

TOWN OF MCLENNAN LIBRARY BOARD
CONDITIONS UNDER WHICH LIBRARY RESOURCES ARE LOANED POLICY

The McLennan Municipal Library will make available the widest possible selection of library resources to all its patrons and facilitate the return of library resources in good condition and in a timely manner.

Loan of Resources

1. A cardholder must present their library card to borrow materials. Cardholders must give prior approval for anyone else to pick up materials on their behalf.
2. An eligible cardholder may have a maximum of thirty (30) circulating items on loan at any one time, of which not more than five (5) may be DVD's.
3. Books, audio books and CD's may be borrowed for a period of three (3) weeks.
4. DVD's may be borrowed for a loan period of one (1) week with one (1) additional loan period unless otherwise stated.
5. Interlibrary Loan (ILL) items may normally be borrowed for a period of three (3) weeks. This loan period may vary for out-of-system loans, as stipulated by the loaning library.
6. Items in the reference collection or items deemed by the Library Manager to be irreplaceable may not be borrowed.
7. A maximum of two renewals per item are permitted.
 - An item may not be renewed if another cardholder in the TRAC system has placed a hold on that item.
 - Renewals for ILL items may not always be possible
 - Extended due dates may be granted at the discretion of the Library Manager.
8. Renewals may be made in person, over the phone, via e-mail or via the Library's online catalogue.

Penalty Provisions

9. It is the responsibility of cardholders to ensure that items are returned on time. As per the Town of McLennan Library Board Bylaws, overdue fees are as follows:
 - Ten (10) cents per day per item to a maximum of \$10.00 per item

10. Cardholders are encouraged to inform the library immediately about lost or damaged items.
 - As per the Library Bylaws, the cardholder will be charged the replacement cost of the book.
 - Replacement charges may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.
 - If an item is found by the cardholder after the replacement costs have been paid, that item becomes the property of the cardholder and cannot be returned to the library for reimbursement, or if McLennan Municipal Library has already paid the invoice from another library.

Suspension of Borrowing Privileges

11. A cardholder's borrowing privileges are suspended when their total fines are equal to or greater than ten (\$10.00) dollars.
12. A membership card may be revoked after three (3) requests for return of library resources.

Waiving of Fines on Library Resources

13. Fines may be waived at the discretion of the Library Manager.
14. Waiving of fines on library resources can only happen at the library which owns the resources.

Approved: November 2000

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Date for Review: 2018

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Next Review: January 2021

Board Chair: