damaged items- the patron's pays full price for the item.
- 4) Routine for carrying Section (2) may involve the following
  - a. Phone patron (giving patron 1 month)
  - b. Send out notice, attach note to patron record
  - c. Collection of fees, issuing receipts to patron
  - d. Deleting information from computer (forgiving fines/ restore or withdraw item)

### **Schedule D- Revoking Borrower's Card**

1. The Library Manager may restrict borrowing privileges of any borrower when the borrowers has:
  - a. Failed to pay overdue library fines in the amount of \$10.00 or more
  - b. Failed to pay for damages or lost items entrusted to his care.
  - c. Failed to return library items as requested by the Library Manager

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2. The maximum penalty on conviction for an offense under The Libraries Act, RSA 2000, c.L-11, s.41 is \$500.00 and or six months imprisonment, as provided by s.787 (1) of the Criminal Code of Canada, RSC 1985 c. C-46