

POLICY STATEMENT

CIRCULATION

APPROVED BY: Richmond Hill Public Library Board

REVISED: October 16, 2008

1.0 **LIBRARY MEMBERSHIP**

Richmond Hill Public Library cards are free to all patrons who live, work or attend school in Richmond Hill, Aurora, Newmarket, Markham and Vaughan (York Public Library Network (YPLN) libraries).

There is an annual fee of \$55.00 per person to all non-residents of Richmond Hill (exclusive of YPLN members).

Non-Resident Volunteers

Richmond Hill Public Library cards will be issued free of charge to Non-Resident Volunteers who meet the following criteria:

- Are adults;
- Live and volunteer in Richmond Hill, Aurora, Markham, Newmarket or Vaughan;
- Have volunteered for at least one year with the non-profit organization;
- Are volunteering for at least 15 hours weekly with the non-profit organization;
- **and**
- Produce a letter annually on the organization's letterhead confirming their hours and continued involvement at the time of renewal of their RHPL membership card.

Visitor Cards

Visitor Cards will be issued with the following conditions:

- There will be a \$5.00 charge for the Visitor Card;
- Applicants for Visitor Cards will meet the same requirements for provision of appropriate photo and other identification;
- Users holding Visitor Cards will have access to the same privileges and responsibilities as all other library users;
- Visitor Cards will be issued for a period of 30 days only, with no renewals allowable.

2.0 **PATRON IDENTIFICATION**

When registering to become a member of the Richmond Hill Public Library the following information is required:

- Name
- Address
- Phone number

Verification required of a new patron's address:

Adults 18 – 65+ years of age	Students 13 – 17 years of age	Children 12 years of age and under
<ul style="list-style-type: none"> • Driver's licence • Staff identification 	<ul style="list-style-type: none"> • Student identification card • Transit card 	<ul style="list-style-type: none"> • Parent's identification • Signature of parent on registration form
<ul style="list-style-type: none"> • Utility bill 	<ul style="list-style-type: none"> • Any source of ID that gives the person's name and address (such as a report card). 	
<ul style="list-style-type: none"> • Personal cheque 		
<ul style="list-style-type: none"> • Any other source of ID that gives the patron's name and current address (preferably photo ID) 		

3.0 **LIBRARY CARDS**

Annual Renewal

A patron's library card expires annually. At the time of expiration, the patron's name, mailing address and telephone number are verified. All outstanding monies owing to the Library must be paid in full before the patron's library card can be renewed.

Number of Cards

A registered patron of the Richmond Hill Public Library should have in their possession only one (1) Richmond Hill Public Library Card.

Lost Library Cards

There is a \$2.00 replacement fee for lost library cards.

4.0 **BORROWING PRIVILEGES**

Regular Library Materials – Books & CD ROM's

	Regular Books	Book Express	CD-ROMs
<i>Age Restrictions</i>		13 year +	13 years +
<i>Loan Period</i>	3 weeks	7 days	7 days
<i>Loan Limits</i>	None or at staff discretion	None or at staff discretion	None or at staff discretion
<i>Renewals*</i>	2 times	None	None
<i>Reserves</i>	Yes	Yes	Yes
<i>Return Time</i>	Any time on the due date	Any time on the due date	Any time on the due date
<i>Notification Of Overdue Material</i>	1 st notice at 2 weeks overdue. Invoiced for materials at 8 weeks overdue.	1 st notice at 2 weeks overdue. Invoiced for materials at 8 weeks overdue.	1 st notice at 2 weeks overdue. Invoiced for materials at 8 weeks overdue.

<i>Suspension of Borrowing Privileges</i>	After 8 weeks overdue.	After 8 weeks overdue.	After 8 weeks overdue.
<i>Lost & Damaged Material</i>	Total replacement cost plus \$5.50 processing fee.	Total replacement cost plus \$5.50 processing fee.	Total replacement cost plus \$5.50 processing fee.
<i>Refunds</i>	1 year from date of payment with patron refund receipt.	1 year from date of payment with patron refund receipt.	1 year from date of payment with patron refund receipt.

