

RAINY RIVER PUBLIC LIBRARY		
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This policy establishes the library's rules for circulation.

1. The library shall provide a circulating collection in accordance with policy SE1 (Collection Development and Management).
2. Circulating materials are available free of charge to members in good standing as specified in Regulation 976 of the *Public Libraries Act*.
3. All materials shall be circulated using the integrated library system (ILS) approved by the library board. Circulation shall not be recorded by manual means except in instances of ILS communications failure.
4. Loans shall be made for the period specified in the ILS and may be renewed unless reserved by another patron (see Policy SE10).
5. With the exception of items noted in section 16 below, materials are loaned free of charge on the terms that they are returned in good condition and by the date specified.
6. Materials returned late shall be subject to late fines of 50 cents per item per day to a maximum of \$10.00 per item.
7. Accumulated fines of \$10.00 or more shall result in suspension of borrowing privileges until fines are paid below \$10.00.
8. Fines in excess of \$25.00 may be paid on a payment plan at the discretion of the CEO. Accumulation of any additional fines or failure to pay an instalment will result in the cancellation of the payment plan and suspension of borrowing privileges until all fines are paid in full.
9. Late charges shall be levied only for days the library is open for business. In no instance shall fines be charged on days the library is closed, including statutory holidays or other closures authorized by the board.
10. Materials returned damaged may be assessed a replacement charge according to the item type, as follows:

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Pamphlet or Enclosure	\$6
Magazine	\$6
Junior Series paperback Junior or YA Mass Market	\$8
Adult Mass Market paperback Music CD	\$12
DVD or Blu-Ray Junior Fiction, hardcover Adult or YA Trade Paperback	\$20
Junior Non-Fiction, hardcover	\$30
Adult Fiction or Non-Fiction, any content, hardcover Talking Book on CD	\$40
Large Print, hardcover	\$50
Reference Work Playaway View	\$100 or actual cost if higher
Interlibrary Loan Item	as levied by the lending library, in accordance with provincial resource- sharing policy
Any item not specified in another category	Minimum \$5

11. At their discretion, the cataloguer may assign a lower replacement cost to a donated item.

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12. Materials returned in the overnight book drop shall be credited as received on the library's last working day. All materials may be returned in the overnight book drop except Oversize materials which cannot be physically accommodated by the drop. Patrons will be made aware of this limitation at the time of checkout.

13. Donations in lieu of fines may be approved at the discretion of the CEO, so long as the donated materials represent an equivalent value to the fines charged.

14. To comply with the *Municipal Freedom of Information and Protection of Privacy Act*, borrowing records shall not be retained beyond the date of return unless the record relates to the standing of the borrower account.

15. The library also maintains a circulating collection of equipment deemed useful by the library board.

16. DAISY-format talking book players are loaned free of charge to qualifying borrowers as defined by the Canadian National Institute for the Blind and/or the Centre for Equitable Library Access.

17. Patrons borrowing other equipment must complete an Equipment Loan form and pay a \$2.00 rental charge. Equipment is loaned for three weeks (renewable).

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rainy river public library

...a vital meeting place for culture-seeking and culture-making...

Equipment Rental Agreement Form (Per Policy SE6, Updated January 2020)

- For:
- Daisy Player
 - Computer Tablet
 - Other (staff must specify):
-

By signing this form, the patron borrowing this equipment confirms that:

1. They will retain the equipment for three weeks from the date of loan.
2. They agree to pay a rental fee of \$2.00 for each three-week period (DAISY PLAYERS ARE EXEMPT).
3. They agree to return the equipment in working order. Damaged or lost equipment will be subject to a replacement charge.

Patron Name _____

Rainy River Public Library Card Number _____

Signature of Patron _____

Authorized Library Staff Signature: _____

Date: _____