



## AURORA PUBLIC LIBRARY BOARD

### CIRCULATION POLICY

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#### 1. **PURPOSE**

The Circulation Policy allows Aurora Public Library to serve all customers in an accurate, consistent, and accountable manner and is enforced by Staff to maintain equitable treatment of all persons who use Library facilities and services.

#### 2. **LIBRARY MEMBERSHIP**

Aurora Public Library cards are free to all who live, work, attend school (K to Grade12), or own property in Aurora, Newmarket, Markham, Richmond Hill and Vaughan (York Public Library Network (YPLN) libraries).

There is an annual membership fee of \$40.00 per person to all non-residents of Aurora (exclusive of YPLN members).

Temporary Aurora residents are charged a \$20.00 deposit which is refunded upon the return of all materials and the membership card.

Children 13 years of age and under require the permission of a parent/guardian.

A member's library card expires annually. At that time, the member's name, address and telephone number are verified. All outstanding monies owed to the Library must be paid in full before the member's library card can be renewed.

A registered member should be in the possession of only one (1) Aurora Public Library card.

The replacement fee to replace a lost library card is \$2.00.

#### 3. **REGISTRATION**

In order to register as a member of Aurora Public Library a phone number is required and personal identity and address must be verified by the Library. Current identification providing name and address must be presented:

**Adult (18+ years of age)**

Driver's License	Bank statement
Pay stub or Direct Deposit stub	Ontario Motor Vehicle Permit
Utility bill	Mortgage, rental or lease agreement
Personal cheque	

*Or any other source of identification that gives the customer's name and current address (preferably photo ID)*

**Youth (14 – 17 years of age)**

Driver's License	Bill (cell phone)
Report card with address	Pay stub or Direct Deposit stub
Bank statement	Magazine subscription

**Children (Birth – 13 years of age)**

Parent's identification and proof of address

Signing the library card implies acceptance of and adherence to all the rules and regulations of the Aurora Public Library. The signatory is responsible (or the parent/guardian if the cardholder is under 18 years of age) for all fines and damage or loss of materials.

**4. BORROWING PRIVILEGES**

A valid Aurora Public Library card must be presented each time materials are borrowed.

Members are responsible for all materials issued on their card.

Changes in personal information such as address, telephone number or email address, as well as loss or theft of library cards, should be reported immediately.

Parents/guardians are responsible for the selection, usage and safe return of Library materials borrowed by their children.

Membership cards are not transferable for use by another person.

In addition to having a valid membership card, the borrowing of the following materials has age restrictions:

- To borrow DVDs and videos, a member must be 14 years of age or older
- To borrow "R" rated DVDs/videos (classified by the Ontario Film Review Board as "admittance restricted to persons 18 years of age and older"), a member must be 18 years of age or over and must show proof of age upon request

## **5. LOAN PERIOD**

The regular loan period for materials is three (3) weeks, unless otherwise specified:

- DVDs and videos one (1) week
- High demand materials two (2) weeks

## **6. LOAN LIMITS**

The Library reserves the right to limit the number of items borrowed on best seller, popular or seasonal materials, or categories in which there are limited holdings.

## **7. RENEWALS**

All items may be renewed two (2) times except for:

- Items with requests
- High demand materials
- DVDs and videos
- Another library's materials (ILLO) unless authorized by the lending library

Renewals can be requested in person, by telephone or through the library website.

## **8. REQUESTS**

Requests may be placed on all circulating materials in person, by telephone or through the library website.

## **9. RETURN TIME**

All material may be returned to Aurora Public Library during operating hours. When the Library is closed, material may be returned via the outside drop box.

## **10. FINES**

Aurora Public Library, as a courtesy only, offers email notification to members for materials coming due. Members are responsible for returning materials on the due date.

Fines or overdue charges are applicable to all circulating materials follows:

Children (Birth to 13 years inclusive)

- \$ .05 per day per item
- \$ 3.00 maximum per item
- \$ 10.00 maximum per card

Youth/Adults (ages 14 years to 64 years inclusive)

- \$ .25 per day per item
- \$ 3.00 maximum per item
- \$20.00 maximum per card

Senior Citizens (65+ years)

- \$ .10 per day per item
- \$3.00 maximum per item
- \$10.00 maximum per card

Clients of the Visiting Library Service are not charged overdue fines but are charged for lost or damaged materials.

## **11. OVERDUE NOTIFICATION**

Members will be notified when material is ten days overdue and three more times thereafter. When material is six (6) weeks overdue, members will be billed for material not returned.

Delinquent accounts may be forwarded to a collection agency. An additional \$15.00 service charge is levied for each overdue account referred to the collection agency.

## **12. SUSPENSION OF BORROWING PRIVILEGES**

All privileges will be suspended when members have fines and/or overdue materials in excess of \$20.00 (youth/adults) or \$10.00 (children/seniors). Privileges will be reinstated when the charges are paid.

Annually all monies owed to the Library must be paid in full before a library card may be renewed.

## **13. LOST AND DAMAGED MATERIAL**

Members shall report lost or damaged material at the earliest possible opportunity.

The charge for lost or damaged material is based on the full replacement cost including the cost to acquire, catalogue and process the item. A non-refundable \$5.00 processing fee will be assessed at this time.

Replacement copies or donations in lieu of payment are not accepted.

#### **14. REFUNDS FOR LOST MATERIALS**

The time limit for refunds for payment of lost materials is three (3) months from the date of payment. Members must produce their receipt to receive the refund.

#### **15. OTHER SERVICES**

##### **.1 Copying of Material**

The Aurora Public Library adheres to the laws of Canada governing the copying of all materials. The Library retains a copying license for public libraries through Access Canada, a non-profit organization formed and run by Canada's leading associations of creators and publishers. The Library operates within the terms and conditions of this license and makes every effort to ensure customers and staff do likewise.

Use of photocopiers to reproduce all or a substantial part of work protected by copyright is governed by the Canadian Copyright Act. Copying of a work or a substantial part of a work protected by a copyright requires the permission of the copyright owner. No parts of some work, such as music, can be copied without permission. However it is not an infringement of copyright to "deal fairly" with some works for the purpose of private study, research, criticism, review or newspaper summary. The responsibility of determining whether permission is required, and then obtaining permission, is that of the person making the copy and not the Aurora Public Library. Staff will neither participate in nor condone infringements of copyright. The Copyright Act is available at Information Services should further information be required.

##### **.2 Printing**

Printing is available from photocopiers, laser printers and the microfilm/microfiche readers. A charge of \$0.15 per page (b/w) and \$0.50 (col.) will be levied; a charge of \$0.30 (b/w) will be levied on 11" x 17" paper, and microfiche/microfilm copying is \$0.25.

##### **.3 Interlibrary Loans**

Charges levied by the lending library for interlibrary loans will be charged to the user. Payment must be made in full before material can be loaned to the customer. The amount charged will be in accordance with the rates of the lending institution.

**Related Policies**

1. APL Fees and Service Charges Policy

Approved Date: December 17, 2008.....Motion # 08.12.86:.....
Effective Date: April 1, 2009
Supersedes Terms of Membership Policy dated October 17, 2007