



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Circulation #4

SUBJECT: Circulation of Library Material

POLICY REPLACING: Circulation #4-
Circulation of Library Material June
12, 2007

BOARD APPROVAL DATE: February 9, 2016

PAGE: 1 OF 2

RATIONALE:

Loan periods, item limits, renewals and the reserve system are established to ensure optimum circulation of library materials, to assist in inventory control and to make library materials accessible to the greatest number of patrons.

POLICY STATEMENT:

The following rules apply to all members of the Bracebridge Public Library:

Loan Period/Item Limits

Patrons may sign out 25 items in total on one card for a period of 21 days, except for special limits on some categories of material.

<u>Category</u>	<u>Limit</u>	<u>Loan Period</u>
Adult DVD	5	7 days
NEW Adult DVD/MUSIC CD	2	7 days
Juvenile DVD	5	7 days
Juvenile/Adult MUSIC CD/INFO CDs	3	7 days
New Adult Print & Talking Books	5	21 days
Juvenile/Adult Talking Books	10	21 days

Non-Fiction Books - 3 items on any one topic

Magazines - 5 of one title

Special Privileges

Books - Loan period 42 days (no extended loan for new items)

Audio/Visual - Loan period 14 days (no extended loan for new items)

Renewals

Materials may be renewed **once**. **Adult** New Book Shelf materials and items on hold may not be renewed. An item that cannot be renewed must be made available to other patrons.

Reserves/Holds

Items put on hold must be picked up within 4 days of the patron being contacted. If contact cannot be made within 4 days, the hold will expire.



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Circulation #4

POLICY REPLACING: Circulation #4-
Circulation of Library Material June
12, 2007

SUBJECT: Circulation of Library Material

BOARD APPROVAL DATE: February 9, 2016

PAGE: 2 OF 2

The library's automated system has been programmed to the rules above. Renewals may be done online at www.bracebridgelibrary.ca (unless item is overdue), by phone or in person.

Reserves or holds may be placed on an item currently signed out, online at www.bracebridgelibrary.ca, by phone or in person. Patrons will be notified when the item is available for checkout. Patrons should not consider the item to be available for pickup until notified by library staff. If the item is not picked up within the allowable time, it will be put back on the shelves for circulation or reserved for the next requestor.