

REGULATION OF BORROWING PRIVILEGES

COMMITTEE:	Senior Leadership Team	PASSED:	26 November 2015
TOPIC:	Operating Policies	AMENDED:	24 November 2016
		REVIEW PERIOD:	As required.

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 Fine Balance:** The Library sets the maximum amount of fines a Borrower can have on their card before borrowing privileges may be suspended. Fine limits support reasonable and equitable access to Library materials and ensure the return of items. The Library reserves the right to alter fine limits to match those of neighbouring public libraries.
4. **Overdue Fines:** All fines are calculated only for the days that the Library is open to the public. Library materials returned in a book drop outside of library hours will be treated as returned on the next day the Library is open and subject to all applicable fines.
5. **Lost/Damaged Items:** If a lost item is found *within* six weeks after it has been paid for, the replacement cost paid for the item will be refunded when it is returned to the Library, provided the item is in good condition. The processing fee and any fines accrued are retained by the Library. If the item is returned in good condition *after* six weeks, it can still be accepted at the discretion of a librarian, on a case by case basis. Please tell the patron they will be contacted regarding a possible refund once the decision has been made.
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 Librarian-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 computers 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