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Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-03</b>
Policy Title:	Circulation (includes Appendix A, Non-resident Membership Fees; Appendix B, Acceptable Documentation; and Appendix C, Loan Periods)	Initial Policy Approval Date:	<b>Feb. 26, 2014</b>
		Last Review/Revision Date:	<b>Feb. 14, 2024</b>
		Year of Next Review:	<b>2027</b>

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The Mississippi Mills Public Library makes physical and digital materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Mississippi Mills Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44.

## **SECTION 1: LIBRARY MEMBERSHIP AND BORROWING**

1. No fee will be charged for admission to the Library.
2. Any person residing, owning property, working or attending schools within the boundaries of the Municipality of Mississippi Mills, may be a member of the Library with borrowing privileges.
3. Residents of Lanark County (Beckwith, Carleton Place, Lanark Highlands, Perth, Tay Valley, Montague and Drummond North Elmsley) with valid library membership with their home library system, may join the Library at no charge. Lending services shall be available to other persons upon payment of a fee. (Appendix A, Non-resident Membership Fees)
4. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address. (Appendix B, Acceptable Documentation)
5. Children under the age of 12 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages or lost items. Mississippi Mills Public Library expects parents to monitor their children's selection and borrowing of all library materials.
6. Only members of the Library in good standing will be allowed to borrow library materials.

7. Materials may be borrowed by either presenting the membership card or valid identification. (Appendix B, Acceptable Documentation)
8. Personal information collected will be subject to the Mississippi Mills Public Library Policy *OP-25 Privacy, Access to Information & Electronic messages under CASL*.

## **SECTION 2: CONDITIONS OF MEMBERSHIP AND CARD USE**

1. Membership is not transferable to other individuals.
2. Members will be issued a library card without charge.
3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee of \$2.
4. Loss or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
5. Change of address, name or phone number must be reported immediately.
6. Membership expires every two years, with non-resident memberships expiring annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the Library.
7. Membership is suspended when fines for lost items exceed \$20.00.
8. Membership can be suspended for repeated violation of Library policies.

## **SECTION 3: BORROWING PHYSICAL MATERIAL**

1. Loans
  - a) a standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established (Appendix C, Loan Periods, and Renewals)
  - b) reference works, local history materials and newspapers are not available for loan
  - c) the total number of items on loan to any one member will not exceed 50 items
  - d) the number of items that may be borrowed on a particular subject is limited to 4 if there is a high demand for material.
2. Renewals
  - a) library items may be renewed in person, by telephone or online. (Appendix C, Renewal Schedule)
  - b) items on reserve for other members, or in high demand, cannot be renewed

- c) if the patron has reached his/her limit of overdue fines or charges, items may not be renewed
3. Holds/Reserves
- a) library items may be reserved in person, by telephone, email or by catalogue access in the library or remotely
  - b) when the item becomes available, the member will be notified and asked to pick up the item
  - c) items will be held for 7 days except for those materials for which special loan periods have been established, which will be held for 2 days
4. Returns
- a) physical materials borrowed may be returned to the Library at the circulation desk or in the drop box
  - b) members are required to return materials on or before the due date
5. Circulation Records
- a) Library circulation and membership records will be used in accordance with the Library's Policy, *Privacy, Access to Information & Electronic messages under CASL (OP-25)*

#### **SECTION 4: CHARGES**

1. Damaged/Lost Items
- a) the Library will charge replacement costs for items which are damaged or lost
  - b) the replacement cost will be assessed by the Library and will include the purchase cost and the processing cost of the item. It may not be possible to replace a specific item with an identical one
  - c) replacement of the item will be left to the discretion of the CEO/Chief Librarian or designate, in keeping with the Library's Collection Development policy.
2. Overdue Fines
- a) to promote free access to information, the Board approved a fine free service model on February 11, 2022.

#### **SECTION 5: CIRCULATING DIGITAL COLLECTIONS**

- 1. All members have access to the digital collections licensed by or for the Library (e.g., Overdrive, Kanopy). After entering a Mississippi Mills Public Library membership number, some sites require additional registration; for example, creation of a username and password.
- 2. Loan periods and borrowing limits are determined by the terms of the licensing agreements with the providers of the digital collections.

3. Some digital collection providers allow an item to be renewed, if there is no hold on the item. At the end of the loan period, items are returned automatically, so no fines are incurred.

## RELATED DOCUMENTS

- *Public Libraries Act*, R.S.O. 1990, c. P44
- Mississippi Mills Public Library Board Policies
- Ontario Library Service, Trillium Public Library: Sample Policies

## APPENDIX A NON-RESIDENT MEMBERSHIP FEES

All non-resident patrons must pay annual membership fees at the following rates:

- Adult membership: \$30
- Children's membership: \$10
- Family membership: \$45

### Exemptions

The following non-residents are exempt from membership fees:

- patrons living outside the Municipality of Mississippi Mills, but paying taxes on property or a business in Mississippi Mills
- patrons working in Mississippi Mills
- patrons attending school in Mississippi Mills
- Library volunteers are exempt from membership fees
- Library patrons in Lanark County (Beckwith, Carleton Place, Lanark Highlands, Perth, Tay Valley, Montague and Drummond North Elmsley)

**APPENDIX B  
ACCEPTABLE IDENTIFICATION TO VERIFY NAME AND ADDRESS FOR  
MEMBERSHIP REGISTRATION**

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. In other case, acceptable identification and proof of current address is required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none"> <li>• Health card with photo</li> <li>• Citizenship card</li> <li>• Passport</li> <li>• Student ID card</li> <li>• OAS (seniors' card)</li> <li>• Employer-issued photo ID card</li> <li>• Ontario Identity Card</li> </ul>	<ul style="list-style-type: none"> <li>• Any Benefit Statement issued by the Government of Canada</li> <li>• Bank account statement</li> <li>• Utility bill (telephone, hydro, water, gas, cable TV)</li> <li>• Motor Vehicle Permit</li> <li>• Mortgage, rental or lease agreement</li> <li>• Property tax assessment or bill</li> <li>• Insurance policy (property, auto, life)</li> <li>• Employer record (pay stub or letter from employer)</li> <li>• Secondary school, college or university report card or transcript</li> </ul>

**APPENDIX C  
LOAN PERIODS**

Material Type	Loan Period	Optional Renewals
Books	21 days	2
Books on CD	21 days	2
Magazines	21 days	2
DVD	7 days	2
Library of Things	7-21 days	0-2
Museum passes	7 days	0