



LOAN of LIBRARY RESOURCES

Policy Number: 2022-014

Date Authorized: November 2022

To be reviewed: November 2025

Purpose or intent:

The Trochu Municipal Library attempts to make the widest possible selection of library items available to all patrons of the library, and to facilitate the return of library items in good condition in a timely manner. The Trochu Municipal Library will uphold the obligations of participation in the Public Library Network, the Marigold Library System, the Alberta Library (TAL) card program, and the ME Libraries Program.

Authority:

The Town of Trochu Library Board is required to establish policies with respect to:

“the terms and conditions under which library resources will be loaned to members of the library for use in a location other than the library.”

Libraries Regulations 7(2)(e)

Policy Statement(s):

1. A cardholder must present his/her library card to borrow materials. Cardholders must give prior written approval for anyone else to pick up materials on their behalf.
2. An eligible cardholder may borrow a maximum of fifty (50) circulating items at any one time.
3. Books, audiobooks, and CDs may be borrowed for a period of three (3) weeks.
4. Items from the video collection (DVDs, blu-rays) and circulating magazines may be borrowed for a period of one (1) week.
5. Digital resources not provided by the library system may be borrowed for a period of time as stipulated by the content provider.
6. 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.
7. Items in the reference collection or items deemed by the Library Manager to be irreplaceable may not be borrowed or removed from the library.



8. A maximum of two (2) renewals per item are permitted.
 - a. An item may not be renewed if another cardholder in the library system has placed a hold on that item.
 - b. Renewals may not be possible for ILL items.
 - c. Extended due dates may be granted at the discretion of the Library Manager or their designate in the event of a foreseeable absence.
9. Renewals may be made in person, over the phone or via the Library's online catalogue.
10. It is the responsibility of the cardholder to ensure items are returned on time. As per the Library Bylaws, overdue fines are not charged; however, patrons are encouraged to make a voluntary donation if they are returning overdue items.
11. Cardholders are encouraged to inform the library immediately about lost or damaged items.
 - a. As per the library bylaws, the cardholder will be charged the purchase price of the book or resource as listed in the library's integrated library system (ILS).
 - b. Replacement charges may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder within a reasonable time frame.
 - c. 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.
12. A cardholder's borrowing privileges may be suspended by the Library Manager for the following reasons:
 - a. If borrowed material is repeatedly damaged or lost by a patron; or,
 - b. If damaged or lost material exceeds \$50.00 in value.

Pam Bezanson, Library Chairperson

Date