

L-103 Borrower's Cards	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

ANNUAL BORROWER'S CARD

- 1.1. Patrons wishing to remove library material from the premises must have a valid borrower's card (ie. Resident Card, Non-Resident Card, ME Card or a card recognized under a reciprocal borrowing agreement (4.5.1)
 - 1.1.1. Annual borrower's card issuance fees for resident and non-residents shall be set as per Library By-laws Schedule C
 - 1.1.2. Resident is as a person or household who lives in a municipality which pays an annual per capita fee to NLLS
 - 1.1.3. Non-resident is person or household who resides in a municipality which does not pay an annual per capita fee to NLLS. A borrower's card will be issued upon completion of the appropriate application form
 - 1.1.4. A borrower's card is not transferable and may only be used by the person to whom it is issued for borrowing purposes
 - 1.1.4.1. A cardholder may only permit others to use their card to pick up material on their behalf if a previous arrangement has been made with staff
 - 1.1.5. A borrower's card will be valid for one year from time of issue and an annual renewal fee will be charged
 - 1.1.6. Parents/Guardians of minors with a borrower's card shall be responsible for the annual fees, replacement costs, lost/damaged items and overdue charges
 - 1.1.7. Replacement borrower's cards shall be issued for \$1, which may be waived at the discretion of staff

FINES AND PENALTIES

- 1.2. Fines shall be set as per Library Bylaws Schedule C
 - 1.2.1. Patrons shall be given one (1) grace day, which is the day after the items were due
 - 1.2.2. Fines will not be charged for the days the library is closed
 - 1.2.3. Fines shall be collected at the circulation desk and proper recording procedures shall be followed
 - 1.2.4. Fines may be waived at the discretion of the manager
 - 1.2.5. The loan period for all items shall be set per Library Bylaws Schedule B