

BORROWING LIBRARY MATERIALS

PURPOSE

West Perth Public Library facilitates access to library collections, and serves its patrons in a fair and consistent manner. This policy defines who is eligible for a library card and under what terms. A library card is not required for someone to enter the Library or use most resources within the Library. Patrons may choose to create a library card in-person or online through the Library's website.

RESPONSIBILITY

The Library protects personal information about a borrower consistent with the Library's *Confidentiality and the Protection of Privacy* policy.

Library cardholders are responsible for:

- All materials checked out on their card. Parents or legal guardians are responsible for all materials checked out on the card of a child under the age of 16;
- Promptly reporting changes in registration information such as name, address or contact information;
- Promptly reporting the loss or theft of a Library card.

Cardholders also authorize the Library to collect personal information for the purpose of providing service, in accordance with the *Public Libraries Act, R.R.O. 1990*.

WEST PERTH PUBLIC LIBRARY CARD

The West Perth Public Library card is available to all who reside, work, or attend school in West Perth, is renewable every 2 years, and must be brought to the Library every time materials are borrowed.

Thanks to the Perth County Information Network (PCIN), the West Perth Public Library card allows cardholders to borrow standard collection items from Stratford, St. Mary's, North Perth (Listowel, Atwood and Monkton) and Perth East (Milverton) public libraries.

A library card application is available at the Library or online through the website. To verify residency, one piece of photo identification must be presented with name and current address, or a piece of identification plus a utility bill or statement with name and current address.

RECIPROCAL BORROWING AGREEMENTS

West Perth residents may obtain cards at Huron County Library, Middlesex County, Waterloo Regional Library, Wellington County Library and the Oxford County Library by presenting identification with proof of current address at these locations. Likewise, residents of these communities are welcome to obtain a card from West Perth Public Library by presenting identification with proof of address.

LOAN PERIODS

Loan periods vary based on the format of materials borrowed. Borrowing privileges may be suspended under certain circumstances, such as the accumulation of fines.

Item	Loan Period	Renewals	Quantity Limit
Books	3 weeks	3	No limit
High demand books	2 weeks	0	No limit
Books on CD	3 weeks	3	No limit
Kits (child book and CD)	3 weeks	3	No limit
Magazines	1 week	3	No limit
Music CDs	3 weeks	3	No limit
DVDs	1 week	3	10 per card
Express DVDs	2 days	0	2 per card
Express Books	1 week	0	2 per card
Inter Library Loan (other than PCIN libraries)	3 weeks	At lending Library's discretion	2 requests per week
downloadLibrary digital items	Up to 3 weeks		20 per card

RELATED DOCUMENTS:

West Perth Public Library Policy. *Confidentiality and the Protection of Privacy*.

Government of Ontario. *Public Libraries Act, R.R.O. 1990*.

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