

# **Chatham-Kent Public Library**

## **Circulation Policy**

### **Purpose**

Chatham-Kent Public Library's (CKPL) goal is to be accessible and welcoming to all as well as to ensure that use of library collections and services is maximized and widely available to the community.

CKPL sets rules and procedures that facilitate the use and borrowing of library materials and resources by the community. These rules and procedures are based on standard library practices and applicable legislation.

### **Definitions**

"Adult" is defined as cardholders 18 years of age and older.

"Child" is defined as cardholders under the age of 12.

"Teen" or "Young Adult" is defined as cardholders between the ages of 12 and 17.

"Resident" is a person who resides in Chatham-Kent.

"Non-Resident" is a person who lives outside of Chatham-Kent and does not qualify for reciprocal borrowing.

"Reciprocal Borrower" is an individual from another library system with which CKPL has a formal agreement to allow patrons to borrow materials.

"Patron" or "Cardholder" is a person who has a CKPL library card.

"Materials" includes all items in the CKPL collection, such as but not limited to books, periodicals, newspapers, DVDs, CDs, microfilm, microfiche, electronic resources and electronic devices.

"Fees" are charges applied for library services. This includes but is not limited to replacement and processing fees for lost or damaged items, Collection Agency fees for those referred to collections for long overdue material, and proctoring fees for those engaging in that service at the library.

"Fines" are charges applied to library materials that are returned late. All charges are listed and updated regularly in CKPL's Schedule of Fees and Fines.

“Fines Free” means that an item does not accrue library fines. Charges for lost or damaged items do still apply.

“Home Service” is a CKPL library card type available to homebound Chatham-Kent residents. This card is fines free for print materials, play-a-ways, music CDs and books on CD.

“Access Card” is a CKPL library card type available to patrons who do not have a permanent residence. This card is fines free, with limited borrowing abilities.

“Educator Card” is a CKPL library card type available to those who teach in CK. It offers incentives for teachers, including fine free borrowing of print materials.

## **Library Membership**

In accordance with the [Public Libraries Act, R.S.O., 1990, Chapter P44](#), all Chatham-Kent residents are eligible to apply for a CKPL library card. Individuals who own property in Chatham-Kent or who are attending an educational institution full-time in Chatham-Kent will be considered residents for the purpose of Library membership. Employees of the Municipality of Chatham-Kent who reside outside of Chatham-Kent are also eligible for membership.

CKPL membership is free to First Nations residents who reside in the traditional territories now known as Chatham-Kent.

CKPL has reciprocal borrowing agreements with Essex, Elgin, Lambton, Middlesex and St. Thomas libraries. CKPL cardholders may borrow materials without charge at these libraries. Individuals from these library systems may also register with CKPL for a reciprocal borrower card.

Individuals outside of Chatham-Kent who do not qualify for reciprocal borrowing may purchase a Non-Resident card for either 6 or 12 months. Fees for Non-Resident cards are stated in the current Schedule of Library Fees and Fines.

Children under 12 years of age require a parent or legal guardian to co-sign their card, as they are responsible for lost or damaged item charges incurred on the card.

To obtain a library membership, individuals 12 years of age and over must present acceptable identification to library staff in a branch or demonstrate their eligibility through the online registration process on CKPL’s website.

Accepted forms of ID include:

- A current Ontario Driver’s License
- Provincial ID card

Accepted forms of Proof of Address include:

- Utility bill
- Bank statement
- Credit Card statement
- Residential lease
- Vehicle registration
- Tax Assessment
- Personalized cheque book
- Pay stub
- Government cheque
- Personalized mail delivered by Canada Post within the past 2 months

CKPL will accept e-statements in print or displayed on mobile devices.

Other acceptable forms of ID for Young Adults (12 to 17):

- Student card
- Report card
- Birth certificate

The library card is not transferable (i.e. Library privileges apply to individuals only and may not be transferred from one individual to another).

Library cards must be renewed every two years, with confirmation of relevant information. All outstanding fines and fees must be cleared at time of renewal. Cards can be renewed in person at any branch or online. If renewed online, membership will be switched to a virtual membership.

### **Borrowing Responsibilities**

By engaging in one of the following, the library cardholder agrees to abide by the policies and procedures of CKPL and is responsible for all use made of the card. This includes:

- Signing the library card upon in person registration
- Completing an online registration form
- Completing and signing a paper library card application such as Student applications and Home Services applications

The library card is the property of the Chatham-Kent Public Library Board. All cardholders are responsible for, including, but not limited to:

- Materials checked out on their card

- Promptly reporting changes in registration information to CKPL such as name, address or contact information and
- Promptly reporting the loss or theft of a library card to CKPL

There is a fee for the replacement of lost or stolen cards.

