



## Circulation & Fines Policy

Policy No: O19-38

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### Definitions

**Interlibrary Loan:** A service that allows the borrowing and lending of materials between library institutions.

### Policy

The Huntsville Public Library Board recognizes that a primary objective of the Ontario Public Library Act, RSO, 1990, Chapter P.44 is to ensure equal access to Library resources for all citizens, regardless of their ability to pay or the nature of the format.

### Loans, Limits & Fines

Library items have specified loan periods, borrowing limits and fines for late returns:

Item	Loan Period (days)	Limit Per Card	Renewals # of times	Daily Fine / Items	Maximum Fine / Item
Book on CD *	21	~	2	\$0.25	\$15.00
Books (General) *	21	~	2	\$0.25	\$15.00
Blu-ray   DVD (Entertainment) *	7	7	2	\$1.00	\$15.00
Blu-ray   DVD Features New High Demand	3	5	0	\$1.00	\$15.00
Blu-ray   DVD (Non-Fiction) *	21	~	2	\$0.25	\$15.00
Compact Discs *	7	~	1	\$0.25	\$15.00
e-Devices	14	1	0	\$1.00	\$15.00
High Demands •	14	~	0	\$1.00	\$15.00
HUB Keys •	1	1	0	\$5.00	\$15.00
Interlibrary Loans x	Varies	30	◇	\$1.00	\$15.00
Magazines	21	~	2	\$0.25	\$15.00
Muskoka Collection x	Varies	~	0	\$1.00	\$15.00
New Materials	21	~	0	\$0.25	\$15.00
Non-Circulating x	Varies	~	0	\$1.00	\$15.00

## Legend

~ Not applicable.

\* Loan period for high demand items may be reduced from 21 days to 14 days.

• Holds can be placed on this item.

× Holds cannot be placed on this item.

◇ Renewals are at the discretion of the lending library.

*The loan period for homebound users and deposits to community living centres will be adjusted at the direction of the Coordinator of Outreach, Programs & Partnerships.*

## Limitation of Liability

Huntsville Public Library shall not be held liable for any damage to audio, video or computer equipment or software resulting from the use of Library materials.

## Notes

Interlibrary Loans may be renewed one (1) time if permitted by lending library.

All materials on the 'new book shelf' cannot be renewed until the item has been in the Library collection for three (3) months.

High Demand items are print materials with ten (10) or more hold per title. These items cannot be renewed.

Overdue notices are generated at 14 days, 28 days and 60 days \*. You may receive notices by email, phone or regular mail. The item is considered lost at 60 days overdue and replacement charges will be assessed on your account plus a processing fee per Materials Processing Replacement Costs table. Overdue accounts may be submitted to a collection agency.

Holds will be permitted on most circulating Library materials owned by Huntsville Public Library. Holds may be placed in person, by telephone or by using the Library's web-based catalogue (OPAC).

- Users whose requests have been filled will be contacted by *telephone or e-mail*.
- Holds will be held for users at the Circulation service point for three (3) days.
- After this time period, the materials will return to general circulation or be passed on to the next user on the reserve list.
- Users, who fail to pick-up materials within the appropriate time period or who do not contact the Library, can request the same materials again but will not retain their priority position.

Films & Television Shows rated "R" or "18A" or "Mature" by Canadian Home Video Rating System and Television Shows, and Games rated "M" by the Entertainment Software Rating Board are limited to Adult users 18 years of age or older.

## Interlibrary Loans

Where materials and/or information are not available from Huntsville Public Library, inter-library loan service may be offered to users with a valid Library membership.

