

Lib-03-004

Section: Library Facilities

Title: Loan of Materials

Approval Signature: _____
_____, Chair, Tofield Library Board
Latest Revised Date: _____

1. In accordance with the Libraries Act (section 40.3), there shall be no charge for use of the Tofield Municipal Library materials, whether materials are used on the premises, loaned from this library, or acquired from another source at the discretion of the Board and or Library Manager.
2. Non-members may not borrow materials from the library (see policy Lib-02-003 and Lib-02-004).
3. The current issue magazines are not available for loan until the next issue has been received.
4. All materials that are borrowed by members from the Tofield Municipal Library have a due date, according to the types of materials that are borrowed.
5. Members are required to return all materials to the Tofield Municipal Library on or before the due date of any materials borrowed on their membership card.
6. Patrons may place holds on any materials found in thetracpac.ca catalogue. These items include items owned by The Tofield Municipal Library and other libraries in Alberta. If an item is not located in our local collection, it will be brought in for patrons and placed on hold.
7. Items on hold must be picked up by the patron within 10 days of the item being brought into the library. Staff will notify the patron once on the day the item is received by email, text message, or a phone call, as chosen by the patron.
8. Members may renew materials that are borrowed, extending the due date for a period according to the types of materials that are borrowed. Print materials, such as books and magazines, have a 3-week loan period. DVDs have a 1-week loan period.
9. A request for renewal will be disallowed if there is another hold request for the materials in question.
10. Renewals can be made in person, by telephone, or at www.tofieldlibrary.ca.