

	POLICY: Circulation		POLICY NO.: OP - 01
	CATEGORY: Operational	LAST REVIEW/ REVISION DATE: April 2024	SCHEDULED REVIEW DATE: April 2026

1. Purpose

King Township Public Library (KTPL) makes materials widely available to the community, in an equitable manner, in order to maximize the use of collections. The 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 (PLA)*, Revised Statutes of Ontario (R.S.O.), 1990, c. P.44.

2. Library Membership

1. No fee will be charged for admission to the Library.
2. Membership is free to anyone who lives, works, attends school, or owns property in the Township of King upon presentation of acceptable identification bearing the individual’s full name, photo, and current address.
3. Free KTPL membership will also be extended to all residents of York Region and other neighbouring municipalities where the Library Boards have entered into reciprocal borrowing agreements, upon presentation of acceptable identification. See Appendix A – List of Libraries with Reciprocal Borrowing Agreements.
4. Signing the library card signifies acceptance of and adherence to all the rules, regulations, and policies of the Library. The signatory is responsible for all fees incurred due to damaged or lost material.
5. Children (ages 13 and under) may register for membership accompanied by a parent or guardian who presents acceptable identification, therefore indicating they accept responsibility for the child’s selection, use, and return of all materials, as well as any fees incurred due to damaged or lost material. Alternatively, children may be supplied a membership form for their parent or guardian to complete and sign, confirming they assume responsibility for their child as detailed above.
6. Young adults (ages 14 – 17) will be granted membership upon presentation of acceptable identification. If the patron cannot provide the photo/ address requirements, they will need a parent to complete the membership form. Parents or guardians are responsible for all fees incurred due to damaged or lost material until the young adult is 18 years of age.



7. Eligible individuals may apply for an eLibrary card through the KTPL website, which provides access to all of the Library's digital services. eLibrary cards must be upgraded in-branch to a full membership card in order to borrow any physical material.
8. Membership expires biennially. Renewal requires presentation of the member's library card and acceptable identification.
9. Membership can be suspended for violating any library policy.
10. Personal information collected will be subject to KTPL policy *OP-02: Confidentiality & the Protection of Privacy*.

3. Library Card Use

1. A valid KTPL card or, in lieu of KTPL card, identification with photo ID must be presented each time materials are borrowed.
2. Library cards are not transferable from one individual to another.
3. An individual is entitled to only one library card.
4. Lost or damaged cards will be replaced for a fee. See Schedule A – Service Fees & Charges.
5. The card is the property of the Library and must be returned upon request.
6. A lost or stolen card must be reported immediately. Members are responsible for any materials borrowed on their cards until the loss or theft is reported.
7. Changes in personal information, such as name, address, email, or telephone number, must be reported as soon as possible.
8. Only members in good standing will be allowed to borrow library material. Borrowing privileges are suspended when the amount of fees owing or the number of overdue materials have exceeded prescribed limits. See Schedule B – Loan Periods.

4. Borrowing

1. Loans:
 - a. A standard loan period of three weeks exists for most material types, except those materials for which special loan periods have been established. See Appendix B – Loan Periods.
 - b. Some material may be restricted to in-library use only.



- c. The Library establishes and reviews annually the maximum number of materials that may be checked out on a card at one time. See Appendix B – Loan Periods.
- d. The Library reserves the right to limit the number of items borrowed from a particular collection or subject as is necessary to meet local demand.
- e. KTPL abides by the Canadian Home Video Rating System. Proof of age may be required and borrowing will be restricted accordingly.
- f. Materials on loan are not transferrable between patrons.
- g. A proxy form must be signed to borrow books on behalf of another cardholder.

2. Holds:

- a. Library material may be placed on hold in-person, by telephone, or online.
- b. Some material is not eligible for holds. See Appendix B – Loan Periods.
- c. When the material becomes available, members will be notified by telephone or email notification.
- d. Holds will be available for pick-up for a period of 7 calendar days.

3. Renewals:

- a. Library material may be renewed in-person, by telephone, or online. The new loan period starts on the day the material is renewed, not the original due date.
- b. Material on hold for another member may not be renewed.
- c. Some material may not be eligible for renewals and limits vary. See Appendix B – Loan Periods.
- d. Material that is not on hold will be automatically renewed twice.

4. Returns:

- a. Most borrowed library material may be returned to any KTPL branch.
- b. Exceptions to the above may exist for some unique collections and will be noted in the material's catalogue record.
- c. As a courtesy, KTPL offers email notification reminders to members regarding material coming due.
- d. It is the responsibility of the customer to ensure that materials are returned on time so they are available to others, whether or not the courtesy email notification was received.



- e. Members are required to return materials on or before 11:59 pm on the due date.