*Renewals can be placed on materials with the exception of: items with reserves; special collection material; or another library's materials.

Regular Library Materials – Video's & DVD's

	Videos/DVDs Educational/ Non-Theatrical	Adult/Young Adult Videos/DVD's Theatrical	Children's Videos/DVD's/ Multi-part Serials Theatrical
<i>Age Restrictions</i>	13 years +	13 year + except For R Rated 18 years + (with Photo ID)	13 years +
<i>Loan Period</i>	7 days	3 days	7 day
<i>Loan Limits</i>	None or at staff discretion	5 items per patron at staff discretion	None or at staff discretion
<i>Renewals*</i>	2 times	None	2 times
<i>Reserves</i>	Yes	No	Yes
<i>Return Time</i>	Anytime on the due date	Any time on the due date	Any time on the due date
<i>Notification Of Overdue Material</i>	1 st notice at 2 weeks overdue. Invoiced for materials at 8 weeks overdue.	1 st notice at 2 weeks overdue. Invoiced for materials at 8 weeks overdue.	1 st notice at 2 weeks overdue. Invoiced for materials at 8 weeks overdue.
<i>Suspension of Borrowing Privileges</i>	After 8 weeks overdue.	After 8 weeks overdue.	After 8 weeks overdue.
<i>Lost & Damaged Material</i>	Total replacement cost plus \$5.50 processing fee.	Total replacement cost plus \$5.50 processing fee.	Total replacement cost plus \$5.50 processing fee.
<i>Refunds</i>	1 year from date of payment with patron refund receipt.	1 year from date of payment with patron refund receipt.	1 year from date of payment with patron refund receipt.

*Renewals can be placed on materials with the exception of: items with reserves; special collection material; or another library's materials.

4.0 **BORROWING PRIVILEGES** – Cont'd

Special Library Materials:

	Equipment	E-book Readers
<i>Age Restrictions</i>	18 years + (with photo ID)	13 years + (with photo ID)
<i>Loan Period</i>	n/a	3 weeks
<i>Loan Limits</i>	n/a	1 reader per family
<i>Renewals</i>	n/a	None
<i>Reserves</i>	Yes	Yes
<i>Return Time</i>	Any time on the due date during Library Hours.	Any time on the due date during Library Hours.
<i>Notification of Overdue Materials</i>	Immediately after due date.	1 st notice at 2 days overdue. Invoiced for item at 1 week overdue.
<i>Suspension of Borrowing Privileges</i>	3 days overdue.	3 days overdue.
<i>Lost & Damaged Materials</i>	Total replacement cost.	Total replacement cost.
<i>Refunds</i>	n/a	1 year from date of payment with patron refund receipt.
<i>Rental Fees</i>	Slide Projector - \$10 per use Overhead Projection - \$10 per use Screen - \$5 per use Camcorder - \$25 per use (with credit card imprint for full value of camcorder) TV/VCR - \$10 per use Tripod - \$5 per use Flip Chart - \$5 per use Podium - \$15 per use <i>Note: All the above prices include tax.</i>	

Fines:

	<i>Fine per Item per Day</i>	<i>Maximum per Item</i>	<i>Maximum Fine Total*</i>
Adult Material	\$0.30	\$6.00	\$25.00
Children's Material	\$0.25	\$6.00	\$25.00
Book Express Books	\$1.00	\$10.00	\$30.00
CD-ROMs	\$1.00	\$10.00	\$30.00
Electronic Notebooks	\$2.00	No maximum fine.	n/a
Equipment	Daily rental fee.	No maximum fine.	n/a
Videocassettes/DVDs	\$2.00	\$10.00	\$30.00
E-book Readers	\$2.00	No maximum fine.	n/a

*Maximum Fine to be paid to clear **all** outstanding maximum fines at one time.