CIRCULATION POLICY

1. Circulation Of Materials

1.1. A valid Tay Township Public Library borrower's card shall be required to borrow material and is to be presented each time items are borrowed.

1.2. The borrower accepts responsibility for the card and all items borrowed and will be held responsible for any loss or damage to items signed out by them or borrowed on their cards.

1.3. A borrower's card is issued to a child 16 and under with the understanding that the parent or guardian accepts responsibility of its use.

1.4. The borrower agrees to report the loss of the card and any changes in address or telephone number.

2. Number Of Items Borrowed

2.1. A maximum of 30 materials may be borrowed on one card.

2.2. A maximum of five (5) electronic items may be borrowed on one card.

3. Loan Period

3.1. The regular loan period for materials, except DVD's, is three (3) weeks.

3.2. The regular loan period for games, DVD's and magazines is one (1) week.

4. Renewals

4.1. All material may be renewed except for items on hold, interlibrary loans, and new books.

4.2. There is a limit of two (2) renewals.

4.3. Only one (1) phone renewal is allowed.

5. Fines

5.1. Fines will be charged on all overdue items as per the current fees schedule.

5.2. Borrowing privileges will be suspended when fines amount to $10.00 or more.

6. Interlibrary Loans

6.1. Patrons requesting interlibrary loan material have the option of specifying at which branch they wish to pick them up.

7. Overdue/Lost Materials

7.1. All privileges will be suspended when items are more than six (6) weeks overdue. All overdue material must be returned and fines addressed before privileges are reinstated.

7.2. If material is lost, full replacement value plus service charge must be paid before privileges will be reinstated.

7.3. Lost materials which are subsequently found after payment has been made will be considered property of the patron and no refunds will be made.

7.4. Lost interlibrary loan materials and Simcoe County Library materials will be billed at the rate set by the lending library.

7.5. Privileges may be suspended when three (3) items are claimed returned.

7.6. The Tay Township Public Library may send unresolved bills to a collection agency (where applicable).