



Policy Type: Operational
 Policy Title: Collection Development Policy

Members may borrow materials from the library upon presentation of a valid membership card. Others may use the materials on library premises free of charge.

There is a limit of 50 items per card at one time. Exceptions may be made at the discretion of the librarian.

Loan Period

- Books, including audio books are loaned for three weeks. Renewals may be made twice for a total of 9 weeks’ loan, unless the items has been reserved by another patrons. Further renewals may be made at the discretion of the librarian.
- Magazines and music CDs are loaned for one week. Magazines are not renewable due to the time-related nature of their contents.
- Museum passes are loaned for one week.
- DVDs are loaned for a two week period. Renewals are for one additional week. Maximum loan is 4 items at a time.
- Interlibrary Loans are available for the period specified by the lending library.

Reserves

Members may reserve any item via their on line account or with library staff. Reserve notification is sent via email or by phone as soon as the item is available. It will be held for a maximum of 3 business days.

Fines for Overdue materials

Materials returned after the specified loan period incur fines at the following rates:

Adult books, magazines, audio books	.20c per item per day
Children’s books	.15c per item per day
DVDs	\$1.50 per item per day
Music CDs	.25c per item per day

There is a maximum fine of \$25 per adult card and \$10 per juvenile card.

Notification: While it is the responsibility of borrows to return materials by the due date, the library notifies borrowers when materials are overdue. Initial notification is made by phone after the item becomes overdue by 10 days. Follow-up phone calls are made for an additional 3 weeks and if the item(s) are not returned, a notice is sent.

Items are invoiced at the list price, plus \$5 per item processing fee.

A second notice is sent if the item(s) are not returned within the 2 week window as outlined in the first notice. If the item(s) are still not returned, the patron is considered delinquent and may no longer be permitted to borrow materials until restitution is made. Items are deleted from the system. Any materials returned after deletion are considered a donation.