

Chatham-Kent Public Library Circulation Policy

Purpose/Objective:

The Library Board ensures that policies are in place which govern the use and borrowing of library materials by the community.

Content:

The Chatham-Kent Public Library endeavours to be as accessible and welcoming as possible for Library users, while making adequate provision for the protection of the investment the community has made in the Library's materials and resources.

The Chatham-Kent Public Library administration sets rules and procedures that facilitate the use and borrowing of library materials and resources by the community. These rules and procedures are based on standard library practises and applicable legislation.

In accordance with the *Public Libraries Act*, R.S.O., 1990, chapter P44, all Chatham-Kent residents are eligible to apply for a Library membership card.

The *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990, chapter M56 protects the privacy of patrons' personal information in the Library's records. A patron has the right to ask for their personal information to be corrected. Personal information collected is used to notify patrons about materials, fines, fees or charges. All patrons are to be informed about how their personal information will be used at the time of their initial registration.

The names of Library patrons will not be released to any person, institution, association or agency for any reason save as may be legally required by Federal or Provincial laws. The confidentiality of all borrower and loan records applies in all circumstances except where the police have a search warrant or there is reasonable concern for the safety of Library staff or patrons.

The Library will not retain loan records beyond the time when the materials are returned.

Fines are levied under the authority of the *Public Libraries Act*, R.S.O., 1990, chapter P44, section 23. Fine rates will be reviewed and approved regularly by the Board and are stated in the Schedule of Library Fees and Fines.

The Director, Library Services shall be authorized by the Board to withhold Library privileges from anyone refusing to comply with Library Board policy. The use of the Library or its services may be denied for just cause. Such cause may include failure to return borrowed materials or to pay fines, destruction of library property, disturbance of other patrons or any other infraction of the Facilities Use Policy or Internet Access Policy or Code of Conduct.

There are no restrictions on what youths under the age of 18 may borrow, except for “R” rated videos. While the Library staff can advise children on reading interests, the materials selected by a child are the responsibility of the parent or guardian. Libraries cannot and do not act in place of or in absence of parents and are not responsible for enforcing restrictions which parents or guardians may place on their children’s access to Library materials.

Parents or legal guardians may exercise their children’s right to information up until they are age 16 years. Parents or legal guardians are responsible for what their children borrow and any fines or fees that may accrue until they are 16 years old.

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