A patron must present their library card or confirm library patron status to borrow materials.

Library materials may be borrowed for established periods of time, depending on material type and demand. Specific loan periods by item type are detailed on CKPL's website and in the Guide to Services brochure. Library materials without holds will be renewed automatically for 2 three-week periods before the final due date for return.

Library materials must be returned on or before the due date to ensure they are available for others. Items returned past their due date are subject to fines. Fines are levied under the authority of the Public Libraries Act, R.S.O., 1990, Chapter P44, section 23. Fine rates are reviewed and approved regularly by the Board and are stated in the Schedule of Library Fees and Fines. Fines are calculated according to the item type borrowed. Adult materials have fines. No fines are charged for children's and young adult materials.

No fines are charged for days when CKPL is closed. By registering for a library card, the patron agrees to assume any and all liability for the cost of repair or replacement of borrowed material in the event of loss due to theft, damage, negligence or misuse.

CKPL will charge a replacement cost for material which is long overdue, and for material which is lost or damaged as well as a Processing Fee. Replacement in kind, or substitution, for lost or damaged materials is not accepted.

Failure to settle accounts with CKPL within such a time as may be determined by CKPL will result in cardholders being referred to a third party collection agency. A collection agency fee is applied to all outstanding accounts and must be paid whether or not the items are returned. All cardholders are eligible for collections, but only cardholders over the age of 18 will be credit reported by the agency should accounts remain in arrears.

CKPL cannot and does not act in place of or in the absence of parents or guardians in respect of cardholders,, and is not responsible for enforcing restrictions that parents or guardians may place on their children and young adult's access to library materials.

## **Patron Confidentiality**

The [Municipal Freedom of Information and Protection of Privacy Act, \(MFIPPA\) R.S.O., 1990, Chapter M56](#) protects the privacy of patrons' personal information in CKPL's records. A patron has the right to ask for their personal information to be corrected. Upon registering for a library card, all patrons are to be informed about how their personal information will be used at the time of their initial registration. Personal information collected is used in several ways including:

- to notify patrons about materials, services, fees, events, fundraising
- to collect overdue materials, associated fines, and outstanding accounts
- to renew expiring library cards automatically if there are no fees associated with the account
- to renew library cards online by patron request

By registering for a library card, the patron agrees and understands that their personal information will be used for these purposes, and will otherwise not be released to any person, institution, association or agency for any other reason without the consent of the patron, save and except as may be required by law.

CKPL will not retain loan records beyond the time when the materials are returned, except for Home Service patrons whose records will be retained indefinitely and will only be used to assist staff with reading selection.

Library patrons are responsible for deleting any personal information created and stored on electronic devices borrowed from the library as well as any purchased content downloaded to electronic devices borrowed from CKPL. CKPL is not responsible or liable for the privacy of any personal information nor the loss of any purchased content downloaded and stored on electronic devices.

Legal guardians may exercise a dependent's right to information up until the dependent is 16 years old. All requests for information or for records, not publicly available, must be made in writing. The CEO/Chief Librarian or designate will give written notice to the person making a request, as to whether or not access to the record or part of it will be given as prescribed in MFIPPA.

For further privacy information refer to CKPL's Privacy Policy.

## **Suspension of Privileges**

The CEO/Chief Librarian is authorized by the Board to withhold Library privileges from anyone refusing to comply with Library Board policies or procedures. The determination of whether a person is failing to comply shall be determined at the

discretion of the CEO/Chief Librarian. The use of CKPL or its services may be denied for any infraction of CKPL policies and procedures including, but not limited to, the Facilities Use Policy, Internet Access Policy or Rules of Conduct. Infractions include but are not limited to failure to return borrowed materials, failure to pay fines, destruction of library property, and disturbance of other patrons.

This policy may be revised at any time without notice and shall be effective as of the date of the revision.

Issue Date: April 26, 2005

Revision Date: June 5, 2017, January 7, 2021, May 23, 2023

Board Approved Date: May 23, 2023

Author: C. Beauvais

Background Documents: Circulation Policy - 2010; Facility Use Policy; Code of Conduct, Internet Access Policy; Privacy Policy

For more information or alternative formats of this document, please email [cklibrary@chatham-kent.ca](mailto:cklibrary@chatham-kent.ca).