



POLICY PURPOSE

The North Perth Public Library (NPPL) Board ensures equitable conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the Public Libraries Act.

In some cases, NPPL will align privileges and policy within the greater Perth County Information Network (PCIN).

KEY POINTS SUMMARY

- The NPPL circulation policy is guided by legislation and agreements with neighbouring libraries
- To gain access to NPPL resources, a patron must sign up for a library card with ID and present the card at time of accessing the collection
- The card holder is responsible for fees and fines accumulated on their card.

POLICY DETAILS

Library Membership

- The NPPL serves all residents residing, working or learning within the geographic area of the Municipality of North Perth including:
 - Taxpayers of the Municipality of North Perth
 - Employees or business owners in North Perth
 - Students at North Perth schools

- The NPPL holds reciprocal borrowing through a conditional shared collection for PCIN member libraries including:
 - Perth East Public Library
 - St Mary's Public Library
 - Stratford Public Library
 - West Perth Public Library
- Additionally, the PCIN libraries have a reciprocal borrowing agreement with:
 - Huron County Library
 - Middlesex County Library
 - Oxford County Library
 - Waterloo Region Library, and
 - Wellington County Library

- Those who wish to use NPPL services who are not included in the previous lists can be issued a non-resident/visitor card at the rate defined in NPPL OP-03 Loan Periods and Fines.

- A parent or guardian must apply for a library card on behalf of a child twelve (12) years of age or younger and must accept responsibility for any overdue fines for special collections incurred and any lost or damages to materials and associated fees

- Identification with full name and proof of address will be required to receive a library card.

- A fee defined in NPPL OP-03 Loan Periods and Fines will be charged to replace a lost library card.

- Library membership records will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and OP-04 Confidentiality and the Protection of Privacy.

Membership Responsibilities

- When signing up for a library card with the NPPL, Library members agree to:
 - Present their library card each time materials are borrowed/renewed or inquiries made about the patron account,
 - Be responsible for all materials borrowed with their card,
 - Agree to abide by the policies established by the North Perth Public Library Board,
 - Pay all fines or charges incurred for overdue, damaged, or lost library material, and
 - Report the loss of a card or change of address as soon as possible.
- The Chief Executive Officer (CEO) is authorized by the board to withhold library membership privileges from anyone refusing to comply with board policies under "the Act", 23 (4), as informed by NPPL OP-05 Code of Conduct.

Borrowing

- The NPPL may impose limits on the total number of items which may be borrowed or shorten loan periods when there is heavy demand or when holdings in a particular category/topic are limited.
- NPPL has gone fine free, but some materials retain fees. The patron is responsible to understand if fees apply to the item borrowed. Damage to, or loss of, an item will result in the patron being charged the replacement cost of the item. (OP-03 Loan Periods and Fees for Services).
- Membership is suspended when charges exceed \$10 and will be reinstated when all outstanding accounts are settled.

- Library accounts with fees of \$50 or more may be sent to a materials recovery service in an effort to return items to the library collection for others to borrow. If an account is referred to a materials recovery service, an additional \$12.95 service charge will be added to cover the costs associated with referring your account.
- A standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established.
- Library materials will be renewed automatically provided the item has not been requested by another patron and the patron has not accumulated the maximum number of charges on their card.
 - Patrons can opt out of automatic renewals at any time by informing library staff.
- Reserves may be placed on library materials that are in use by other customers, or available at other branches. Items can be reserved in person, by telephone, or online. Reserves will be held for the patron for 5 business days after the date the patron is informed the reserve is ready for pick-up.

Interlibrary Loan (ILLO)

- Library materials not available in the NPPL collection may be ordered from another library outside of PCIN via Interlibrary Loan.
- Patrons may have two (2) requests for materials at a time.
- Materials must be at least 2 years old from the publication date at time of request
- This service isn't guaranteed

RELATED DOCUMENTS

- NPPL OP-03 Loans Periods and Fees for Services
- NPPL OP-04 Protection of Patron Privacy
- NPPL OP-05 Code of Conduct RZone
- NPPL OP-12 Children and Youth Services

SCOPE:

This policy applies and affects the NPPL Board, staff, third parties, and patrons.

Approved by the Library Board: July 2002

Reviewed: Sept 2013, June 12, 2018, June 2021, Dec 2021, June 11, 2024