

REGULATION OF BORROWING PRIVILEGES

<p>COMMITTEE: Senior Leadership Team</p> <p>TOPIC: Operating Policies</p>	<p>PASSED: 26 November 2015</p> <p>AMENDED: 24 November 2016, 24 June 2021; 22 September 2022</p> <p>REVIEW PERIOD: As required.</p>
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MANAGEMENT GUIDELINES

1. **Loan Periods:** The Library sets loan periods to provide reasonable and equitable access to Library materials and to ensure the return of items. The Library reserves the right to alter loan periods according to need.
2. **Loan Amounts:** A maximum of 100 items at one time can be borrowed from the Library. The Library reserves the right to place restrictions on some categories of materials.
3. **Maximum Fee Balance:** The Library sets the maximum amount of fees a Borrower can have on their card before borrowing privileges and access to digital resources may be suspended. Fee limits support reasonable and equitable access to Library materials and ensure the return of items. The Library reserves the right to alter fee limits to match those of neighbouring public libraries.
4. **Overdue Fines:** The library ceased billing and collection of overdue fines May 4, 2021 to support equitable access to Library materials.
5. **Lost/Damaged Items:** The Library reserves the right to charge patrons for damage to loaned items depending on the value of the item damaged and the severity of the damage. For lost materials, the library will charge replacement retail value plus a fee to subsidize the cost of preparing a replacement item for circulation. If a lost or damaged item is paid for, there will be no refunds.
6. **Replacement Copies for Lost/Damaged Items:** At the discretion of the Library, replacement copies may be accepted in lieu of payment for a lost item. In that event, patrons would still be required to pay the processing fee. The Designated Person in Charge will have the discretion to decide whether an item is accepted as a replacement. Items must be new and if a book, the same or newer edition. Circulation staff will be instructed to place a note in the patron’s record indicating that a replacement copy will be accepted.
7. **Interlibrary Loan Fees:** The Library uses current best practices to determine fee amounts. NVDPL may charge back to the requestor any fees that the lending library levies to supply the request.
8. **Printing Charges:** The Library maintains photocopiers and public printers for public use. The microfiche reader/printer is located in the Lynn Valley Library.

9. **Library Programs:** Although most library programs are free of charge, the Library may charge for some programs if permitted under the *Library Act*. Charges set will be based on cost recovery, not profit.

RELATED POLICY:

- B-OP-01 MEMBERSHIP
- B-OP-17 MEETING ROOMS