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## Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-02**

Policy Title: **Circulation**

Policy Approval Date: **November 2020**

Last Review Date: **May 27, 2025**

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The Smiths Falls Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Smiths Falls Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the *Public Libraries Act*. R.S.O. 1990, c. P44.

### **Section 1: Library Membership and 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. Smiths Falls Public Library cards are free to all residents, property owners, and business owners in Smiths Falls and the Township of Montague.
4. Employees of the Smiths Falls Public Library and the Town of Smiths Falls and their immediate family not residing in these areas will be granted borrowing privileges without paying non-resident fees.

Educators employed within the Town of Smiths Falls or the Township of Montague are eligible for a free library card, regardless of residence.

Membership fees will be charged to non-residents as per our current Fee Schedule.

5. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address. See

Schedule A for acceptable documentation.

6. Discretion may be used to grant membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to one item on the initial visit and the verification of address will be required for any subsequent loans.
7. Unhoused and precariously housed individuals residing within the Town of Smiths Falls or the Township of Montague may be granted a limited use card by providing proof of name only. These limited use cards will allow three concurrent items to be borrowed and will grant full-access to digital resources. Cards will be valid for three months and can be renewed.
8. Children in Grade 8 or under must register for membership accompanied by a parent or guardian who presents identification with name and address, and accepts responsibility for all fees incurred.
9. Materials may be borrowed by presenting the membership card. Valid identification may be accepted in lieu of a library card on a case-by-case basis. See Schedule A.
10. Personal information collected will be subject to the Smiths Falls Public Library policy: *Privacy, Access to Information and Electronic Messages under CASL*, OP-01

## **Section 2: Conditions of Membership and Card Use**

1. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library over \$20.00.
2. Membership is not transferable to other individuals.
3. Members will be issued an initial library card without charge.
4. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee as per current Fee Schedule. Cards that have become extremely worn over time will be replaced at no cost.
5. The card is the property of the Smiths Falls Public Library and must be returned on request.
6. An online card registration form is available online. Cards must be picked up in person to allow for identification verification.
7. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.

8. Change of address, name or phone number must be reported immediately.
9. Membership is suspended when fees exceed \$20.00 and will be reinstated when fines are brought down under this limit or arrangements have been made for future payment.
10. Membership will be suspended for violating library policies.
11. Members with suspended accounts may not start using another member's card. ID may be requested when there is reason to suspect a card is being abused.

### **Section 3: Borrowing**

#### **1. Loans**

- a) a standard loan period of three weeks exists for materials borrowed excluding DVDs which have a seven-day loan period
- b) 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 50 items of which no more than 10 items may be interlibrary loans.

#### **2. Renewals**

- a) library items may be renewed in person, by telephone or in the online catalogue.
- b) items on reserve for other members cannot be renewed

#### **3. Holds/Reserves**

- a) library items may be reserved in person, by telephone, or in the online catalogue.
- b) when the item becomes available, the member will be notified
- c) 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 requested to return materials on or before the due date

#### **5. Circulation Records**

Library Circulation and membership records will be used in accordance with the *Privacy, Access to Information and Electronic Messages under CASL*, OP-01 policy.

## Section 4: Charges

### 1. Damaged/Lost Items

- a) the library will charge replacement costs for items which are overdue by 60 days or for items which are damaged or lost
- b) the replacement cost will be assessed by the library based on the book's list price or best available estimate
- c) the lost/damaged book may be replaced by a copy purchased by the library member provided it is in pristine condition
- d) replacement of the item will be left to the discretion of the Chief Executive Officer or her designate, in keeping with the library's *Materials Selection* policy, OP-12.

### **Schedule A - Acceptable Identification to Verify Name and Address for Membership Registration.**

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. In other cases, acceptable identification and proof of current address is required.

#### **Acceptable Photo Identification**

- Health card with photo
- Citizenship card
- Passport
- Student ID card
- Ontario photo card
- Status card
- Employer-issued photo ID card

#### **Acceptable Proof of Address**

- Any Benefit Statement issued by the Government of Canada
- Bank account statement
- Utility bill (telephone, hydro, water, gas, cable TV)
- Motor Vehicle Permit
- Mortgage, rental or lease agreement
- Property tax assessment or bill
- Insurance policy (property, auto, life)
- Employer record (pay stub or letter from employer)
- Secondary school, college or university report card or transcript