

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section: 7. Library Services

Subsection: 7.1 Circulation

Paragraph: 7.1.1 Borrower's Card

Statement of Policy: To define the terms under which a borrower's card will be issued.

Identification Requirements, General

Each patron of the Library may be issued a borrower's card upon presentation of the required identification and payment of any required fees.

Identification providing proof of the borrower's name and address must be provided in order for a card to be issued.

Identification Requirements, Secondary School Students

Students enrolled at a secondary school may use a student card issued by the school or school board with which they are currently enrolled as acceptable identification. In such cases, proof of address will not be required.

Identification Requirements, Elementary School Students

Students in elementary school or of elementary school age are exempted from providing identification but are required to provide signed authorization from a parent or legal guardian to borrow library materials.

Non-residents

A fee will be charged for borrowing privileges to all persons not residing within the City of Woodstock, not owning property or renting property within the City of Woodstock or not paying taxes to the City of Woodstock.

Employees of the City of Woodstock are exempted from the Library's non-resident borrower's fees, for employment purposes only.

Non-residents must provide proof of the payment of taxes within the current year to the City of Woodstock or a rental or lease agreement for property within the City of Woodstock in order to obtain an exemption from the non-resident borrowers' fee.

Expiration

A borrower's card will expire one year after the date of issue.

Renewal

A borrower's card may be renewed for additional periods of one year. Identification may not be required in order to renew an existing borrower's card provided that the borrower's records do not include unpaid fines or overdue items.

Application Form

Potential borrowers must complete an application form prior to the issuing of a borrower's card.

Transfer of privileges

The temporary transfer of a borrower's card privileges to someone other than the registered cardholder is permissible where an application for such a transfer, naming the person to whom the card is to be transferred, is received in writing from the registered cardholder and where such a transfer is approved by the Library.

Effective Date: July 1, 1998
Responsibility: Board and Chief Executive Officer
Motion No. / Date: 98-46
Amended Dates: 98-47/June 15, 1998
09-42 November 16, 2009

WOODSTOCK PUBLIC LIBRARY

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Section: 7. Library Services

Subsection: 7.1 Circulation

Paragraph: 7.1.2 Fines/Fees

Statement of Policy: To define fines and fees charged for overdue, lost or damaged materials and for non-resident memberships.

Books, including paperbacks, periodicals, audio cassettes, mass market paperbacks, compact discs and software and VHS video tapes per item	.20 cents per day Maximum \$5.00
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High Interest/Low Vocabulary Books	No fines
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DVD's	\$1.00 per day Maximum \$10.00 per item
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CHILDREN'S MATERIAL

Books, including paperbacks, periodicals, audio cassettes and VHS video tapes	.10 cents per day Maximum \$2.00 per item
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OTHER FEES

Replacement cost for lost library card:	Adult \$5.00 Child \$1.00
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Replacement cost for lost or damaged materials:

A borrower will be billed for an item that is lost or damaged beyond repair. The amount billed will include a replacement fee and a service charge. The replacement fee will be the cost of the item as recorded in the Library catalogue except where, in the opinion of Library staff, this cost varies substantially from the current estimated replacement cost of the item. In such cases, Library staff may exercise their discretion in determining the replacement fee.

Service charge for lost or damaged materials: \$5.00 per item

ANNUAL NON-WOODSTOCK RESIDENT BORROWER FEE

Adults	\$ 35.00 PER PERSON effective January 1, 2006
Students	\$ 5.00 PER PERSON (Must attend school in Woodstock)

Borrowing privileges will be suspended for patrons owing \$5.00 or more in overdue fines and/or the cost of replacing items long overdue

Effective Date:	June 20, 1994
Motion No. / Date:	94-56 June 20, 1994
Amended Dates:	96-17 February 19, 1996 02-11 February 18, 2002 03-61;03-62;03-63 November 17, 2003 04-38 June 21, 2004 05-57 October 17, 2005 07-23 April 16, 2007 09-42 November 16, 2009
Responsibility:	Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY

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Section: 7. Library Services
Subsection: 7.1 Circulation
Paragraph: 7.1.3 Hours

Statement of Policy: To delineate the public hours of operation of the facilities of the Woodstock Public Library.

Effective April 1, 1994 the hours of service of the Woodstock Public Library will be:

Monday	10:00 a.m.	to	8:30 p.m.
Tuesday	10:00 a.m.	to	8:30 p.m.
Wednesday	10:00 a.m.	to	8:30 p.m.
Thursday	10:00 a.m.	to	8:30 p.m.
Friday	10:00 a.m.	to	8:30 p.m.
Friday		closes	5:00 p.m. (July and August)
Saturday	10:00 a.m.	to	5:00 p.m.
Sunday	1:00 p.m.	to	5:00 p.m.

(closed Sundays July and August)

Effective Date: June 20, 1994
Motion No. / Date: 94-56 June 20, 1994
Amended Dates: 00-75 October 16, 2000
03-48 October 20, 2003
06-44 October 16, 2006
09-42 November 16, 2009
Responsibility: Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section: 7. Library Services
Subsection: 7.1 Circulation
Paragraph: 7.1.4 Retention of Records

Statement of Policy: Records and information held by the Library shall be dealt with in accordance with the provisions of the Public Libraries Act R.S.O. 1990, Chapter P.44 and the Municipal Freedom of Information and Protection of Privacy Act, 1989.

