

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-004

Title: Loan of Materials

1. In accordance with the Libraries Act, there shall be no charge for use of 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. Except in the case of item #12.
2. A Library card may only be used by the person to whom it is issued.
3. A cardholder must present his card in order to check out materials.
4. Cardholders are responsible for all materials charged out on their Library card.
5. Cardholders may borrow a limited number of materials from the Library:
 - Cardholders may have a maximum of 20 items checked out on their account at one time.
 - No cardholder may check out more than 5 items from the audiovisual collections at once i.e. items with DVDs, audio books and CDs.
 - No cardholder may check out more than 1 video game at once.
 - Youth cardholders may only check out items from the Youth collections i.e. materials that have a PRIM, E, J or YA on the spine label, a video game with a blue dot on the spine label, and any non-fiction item (adult or juvenile).
 - Borrowing privileges may be adjusted for specific cardholders at the discretion of library management.
6. All materials that are borrowed by members from the Vegreville Centennial Library have a due date, according to the types of materials that are borrowed.
 - Print materials, such as books and magazines, have a 3-week loan period.
 - Audio-visual materials, such as video games, most DVDs, and CDs (compact discs), have a 1-week loan period. Audio books and DVD sets with 3 or more DVD's have a 3-week loan period.
7. The Board or Library Manager may designate certain library materials as "non-circulating". These will normally be reference or archival materials. Reference materials may not be borrowed except at the discretion of the Manager.
8. The current issues of magazines are not available for loan until the next issue has been received.
9. Cardholders are required to return all materials to the Vegreville Centennial Library on or before the due date of any materials borrowed on their Library card.
10. Patrons may place holds on any materials found in the catalogue. Holds may be placed on any circulating material in person, over the phone, or online. Holds are honored as per TRAC guidelines.

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Continuation of Policy Number: LIB-03-004

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11. Items on hold must be picked up by the patron within 10 days of the item being brought into the Library. The patron will be notified once the item is received.
12. Should the item requested by the patron not be located in the Library catalogue, the patron may request employees to bring in the item through interlibrary loan. Any additional costs to bring in an item will be passed onto the patron. Patrons will be made aware of this possibility when requesting the item.
13. Cardholders may renew materials that are borrowed, extending the due date for a period of time according to the types of materials that are borrowed.
14. A request for renewal will be disallowed if there is another hold request for the materials in question.
15. Renewals can be made in person, over the telephone, or online.
16. Renewals must be made for only one loan period at a time and cannot be made more than once after the original due date. An additional renewal may be allowed at the discretion of library staff for patrons away on vacation or in other extenuating circumstances, unless it is owned by another library.
17. Renewals must be made prior to the loan due date either by telephone, in person, or online.

Date Approved: March 15, 2018

Board Chair Signature: _____

Date to be Reviewed: March 2021