

The Library will make available for loan, with a few exceptions, a variety of materials for informational and recreational purposes to those who hold a current library membership.

Guidelines and Procedures

- All books, magazines and audio/visual materials either part of the Library collection, shall be loaned to the public free of charge and within the rules & regulations as established in the Board Bylaws and the Libraries Act.
- Library resources will be shared with other libraries.
- Holiday extension loans are available at the discretion of the Library Manager.
- The exception to the above lending policy are as follows:
- Materials from other libraries may be subject to an additional charge.
- Seasonal and high demand items may not be renewed.
- DVD's that have a borrowing period of 1 week.
- Reference materials must be used in the library.
- Items damaged by the borrower shall be assessed and if necessary, charged to the borrowers account, up to and including the full replacement cost of the damaged item.

Loan of Materials:

- All material may be borrowed for up to three (3) weeks and renewed twice, at the discretion of the Library Manager. Materials that have been reserved by another borrower may not be renewed. Each patron can borrow a maximum of 50 print items and a maximum of 10 audio visual items at any given time.
- Reserved material must be collected within 1 week of notification or at the discretion of the Library Manager.

Fines:

- Fines are \$.25 per operating day, for each overdue item.
- Fines for overdue materials will be calculated and the borrowers borrowing privileges will be suspended if the fine is \$10.00 or greater, until payment is received.
- Lost or badly damaged items will be calculated at the full replacement cost of the materials.
- The maximum overdue fee for a single item is \$10.00, equivalent to 40 days.
- Items borrowed longer then 40 days will be considered lost and the borrow will be billed for the replacement cost of the item.
- If the borrower returns the lost material, the cost of the item will be refunded and the patron will owe the overdue fee.
- Once an item has been paid for, it becomes the borrower's property. The patron will not have to pay additional overdue fees.

Procedure for overdue material and demand for the return of the material:

Material(s) that is not returned or renewed within three weeks of the original check out date will be considered overdue. The Library Manager, may, at their discretion, contact the patron by phone or mail to facilitate the return of overdue materials.