Once material is returned to the Library and checked in, the name of the last customer to use the material remains in a background file on the item record for use by authorized Library personnel..

Reference: R.R. O. 1990, Reg.823,s.5.

Effective Date: June 20, 1994
Motion No. / Date: 94-56 June 20, 1994
Amended Dates: 09-42 November 16, 2009
Responsibility: Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY POLICY MANUAL

Section: 7. Library Services

Subsection: 7.2 Services for Children

Paragraph 7.2.1 Children's Rights in the Public Library

STATEMENT OF PRINCIPLE

The Woodstock Public Library endorses the *Rights of Children in the Public Library* as set out by the Ontario Library Association, November 1998.

POLICY

Children in the Public Library have the right to:

- 1. Intellectual freedom.**
- 2. Equal access to the full range of services and materials available to other customers.**
- 3. A full range of materials, services and programs specifically designed and developed to meet their needs.**
- 4. Adequate funding for collections and services related to population, use and local community needs.**
- 5. The library environment that complements their physical and developmental stages.**
- 6. Trained and knowledgeable staff specializing in children's services.**
- 7. Welcoming, respectful, supportive service from birth through the transition to adult customer.**
- 8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.**
- 9. Library policies written to include the needs of the child.**

Effective Date: September 20, 1999

Motion No. / Date: 99-50/Sept. 20, 1999

Amended Dates: 09-42 November 16, 2009

Responsibility: Board and Chief Executive Officer

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	7.	Library Services
Subsection:	7.3	Library Programmes
Paragraph:	7.3.1	Programming Policy

A library program is any activity in or out of the library in which library staff and two or more members of the public are involved. Library programmes attempt to bring people and library materials/services together.

Library programmes should reflect the library as a whole and should enhance the role of the library in the community.

Library initiated or co-sponsored programmes should reflect the interest, information needs, and enlightenment of all the people of the community which the library serve. Selection of library programme topics, speakers, courses, classes and resource materials should be made by the library staff on the basis of those interests.

Library programming should not exclude topics, books, speakers, media and or other resources because they might be controversial.

Non-library initiated programmes requesting use of staff and/or materials should provide for the interest, information needs and enlightenment of all people of the community. The library does not provide staff or library programmes for purely entertainment purposes. Programmes requesting library staff or resources will be evaluated individually based on:

1. enhancement of the role of the library in the community
2. availability of staff and/or resources
3. cost accrued to the library (time/materials, etc/)
4. intended audience
5. local of programme

The C.E.O. has overall responsibility for programmes. He or she will supervise and direct the staff who will develop and implement effective programmes and maintain a balanced schedule of activities. It is essential that the C.E.O. maintain high standards in the selection of all programmes. The C.E.O. is responsible to

the Board for maintaining policies and reporting as to the effectiveness of programme activities.

Effective Date:	June 20, 1994
Motion No. / Date:	94-56 June 20, 1994
Amended Dates:	09-42 November 16, 2009
Responsibility:	Chief Executive Officer / Board

WOODSTOCK PUBLIC LIBRARY

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Section:	7.	Library Services
Subsection:	7.4	Off-site Services
Paragraph:	7.4.1	Deposits

Statement of Policy: The Woodstock Public Library Board endorses the principle of deposit collections within the delivery of public library service in the City of Woodstock. Deposit collections are established in accordance with these policies.

1. A deposit will consist of a collection of items of approximately 25 to 200 items on loan at a facility.
2. The facility must house an adequate number of users to warrant this service.
3. Deposit service will be considered only for apartment buildings whose residents are predominantly seniors, retirement homes, nursing homes, or other long-term care facilities or institutions.
4. Deposit service is designed to provide access to library materials for the ill, the infirm, the disabled and the aged.
5. A person or persons must be designated to be responsible to the Woodstock Public Library on behalf of the group, agency, institution or body representing the facility in which the deposit collection is to be located.
6. The person or persons so designated are responsible for developing internal procedures acceptable to the staff of the Woodstock Public Library for the operation of the service. This will include the provision of proper facilities to ensure the security of Library materials, their accessibility to residents, and adequate shelving for the materials.
7. Where the person or persons designated as responsible for the Deposit collection ceases to perform their duties to the satisfaction of the Library, the service may be suspended.

8. Where the deposit is located in an institution, the institution will be responsible for loss and or damage of Library materials on deposit, beyond reasonable wear and tear.
9. Prospective deposit sites will be approved or rejected by the Chief Executive Officer of the Library based on an assessment by Library staff.
10. The loan period for a Deposit Collection will be approximately 2 months.
11. A written agreement signifying acceptance of these policies must be signed on behalf of the group, agency, institution or body representing the facility in which the deposit collection is to be located.
12. The Woodstock Public Library will provide staff who will select the material for the deposit and coordinate the delivery and return of Library material with the person or persons designated.

Effective Date: May 13, 1996
Motion No. / Date: 96-45 May 13/96
Amended Dates: 09-42 November 16, 2009
Responsibility: Chief Executive Officer / Board