

Grimsby Public Library - Lending Policy

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November 8, 2023

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Notes:

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- Revised June 12, 2013
- Revised April 15, 2016
- Revised April 11, 2018
- Revised November 11, 2020
- Revised November 8, 2023

Purpose

The Lending Policy of the Grimsby Public Library Board is intended to allow the Library to serve all customers in an accurate, accountable and consistent manner. The Lending Policy outlines:

- The eligibility criteria for a library membership;
- The responsibilities of the card holder;
- Borrowing periods, fees as set by the Grimsby Public Library Board.

Library staff implement the Lending Policy to ensure equitable treatment of all people who use the Library. The Grimsby Public Library strives to provide free and open access to the library's collections and, at the same time, balance the needs of members of the community.

Guidelines

Library Membership

Grimsby Public Library cards are free to all citizens who live, own property, work or attend school in Grimsby. Library memberships expire on the anniversary of membership annually. Each year member name, address, telephone and email

information are verified for accuracy. All outstanding charges must be paid at the time of address verification. The replacement fee for a lost library card is \$2.00.

Grimsby Public Library is a member of the Libraries in Niagara Cooperative (LiNC) which means that GPL cardholders may borrow physical materials from other member libraries in the Region. In return, other Niagara member libraries may borrow physical materials from GPL at no charge.

Non-Residents/Reciprocal Borrowing

- There is an annual charge of \$40.00 per non-resident household for a Grimsby Public Library card. Payment of this annual fee entitles each member of the household to a library membership. The fee for the non-resident membership is determined by motion of the Grimsby Public Library Board.
- Where a reciprocal borrowing agreement exists with the Library Board of a neighbouring municipality, patrons may borrow library materials subject to the terms of the reciprocal borrowing agreement.
- Members of LiNC (Libraries in Niagara Cooperative) may borrow physical materials with their home library card at any of the LiNC libraries at no charge.

School/Daycare/Corporate Card

A Corporate Application Form (available online and at the Library) must be signed by an executive or administrator who is authorized to accept financial responsibility for the organization. In the case of schools, the application must be signed by the principal. The school, daycare or corporation is responsible for all lost or damaged material and regular borrowing limits and fees apply. The Library card must be in-hand to borrow materials. Any member of the school, centre, or company may share this card to access the library's collections. The application will be verified over the telephone or in person if the signatory is present. Following verification, a card will be issued to the organization. Overdue notifications are issued to the school or corporation.

Registration

In order to register as a member of Grimsby Public Library one piece of valid personal identification showing address must be verified. Children under the age of 13 must have their library card signed by a parent or legal guardian. By signing the card, the parent or legal guardian accepts financial responsibility for all the materials borrowed on the child's card. Teens (ages 13 and up) who do not have valid identification must be accompanied by a parent or legal guardian who will give consent by showing their identification. Acceptable identification includes but is not limited to:

Adult (18+ years of age)

- Driver's License
- Mortgage, rental or lease agreement
- Pay stub/Direct deposit stub
- Utility Bill
- Bank statement/Personal cheque

- Mail that has been sent to the address and postmarked

Teen (13-17 years of age)

- Driver's License
- Report card with address
- Student card/ Pay stub/Direct deposit stub
- Parent's identification and proof of address (if teen has no identification)

Child (birth - 12 years of age)

- Parent's identification and proof of address

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

Online Registration

Those wishing to acquire a Grimsby Public Library card may register for a temporary card through the Library's online catalogue. This site can be accessed 24 hours a day, 7 days a week. Upon completion of the online registration, users will be contacted by the library and given a borrower barcode and PIN. Registrants must then visit the Library to provide proof of identification and address (as listed above) to pick up their card. Library staff will then finalize the registration and update the account with a 1 (one) year expiry date.

Borrowing Privileges

A valid Grimsby Public Library card must be presented each time materials are borrowed. Patrons are responsible for all materials checked out on their card. Changes in personal information such as name, address or telephone number, as well as loss or theft of library card should be reported immediately to the Library.

In keeping with the Ontario Library Association's **Children's Rights in the Public Library**, there are no restrictions on the material borrowed by children. Parents and/or legal guardians are responsible for the selection, usage and safe return of materials borrowed by their children.

There is a limit of 99 items per card that may be signed out at any given time. Restricted borrowing quantities will be assigned for collections and formats with limited items and shorter loan periods. Borrowers from neighbouring libraries with whom the Grimsby Public Library has a reciprocal agreement are limited to borrowing 8 items and a maximum of 2 active hold requests. Materials marked "Reference" do not circulate.