- Most public libraries, including Huntsville Public Library, provide inter-library loan service at no charge.
- Inter-library loans are subject to the rules, regulations and policy as established by the governing Provincial agency *the Southern Ontario Library Service (SOLS)*.
- Individual libraries set their own unique lending policies for CDs, DVDs, books on CD and rare titles. In some instances these items are not available for loan.
- Loan periods for all inter-library loan materials are set by the lending Library.
- Renewals for inter-library loan materials will not be processed unless Library users contact Huntsville Public Library and ask for a renewal three (3) operational days prior to the original date due.
- When inter-library loan materials are received by Huntsville Public Library, the requester will be contacted by phone or e-mail. Items will be held until the items due date.
- If the user has not picked up the materials or contacted the Library within the loan period, the inter-loan materials will be returned to the lending Library and the user will be charged a fee of \$5.
- If a college or university Library provides inter-library loan there is a service fee. Library users must assume this cost before the inter-library loan is approved.

## Refunds for Lost Materials

- If a lost item is returned within 30 days with the payment receipt, the replacement charge will be refunded less the processing charge. Users must produce their receipt to be refunded. The administration fee is not included in the refund.
- If an item is refunded, members will be charged the overdue fine to the date of payment. There is no refund for lost Inter-library loan materials.

## Materials Processing Replacement Costs

Item	Charge	Details
Barcode	\$1.00	One (1) replacement barcode
DVD Case	\$5.00	One (1) Case & Insert
Audiobook Case	\$6.00	One (1) Case & Insert
CD Case	\$4.00	One (1) Case & Insert
Big Book Bag	\$20.00	One (1) bag
Book Cover Replacement	\$2.00	One (1) book cover

## Materials Replacement Costs

The current cost of the item is based on the current average price as provided by the Library Services Centre (LSC), a major supplier to public libraries in Ontario.\*

<b>Material</b>	<b>Default Price</b>	<b>Administration Fee</b>
Adult Hardcover Fiction	\$31.19	\$4.00
Adult Hardcover Non-Fiction	\$41.00	\$4.00
Adult Trade Paperback Non-Fiction	\$25.27	\$4.00
Adult Trade Paperback Fiction	\$20.27	\$4.00
Adult Mass Market Paperback	\$9.54	\$4.00
Adult Book on CD	\$53.00	\$8.00
Adult Periodicals	\$9.00	\$4.00
Juvenile & YA Hardcover Fiction	\$48.48	\$4.00
Juvenile & YA Hardcover Non-Fiction	\$21.91	\$4.00
Juvenile & YA Trade Paperback Non-Fiction	\$12.84	\$4.00
Juvenile & YA Trade Paperback Fiction	\$10.49	\$4.00
Juvenile & YA Mass Market Paperback	\$8.74	\$4.00
Juvenile & YA Books on CD   JKITs	\$31.94	\$8.00
Juvenile & YA DVD ( Kids)	\$20.64	\$8.00
Juvenile & YA Periodicals	\$9.00	\$4.00
ALL CD	\$17.99	\$8.00
ALL DVD or Blu-Ray (Entertainment & Non-Fiction)	\$33.75	\$8.00
Kill-A-Watt Voltage Meters	\$35.00	\$10.00

\*The patron may purchase a new replacement copy that they can find cheaper if they wish, rather than pay the average material cost price, and will be accepted with an inspection by a staff member that it meets the standards of the library. The administration fee is still applicable.

## Related Documents

Collection Development Policy

Blu-ray | DVD Features New High Demand Procedures

Intellectual Freedom Policy

Interlibrary Loan Policy

Library Code of Conduct Policy

Local History | Genealogy Policy  
Membership Policy

**History**

Revised & Adopted May 13, 2019 | O19-38.

Revised & Adopted April 9, 2018 | 18-41

Revised & Adopted July 11, 2016 | 16-57

Revised & Adopted June 13, 2016 Motion 16-53

Approved by the Huntsville Public Library Board March 14, 2016 | Motion 16-18

Revised & Adopted April 14, 2014 Motion 14-36

Revised & Adopted June 9, 2014 Motion 14-43

Revised & Adopted December 16, 2013 Motion 13-82

Revised & Adopted January 21, 2013 Motion 13-4

Revised & Adopted May 17, 2012 Motion 12-42

Revised & Adopted March 12, 2012 Motion 12-26

Revised and Adopted February 21, 2012 Motion 12-21

Revised & Adopted June 15, 2011 Motion 11-32