

## Circulation Policy

Passed: October 2010

In order to borrow materials a patron must be a Lillooet Area Library Association member in good standing. All other BC residents must present a valid, current library card from any library in BC along with signed, government issued, picture identification.

**Persons whose primary residence is outside BC** may apply for a Lillooet Area Library Association card if they provide their permanent home address, their temporary Lillooet address and signed, government issued, picture identification.

Library membership is free to all people who live in or own property in the District of Lillooet and Areas A & B of the S.L.R.D.

The Library Association may charge fees or impose penalties to ensure fair use of its materials or services.

Use of the library and its services may be denied for due cause. See the Patron Conduct Policy for details.

### Regulations

1. **Circulation Period** is 21 days with 2 renewals allowed, with the following exceptions:
  - 1.1. Audiovisual materials may only be renewed once.
  - 1.2. Reference and restricted access materials do not circulate but are freely available for use on library premises.
  - 1.3. Special arrangements for extended circulation time or extended quantities may be made at the librarian's discretion.
2. **Maximum number of items** on loan at one time is 20, with the following limitations:
  - 2.1. Children, aged 12 and younger, are limited to 10 books and 2 audio-visual items on loan at one time.
  - 2.2. Students will be limited to 2 books per subject for a class assignment to allow for wider use of the materials.
  - 2.3. Movies are limited to 4 at one time.
  - 2.4. CDs are limited to 4 at one time.
  - 2.5. Audiobooks are limited to 4 at one time.
  - 2.6. New fiction releases are limited to 2 at one time.
3. **Fines** will not be charged for overdue items.
4. **Renewals** may be made in person, by telephone, by email or by using "my account" on the library's website.
  - 4.1. Print materials may be renewed twice, audiovisual materials may be renewed once.
  - 4.2. If there is a waiting list for the item, renewals will not be permitted.
  - 4.3. Patrons can choose phone or email notification of when items will soon be due.

- 4.4. Borrowing privileges will be suspended if a patron has reached the maximum number of renewals allowed on their unreturned items, and/or if they have unpaid charges for lost items on their account.
5. **Overdue notices** are sent on the following schedule:
  - 5.1. the first phone call or email notification - one week overdue.
  - 5.2. the second phone call or email notification - two weeks overdue.
  - 5.3. first notice noting replacement cost - three weeks overdue. At this point the materials will be considered lost. Replacement costs will be billed to the patron's account. If a patron pays the replacement cost for a lost item and subsequently returns the lost item, the replacement cost will be refunded in full.
6. **Damaged Items** will be charged for according to the extent of the damage.
7. **Holds** may be placed in person, by telephone, by e-mail or by using "my account" on the library's website. Items placed on hold will be held for 1 week.
8. **Replacement cards** will be issued on request, at a charge of \$ 5.00.
9. **Public Library InterLINK:**
  - 9.1. A person with a library card from any other InterLINK library, upon filling out a form including home address and phone number, and presenting signed, government issued, picture identification, will have the same borrowing privileges as Lillooet Area Library Association members.
10. **BC OneCard System:**
  - 10.1. A person, upon presentation of a valid, current library card from any library in BC and signed, government issued, picture identification, will be registered as a BC OneCard patron, and will be entitled to the same borrowing privileges as local members. Material may be returned to any BC library, which will then be responsible for return to the home library, or to InterLINK. If the person already has a BC OneCard they will be registered in our system as a BC OneCard member.