5. Charge History:

- a. Library circulation and membership records will be used in accordance with KTPL policy *OP-02: Confidentiality & the Protection of Privacy*.
- b. The Library will never disclose personal information related to a visitor or library member to any third party without first obtaining consent to do so, subject to certain exemptions as provided in the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. Disclosure is permitted in some situations, including, but not limited to, the following:
 - i. Disclosure to an institution or a law enforcement agency in Canada to aid an investigation undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result (s. 32(g)).
 - ii. Disclosure under compassionate circumstances, to facilitate contact with the spouse, a close relative or a friend of an individual who is injured, ill or deceased (s. 32(i)).
 - iii. Disclosure of personal information to a parent or guardian of a person up to sixteen (16) years of age who exercises the right of access to the child's personal information in the member or circulation databases (s. 54(c)).
- c. Borrowing activity is retained in the Library database as long as the circulation record indicates that material remains on loan, outstanding fees remain unpaid, or at the explicit request of a member who wishes to retain a record of their borrowing history.

5. Fees and Charges

In accordance with *PLA*, s.23 (3 & 4) the Library Board reserves the right to impose fees and charges for certain services including charges for materials that are damaged or lost.

1. Damaged and Lost Material:

- a. Members shall report damaged or lost material at the earliest possible opportunity.
- b. Material more than six weeks overdue will be assumed lost. If lost material is returned in acceptable condition, the charge will be removed at the discretion of the library.
- c. KTPL will charge full replacement costs for all damaged or lost material, including electronic equipment and other non-traditional material types.
- d. A non-refundable processing fee will be added to the replacement cost for all damaged or lost material. See Appendix C – Service Fees & Charges.
- e. Replacement copies in lieu of payment are not accepted.



- f. Replacement of material will be left to the discretion of the CEO or their designate.
- g. Refunds for lost material may be issued at the discretion of the library, within 3 months of initial payment upon presentation of the material in acceptable condition, and the receipt for payment.

2. Interlibrary Loans (ILLO):

- a. KTPL does not charge members for ILLO services unless charged by the lending institutions, in which case the charge will be passed on to the member.
- b. Materials from other library systems are subject to loan conditions specified by the library holding ownership of the material.
- c. For any overdue ILLOs, the patron will be contacted to return the items. After 2 attempts to recall overdue ILLO, the patron is no longer allowed a due date extension for future ILLOs. If there are 2 separate occasions of overdue ILLOs, the patron will be banned from ILLO requests for 6 months.
- d. ILLO service can be revoked at the discretion of CEO or their designate.

6. Requests for Accommodation of Policy

Notwithstanding the above, in accordance with the *PLA* s. 15(2), any special or extraordinary circumstances will be reviewed by the CEO or their designate, in order to ensure the Circulation Policy is equitably administered in support of the strategic direction, vision and mission set by the Library Board.

Related Documents:

OP-02: Confidentiality & the Protection of Privacy

Public Libraries Act (PLA), R.S.O. 1990, c. P.44

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), R.S.O. 1990, c. M.56

ORIGINAL DATE ADOPTED:	Prior to 2000	ORIGINAL MOTION NUMBER:	Unknown
DATE(S) AMENDED:	April 22, 2014 May 15, 2018 April 19, 2022 May 21, 2024	MOTION NUMBER(S):	2014-4-05 2018-5-05 2022-04-05 2024-05-11



Appendix A – List of Libraries with Reciprocal Borrowing Agreements

- Aurora
- Bradford-West Gwillimbury
- Caledon
- East Gwillimbury
- Georgina
- Markham
- Newmarket
- New Tecumseth
- Richmond Hill
- Vaughan
- Whitchurch-Stouffville



Appendix B – Loan Periods

Material Type	Loan Period	Renewal Available	Hold Available
Books, Magazines and Audio Books	21 days	Yes - 2 renewals	Yes
DVDs, Video Games	7 days	Yes - 2 renewals	Yes
Passes	7 days	No	Yes
Out of the Box Items	21 days	Yes - 2 renewals	Yes
Reference	In-house use only	No	No
Digital Content	Determined by vendor	Determined by vendor	Determined by vendor
Interlibrary Loans	42 days	Determined by owning library	No
<p>Please note:</p> <ul style="list-style-type: none"> • Cards will be suspended when the number of overdue items reaches 10 or the amount of fees owing reaches \$100. These cards are no longer considered in good standing. • The maximum number of check-outs is 50 items. • The maximum number of holds is 100 items. 			



Appendix C– Service Fees & Charges

Services	Fee
Replacement library card	\$1.00
Replacement of damaged or lost material	Replacement cost + \$5.00 processing
NSF Cheques	\$50
Garbage Bag Tags	See current King Township Waste Collection Calendar
Proctoring / Invigilation Services	TBD At discretion of CEO
Printing and Photocopying	
Black & White – all sizes of paper	15¢/side
Black & White – 11" x 17" sized paper	20¢/side
Colour – all sizes of paper	50¢/side
Colour – 11" x 17" sized paper	70¢/side
Fax confirmation printout	15¢/side

