

Policy 8 – Loan of Resources

The intent of this policy is to make the widest possible selection of library items available to all patrons of the Three Cities Public Library, and to facilitate the return of library items in good condition and in a timely manner. The Three Cities Public Library will uphold the obligation of participation in the Public Library Network, the Northern Lights Library System, the Alberta Library (TAL) card program and the ME Libraries Program.

- 8.1 A cardholder must have an active library card to borrow materials.
- 8.2 An eligible cardholder may borrow a maximum of fifty (50) circulating items at any one time.
- 8.3 Library Materials may be borrowed for a period of three (3) weeks.
- 8.4 Digital resources not provided by the library system may be borrowed for a period of time as stipulated by the content provider.
- 8.5 Interlibrary Loan (ILL) items may normally be borrowed for a period of three (3) weeks. This loan period may vary for out-of-system loans, as stipulated by the loaning library.
- 8.6 Items in the reference collection or items deemed by the Library Manager to be irreplaceable may not be borrowed.
- 8.7 A maximum of two renewals per item are permitted.
 - 8.7.1 An item may not be renewed if another cardholder in the library system has placed a hold on that item.
 - 8.7.2 Renewals may be made in person, over the phone, or via the Library's online catalogue.
 - 8.7.3 It is the responsibility of cardholders to ensure items are returned on time.
- 8.8 Cardholders are encouraged to inform the library immediately about lost items.
- 8.9 As per the Library bylaws, the cardholder will be charged the purchase price of the book as listed in the library's integrated library system (ILS).
- 8.10 Replacement charges may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.
- 8.11 If an item is found by a cardholder after the replacement costs have been paid, that item becomes the property of the cardholder and cannot be returned to the library for reimbursement.
- 8.12 A card holder's borrowing privileges may be restricted or suspended when their total fines are \$50.