



Circulation Policy

Approved March 2025

As part of the Agreement for participation within the Libraries in Niagara Cooperative (LiNC) we must follow the LiNC Circulation Policy. The LiNC Circulation Policy has been integrated with the LPPL Policy for this reason.

LPPL Purpose Statement:

The Lincoln Pelham Public Library makes physical and digital library materials widely available to the community, in an equitable manner, to maximize the use of the Library collection. The LPPL Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the **Public Libraries Act**. R.S.O. 1990, c. P44.

LiNC Circulation Policy Purpose Statement:

The purpose of the LiNC Circulation Policy is to set the parameters for the borrowing of materials by the public as well as the collection and use of personal information. The LiNC Circulation Policy shall be reviewed annually by the LiNC Executive Team and follows all provisions of the Public Libraries Act.

Section 1: Membership

1. No fee will be charged for admission to the library.
2. Any person may be a member of the library with borrowing privileges.
3. Libraries in Niagara Cooperative (LiNC) cardholders have the same borrowing privileges at all LiNC public library locations. The only exceptions to this statement are in requesting interlibrary loans and restricted access to the electronic resources offered by each LiNC library.
4. Regardless of a member's place of residence, the LiNC library that a cardholder initially registers at is considered their home library for that library card.
5. Membership will be granted to an individual unable to provide identification verifying address; in this case, borrowing is limited to one item on the initial visit, and verification of address will be required for any subsequent loans.

6. Children under 12 must register for membership with a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages, or lost items.
7. New library card memberships will not be issued to anyone whose borrowing privileges have been suspended from another LiNC library.

Section 2: Conditions of Membership and Card Use

- a) Membership is not transferable to other individuals.
- b) Members will be issued a library card without charge.
- c) An individual is entitled to only one library card. Lost or damaged cards may be replaced for a nominal fee.
- d) The library card is the property of LPPL and must be returned upon request.
- e) Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
- f) Change of address, name or phone number must be reported immediately.
- g) LiNC library cardholders must present a valid library card from one of the LiNC libraries in order to checkout materials or access their account. If the card cannot be presented, valid photo I.D. is required. **See Schedule A.**
- h) Library cards expire annually. At the time of expiration, the cardholder's contact information will be verified. Updates must be completed with the cardholder's home library.
- i) Membership and/or borrowing privileges can be suspended for violating library policies.

Section 3: Borrowing

Item	Loan Period	Renewals	Holds
Express Collections Books	14 days	0	No
Express Collections DVDs	7 days	0	No
DVDs and games	7 days	3	Yes
Magazines	7 days	3	Yes

Books, Audiobooks, Music CDs	21 days	3	Yes
Book Club Collections	60 days	0	Yes (for those collections not currently being used by Library book clubs)

1. Loans

- Loan periods listed in the table above follow the LiNC circulation agreement.
- All materials that do not follow within the LiNC agreement, such as the Library of Things will follow borrowing periods that have been established by LPPL on an annual basis.
- Reference works, local history, and newspapers are not available for loan.

2. Renewals

- Library items may be renewed in person, by telephone or online.
- Items on hold for other members cannot be renewed.

Section 4: Charges

1. Damaged/Lost Items

- Damaged and lost library materials will have a processing fee of \$5.00 and the replacement cost of the material applied to the cardholder's account.
- If items remain overdue for longer than 90 days, the borrower will be charged the full replacement cost plus a processing fee determined annually by the Library Board. Borrower privileges are suspended until the full replacement cost is paid.
- Items that are found after the replacement fee has been paid are the property of the cardholder. No refunds will be made.

2. Overdue and Fines

- Cardholders are notified when their material is overdue. For those cardholders not using email notification, contact with the cardholder will be made after 7 days and a final notice will be communicated to the cardholder after 21 days.
- All traditional library materials such as books, dvds, audiobooks and magazines will not incur overdue fines.
- Non-traditional library materials such as the Library of Things will still have overdue fines. These fees will be established by LPPL annually.
- Borrowing privileges will be suspended for accounts that have \$10.00 or more in unpaid fines or fees.
- Patrons are limited to a maximum total of 99 items checked out at any one time.

Section 5: Privacy Statement

LiNC public libraries abide by the Municipal Freedom of Information and Protection of Privacy Act.

Library Circulation and membership records will be used in accordance with ***Privacy, Access to Information & Electronic messages under CASL***

For the purposes of fulfilling its mandate to make materials available, keeping necessary records, planning purposes, and ensuring the Library's resources are safeguarded, the Pelham Public Library collects and utilizes personal information. This information will not be sold, given, or intentionally made available to other institutions or individuals without express patron consent.

Employees of the LiNC libraries are required to maintain confidentiality with regard to the following information:

- all records identifying the names, library card numbers, or contact information of library users;
- all records identifying material the library user currently has checked out or has checked out in the past;
- all records identifying the library user's overdue material(s);
- all records identifying users of public computers;
- all reference questions;
- all inter-library loan transactions;
- all holds placed, trapped, or held;
- all online searches and their results;
- all items photocopied, printed, or faxed;
- all suggested purchases of library material submitted by library users;
- All information pertaining to the identity of anyone conducting research on a particular subject.

Cooperation with Authorities

In accordance with various federal and provincial Acts and Regulations, requests for information about any LiNC cardholder will be referred to the cardholder's home library CEO.

Related Documents:

- *Privacy, Access to Information & Electronic messages under CASL*
- *Collection Management Policy*
- *Libraries in Niagara Cooperative Circulation Policy*

Schedule A

Acceptable Identification to Verify Name and Address for Membership Registration.

Documents are used to verify names and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. In other case acceptable identification and proof of current address is required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none"> • Driver's license • Health card with photo • Citizenship card • Passport • Student ID card • OAS (senior's card) • Employer-issued photo ID card • Ontario Identity Card • Correctional Centre Release 	<ul style="list-style-type: none"> ▪ Any Benefit Statement issued by the Government of Canada ▪ Bank account statement ▪ Utility bill (telephone, hydro, water, gas, cable TV, internet) ▪ Motor Vehicle Permit (driver's license) ▪ Mortgage, rental, or lease agreement ▪ Property tax assessment or bill ▪ Insurance policy (property, auto, life) ▪ Employer record (pay stub or letter from employer) ▪ Secondary school, college or university report card or transcript ▪ Letter of ID from a shelter or other social housing facility