



# Policy Manual

Adopted:	Last Amended:
By: Palliser Regional Library Board	Last Reviewed:

## Bylaws: Membership, Loans, and Fees

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### Intent

This policy describes the overall principles and framework used to facilitate access to Library collections and services and to establish rules and regulations for their use. This policy is in accordance with and supported by *The Public Libraries Act and Regulations, 1996* and the Saskatchewan Information and Library Services Consortium (SILS) Circulation Policy Manual.

### Palliser Regional Library Membership Policy

Any person who can provide proof of established residence in a municipality in Saskatchewan that pays its annual library levy will be issued a library card, upon application, without fee.

#### Library Card Terms and Conditions:

- Valid library card holders may borrow library materials from any public library in the province.
- Palliser Regional Library will honour library cards issued by other SILS Library Agencies.
- Library cards are valid for three years; address checks will occur once per year.
- Card holders are responsible for any materials borrowed using their library card and/or barcode and any fees incurred as a result. Patrons must notify the library if the card or barcode is lost or stolen.

#### Registration of Students during Class Visits:

At the discretion of the local branch, teachers may vouch for the identity of their students, who are under the age of 14, when coming to the library for a class visit. The student will still need to present a registration form signed by a parent/guardian, which notes a piece of parental identification with address. The card will be unverified until such time as proof of address is presented.

## Palliser Regional Library Loans Policy

### Loan periods and Renewals

Most library materials have a **3-week (21 day) loan period**, and may be renewed for **2 additional loan periods** if no other patron has requested them, except for the following items:

Item Type	Loan Period	Renewals
DVDs and videos	1 week (7 days)	2 renewals
DVD sets	2 weeks (14 days)	1 renewal
Video games	1 week (7 days)	1 renewal
Magazines	1 week (7 days)	1 renewal
Popular Pick Book	2 weeks (14 days)	No renewals
Popular Pick DVD	1 week (7 days)	No renewals

- The loan period and renewals for Interlibrary loan materials will depend upon the policy of the lending library.
- Loan periods and renewals for digital materials, including ebooks, eaudiobooks, music, films, etc., vary according to the vendor.
- Renewals of physical materials may be made through the online catalogue, by telephone, or in person. Renewals may take place without the material being present.

### Limits on quantity

1. **The maximum number of items a patron may have out on loan is 100.** This includes out-of-region interlibrary loans. Limits on certain categories of materials are as follows:
  - DVDs, videos: 20
  - Audiobooks, CDs: 30
  - Popular/Hot titles (books and DVDs), picture files, cake pans, story time sacks / story bags / kits, games / multimedia, toys, book kits /book club in a bag, & art: 5
  - Video games: 3
  - Electronic devices: 1
  - To ensure that the needs of all patrons are being addressed, the library may limit the number of titles requested at any one time on any given subject.

### Hold

**The maximum number of items a patron may have on hold is 100.** Materials on the hold shelf will be held for **7 open days** before the hold expires and the material is made available to the next patron or returned to the collection shelf.

## Patron Responsibility for Fees

### Overdue Fees

Palliser Regional Library does not charge fees for overdue library materials.

### Lost or Damaged Materials

The patron is responsible for paying the replacement cost for any lost or damaged materials.

- An item is considered lost 31 days after the due date, and the patron will be billed.
- If the item is returned in good condition, all charges will be removed from the patron's account.
- Full refunds are to be issued for previously-paid for items that are returned in good condition within a 6 month period after payment.
- Upon payment for a damaged item, the patron may choose to keep the item.

### Lost or Damaged Accessories

The following fees will be charged to replace the following lost or damaged accessories:

CD plastic sleeve for inside CDBK cases	\$0.25	Single DVD Case	\$1.00
CD paper envelope - used to hold CD in JCDBK	\$0.25	Double DVD Case	\$1.00
Audiobook Security Case (1 - 16 discs) (MJPL only)	\$10.00	Locking CD Case (MJPL only)	\$2.50
Single DVD Security Case (MJPL only)	\$2.25	Barcodes	\$0.25
Quad DVD Security Case (MJPL only)	\$6.00	Library Cards	\$3.00
Six-Pack DVD Security Case (MJPL only)	\$7.00		

### Other Fees

Patrons may also be responsible for the following fees:

- Photocopy, fax, and printing fees. These services are not universally available, and the Palliser branch libraries set their own rates
- A fee based on the current Royal Bank of Canada (RBC) charges for NSF Cheques will be levied for each NSF cheque tendered to Palliser Regional Library and all future payments must be made by cash or certified cheque.

### Suspended Borrowing Privileges

Failure to pay any accrued fees of \$10.00 or more will result in the suspension of borrowing privileges of the patron until such time as the payment is received.