Where print materials are not available from the Grimsby Public Library, or the Libraries in Niagara Cooperative (LiNC), the Library's Interlibrary Loan service may be available. Many libraries, including the Grimsby Public Library, participate in the interlibrary loan service and lend books between libraries. The Interlibrary loans are subject to the rules, regulations and policy as established by the governing Provincial agency and the lending library.

Loan Periods

A valid Grimsby Public Library card is required for borrowing materials.

Magazines

- Loan period 7 days
- 2 renewals

Books, CD Audiobooks:

- loan period 21 days
- 2 renewals

eAudio, eBooks and virtual collections:

- loan period 7 or 14, or 21 days (depending on vendor)
- renewals depend on vendor settings and availability

Express Reads:

- No holds
- Loan period 7 days
- No renewals

DVDs:

- Loan period 7 days
- 2 renewals

Book Club in a Bag:

- Loan period 42 days
- No renewals

Renewals

Most library materials may be renewed twice as long as they have not been requested by another patron. Patrons can renew material in person, by telephone or using the Library's online catalogue. There are no renewals on Express Read or Book Club selections and the renewal of interlibrary loan material is subject to the guidelines of the lending library.

Reserves

Any patron with a valid Grimsby Public Library membership may request, without charge, a reserve for any item listed in the catalogue with the exception of Express Reads, Inter library loan material and Reference materials. Reserves can be placed in

person, by telephone or using the Library's online catalogue. Upon notification that a reserve item is available, patrons have three (3) days to pick up the items. Patrons must bring the card on which the reserve was placed when checking out the reserve. Book club sets can be reserved by contacting library staff or by using the online booking form.

Returns

All items borrowed from the Grimsby Public Library must be returned to the Grimsby Public Library or one of the participating LiNC libraries. If Grimsby Public Library items are returned to a neighbouring Library system, that is not a member of LiNC, the patron is responsible for all charges accrued until the items are checked in at the Grimsby Public Library.

Other Charges

The cost of replacing the materials is charged to the patron if the materials are not returned, and borrowing privileges may be suspended when materials are overdue. The cost of replacement is the cost of the item at the time the library purchased it. The patron (or guardian in the case of a child's account) is responsible for the full balance of charges outstanding on the account.

- Borrowing is suspended on memberships with an outstanding balance of \$10.00 or more until any charges in excess of \$9.99 are paid.
- The full outstanding balance of charges must be paid at the time of address verification or account renewal.
- Replacement Library Card: \$2.00
- Damaged or missing audiovisual case: \$2.00
- Damaged or missing book cover or audiovisual insert: \$2.00
- Printing/photocopies: \$0.20/black & white page, \$.75 /colour page

Library members may choose to receive notification of overdue materials via print or email. All bills are provided in print. Patrons, who receive notification via email, may also receive reminders that their items will soon be due. Notification will be sent according to the following schedule:

1. Due date reminders are sent the day before the due date and are only available to those who have indicated that they wish to receive notification via email.
2. An initial overdue is issued when outstanding items are 2 weeks overdue.
3. A second overdue notice is issued if the items remain outstanding 4 weeks after the due date.
4. Items outstanding after 45 days automatically age to 'lost' and the resulting replacement value is added to the account. A printed bill is mailed to the patron stating the replacement value associated with the lost material.

Lost and Damaged Materials

Patrons are responsible for all materials while they are on loan to them and shall report any loss or damage. A patron who loses or damages library material is required to pay the cost of replacement. A replacement charge will be levied for damage to library materials while in the cardholder's possession if the item is deemed no longer suitable for use. Borrowing privileges may be suspended until all such charges are paid in full. Replacement copies or donations in lieu of payment are not accepted. It may not be desirable or possible to replace a specific item; replacement is left to the discretion of the CEO & Chief Librarian in accordance with the Collection Management Policy.

Confidentiality

Confidentiality of all personal information held by the Grimsby Public Library in relation to lending services is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Grimsby Public Library's Privacy Policy.

Contravention of Policy

Borrowing privileges are suspended when patrons have charges in excess of \$10.00. Borrowing privileges will be reinstated when charges are paid.

The Grimsby Public Library Board reserves the right to remove any Library users Library privileges if the user contravenes any of the Grimsby Public Library Board's policies.