

Stirling-Rawdon Public Library



Policy Type:	Operational	Policy Number:	OP0824
Policy Title:	Circulation Policy	Initial Policy Approval Date:	2010
		Last Review/Revision Date:	Jan 2021
		Year of Next Review:	2025

Purpose:

The circulation policy of the Stirling-Rawdon Public Library is to provide borrowing services to patrons in accordance with the goal of the Library as stated in the mission and values policy.

Library Memberships:

All persons with a valid library membership may borrow items as set out in this policy.

Persons under the jurisdiction of Stirling-Rawdon may use the library without charge.

Persons residing in other municipalities will be required to pay a non-resident fee as set out by the Library board with the exception of all Library staff and volunteers, at the CEOs discretion. If there is a service agreement with a specific municipality, the residents of that municipality will be free to use the library without a fee.

Materials:

All materials within the Library are available for loan, with the exception of the items maintained in the Local History Department, including books, periodicals and microfilms.

Parents and/or Guardians of children under the age of 16 are responsible for the items that are borrowed by their children. Children aged 16 and older may register alone and are responsible for their own borrowing and fines. Staff will not be held responsible for items borrowed that may contain content not suitable for the child's age.

Loan Periods:

Books and Audio Books	3 weeks
DVDs	1 week
DVD TV Series	2 weeks
Magazines	1 week

Items may be renewed, unless said item has a reserve placed on it for another library patron.

Overdue Fine Policy:

Patrons are responsible for returning items they borrow by the due date. Overdue charges will be levied against any item that is returned past due date

Overdue fines will be charged at current fine rate. Patrons with overdue items will have borrowing privileges suspended when the fine reaches an amount of \$5. Once fines are paid bringing the account under \$5.00, the account will be re-activated.

Lost/Damaged Items:

Patrons are responsible for returning items in the same condition as when they borrowed them. If an item is returned damaged, or is lost, the patron will be charged a fee for the replacement of the item, plus an additional processing fee. Borrowing privileges will be suspended until the patron has paid the fee in full.