



Policy number: OP-12
Policy type: Operational
Adoption date: February 201
Last review/revision: May 15, 2025
Next review: 2029

Circulation Policy

The Southgate 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 Southgate Public Library 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.

Section 1: Library Membership

Southgate Public Library cards are free to all those who live, work, attend school, or pay taxes on a property in the Township of Southgate. Library cards are also free to Melancthon residents based on the annual agreement between the Library and the Township of Melancthon. Library services are available to persons for whom the above does not apply for a fee, that is set in the Library Fees and Charges Schedule.

All applicants for library membership must present acceptable identification that includes their name and current address to obtain a membership. Children aged twelve and under must have their parent/caregiver present to register for a library card. When registering, the following information is required:

- 1) Name
- 2) Address
- 3) Phone Number

Section 2: Library Cards

The borrower's card is for the sole use of the registered member. All registrants must sign the back of their library card to confirm their commitment to abide by library policies. The library card must be presented each time items are borrowed. Items may be borrowed without a library card only if proof of identification with name and address is provided. All registrants are responsible for notifying library staff of changes of contact information. A patron's card expires in one year. At the time of expiration, the patron's name, mailing address and phone number are verified.



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Section 3: Borrowing Privileges

Loans:

- a. A variety of materials are available for borrowing. The borrowing period on these items is limited and subject to staff discretion (see Appendix 1, *Loaning and Renewal Periods*). Upon final renewal all materials must be returned.
- b. Physical materials borrowed may be returned to the library at the circulation desk or in the external drop-box. Members are required to return materials on or before the due date.

Renewals

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

Holds/Reserves

- a. Library items may be reserved in person, by telephone, or online
- b. When the item becomes available, the member will be notified and asked to pick-up the item within a 5-day period

Charges:

1. **Damaged/Lost Items**
 - a. the library will charge replacement costs for items which are overdue by 8 weeks or for items which are damaged or lost.
 - b. the replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item. It may not be possible to replace a specific item with an identical one.
 - c. charges will be applied based on the cost of a substitute item or the current market price of materials when an item is not replaced.
 - d. replacement of the item will be left to the discretion of the Chief Executive Officer or designate, in keeping with the library's Collection Development Policy.

Suspension of Borrowing Privileges:

- a. If materials are more than 8 weeks overdue, borrowing privileges are suspended until they are returned.
- b. suspensions may be waived for unusual or serious circumstances with the discretion of Librarian CEO.



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Section 4: Interlibrary Loans

When the library is unable to fill the informational or recreational needs for materials of a patron, the patron is to be informed that the interlibrary loan service is available.

Section 6: Genealogy and Local History

Genealogy files and local history material are non-circulating. If there is a request to staff for research of a genealogical item, there is a fee for library staff to research and provide genealogical information for long distance requests based on staff time needed to fulfill the request.

Section 7: Confidentiality of Patron Circulation Records

Any records identifying the names of library users are to be kept confidential.

Related Documents

Collection Development Policy
Internet Services and Technology
Safe Child Policy
Patron Code of Conduct
Fees and Charges Schedule



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Appendix 1: Loaning and Renewal Periods

	Loan Period	Renewals	Maximum Items Per Person	Notification of Overdue Materials
Books, Magazines & Audiobooks	3 weeks	3	20	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
DVDs	1 week	3	5 (10 per household, 1 season per TV series)	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
Interlibrary Loans	Designated by lending library	Designated by lending library	Staff approval for more than 5	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
Book and DVD Kit	4 weeks	1	1	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
Literacy kits	3 weeks	1	2	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
LaunchPad	1 week (by adults only)	0	2	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
Puzzles	3 weeks	3	5	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
Yoto Cards	2 weeks	0	5	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.
Yoto Player	2 weeks	0	1	Phone call at 1 st , 2 nd , and 4 th week; Invoice at 8 weeks.