

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-04
Policy Title: Circulation	Policy Approval Date: 11/12/24
Chairperson: V. Duke	Policy Review Date: 05/28

**Intent:**

In order to maximize the use of its collections, the Muskoka Lakes Public Library (herein after referred to as the Library) makes materials widely available to the community in an equitable manner.

**Regulations:**

The Library ensures fair conditions for borrowing privileges while protecting resources in a responsible manner and in accordance with the *Public Libraries Act*. R.S.O. 1990, c. P44.

**Borrowing:**

1. No fee will be charged for admission to the Library.
2. Only members of the Library in good standing will be allowed to borrow Library materials.
3. Materials may be borrowed by presenting their Library card. Members are asked to present their hard copy or digital Library card at the time of checkout. If using the digital card, a member who is unknown to Library staff may also be asked to provide identification. If either card cannot be presented, Library staff will request identification to confirm a user's membership. A member who wishes to have someone else check out materials on their behalf will be required to contact the Library in advance and have the person checking out the materials present the hard copy of the member's Library card.
4. The Library card holder is fully responsible for materials borrowed.
5. The replacement cost for a Library card is \$5.
6. Library circulation and member records will be used in accordance with Library Policies – OP-03 - Protection of Privacy, Access to Information & Electronic messages under CASL and OP-02 - User Records.

**Loan Periods:**

Loan periods, renewals and holds/reserves for specific items are outlined in Appendix A.

1. Loans
  - a) a standard loan period of three weeks exists for materials borrowed, except for new



- books, videos, DVD's and those items requested by other users
- b) special collections, reference works, local history materials and newspapers are not available for loan
- c) the total number of items on loan to any one member will not exceed 25

## 2. Renewals

- a) items may be renewed in person, by telephone or by catalogue access in the Library or remotely
- b) items on reserve for other members cannot be renewed

## 3. Holds/Reserves

- a) items may be reserved in person, by telephone, or by catalogue access in the Library or remotely
- b) when the item becomes available, the member will be notified and asked to pick-up the item
- c) requested items will be held for 7 days.

## 4. Returns

- a) materials borrowed may be returned to the Library at the circulation desk or in the drop-box
- b) members are required to return materials on or before the due date

### **Charges:**

The Library will charge for lost or damaged items in accordance with the Library's Fee Schedule Policy - OP-13.

### **Limitation of Liability:**

The Library will not be held liable for any damage to audio, video or computer equipment or software resulting from the use of Library materials.

### **Inter-Library Loans:**

1. Where materials and/or information are not available from the Library, interlibrary loan service may be offered to those with a valid Library membership.
2. The Library provides interlibrary loan service at no charge.
3. Interlibrary loans are subject to the rules, regulations and policy as established by the governing Provincial agency *the Ontario Library Service (OLS)*.
4. Individual libraries set their own unique lending policies for CDs, DVDs, books on CD and rare titles. In some instances, these items are not available for loan.

5. Loan periods for all interlibrary loan materials are set by the lending library.
6. Renewals for interlibrary loan materials will not be processed unless Library members contact the Library and ask for a renewal three (3) operational days prior to the original due date.
7. When interlibrary loan materials are received at the Library, the requester will be notified.
8. Items will be held at the Library until the items' due date.
9. If a college or university library provides interlibrary loans there is a service fee. Library users must assume this cost before the inter-library loan is approved.

**Related Documents:**

MLPL OP-01 – User Code of Conduct

MLPL OP-02 – User Records

MLPL OP-03 - Protection of Privacy, Access to Information & Electronic messages under CASL

MLPL OP-05 - User Membership

MLPL OP-13 – Fee Schedule

## Appendix A

### Loan periods

<b>Item</b>	<b>Loan Period (in days)</b>	<b>Loans permitted</b>	<b>Renewals Permitted</b>
High-demand Books	7	1	0
New Adult Fiction	14	2	0
New Adult Non-Fiction	14	2	0
Adult Fiction	21	25	1
Adult Non-Fiction	21	25	1
Young Adult & Juvenile	21	25	1
TV Series DVD & Blu-Ray	14	2	0
DVD & Blu-Ray (Other)	7	10	1
Documentaries	21	4	1
Instructional Videos	21	4	1
Childrens' s Section Videos	7	10	1
Audio Books (Adult)	21	4	1
Audio Books (Playaway)	7	4	1
YOTO Bundles	14	1	1
Playaway Launch Pads	7	1	0
Video Games	21	5	0
Magazines	21	10	1
Board Games	14	1	0
Puzzles	21	2	1
Interlibrary Loans	Varies	5	0
Ontario Day-Use Park Pass (\$21.00 fine – if not returned)	7	1	0