



# Woodstock Public Library Policy

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**Policy Name:** Circulation Policy

**Category:** Library Services

**Version:** May 13, 2025

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## **POLICY STATEMENT AND RATIONALE**

This policy will provide mechanisms to ensure equitable access and fair use of Library collections and services, through the establishment of rules and regulations that protect Library collections in a manner that is consistent with principles of financial accountability, while respecting the dignity and independence of all patrons.

### **Responsibility**

The CEO is responsible for implementing the appropriate procedures to ensure that Library staff understand and adhere to the intent of this policy, and to protect and safeguard the Library's collection and services.

### **Authority**

The Library Board has authority under Section 23(4) of the Public Libraries Act, R.S.O. 1990, c. P44 to establish rules and regulations pertaining to the use of library services, impose fees, and suspend library privileges, and the power to regulate all other matters connected with the management of the Library and Library property.

### **Accountability**

1. Accountability for the delivery of circulation services lies with the CEO, who delegates this activity to qualified and knowledgeable staff.
2. Through the CEO, loan periods, fee schedules, procedures, and guidelines are established and followed.

### **Underlying Principles**

The Library endeavours to:

- Promote universal access to a broad range of human knowledge, experience, information and ideas by making materials widely available.

- Promote intellectual freedom and respect an individual's right to privacy and choice.
- Ensure the Library's stewardship of materials as public assets, held in trust for our community.
- Maximize the use of collections and services in a fair and socially equitable manner for all patrons.

### **Borrowing of Materials**

1. Any member of the public who possesses a borrower's card and whose account is in good standing may borrow eligible materials.
2. Any member of the public may use all materials in the Library without a library card unless the materials, as pre-determined by the Library, require a library card to access them.
3. Materials may be borrowed for established periods of time, depending on material type, demand or special circumstances, such as accessibility needs.
4. A summary of borrowing limits will be listed on the Library's website.

### **Library Cards**

1. A library card may be obtained by a person who is:
  - a. a resident, or taxpayer in the City of Woodstock, without charge,
  - b. a non-resident student attending school within the City of Woodstock, for a small fee,
  - c. A non-resident who does not meet the above criteria, for a fee.

Persons must show identification and proof of residence to obtain a borrower's card. A list of acceptable identification can be found on the Library's website.

2. An internet use card may be obtained by persons who do not meet the criteria above for the sole purpose of using library computer services.
3. By signing the library card, the person agrees to abide by the policies and procedures of the Library.
4. In signing the card, the signer accepts responsibility for the choice, use, and return of all materials borrowed and for any fees accrued.
5. Library cards need to be renewed on a periodic basis by providing identification to confirm personal information. A list of acceptable identification can be found on the Library's website.
6. Library cards are the property of the Library.

### **Materials Fees**

1. Fees are charged for damaged, lost, and/or unreturned materials and levied against the library card on which they are borrowed.
2. The Library does not accept donations of materials in lieu of fees.
3. Members of the Library Board, Library employees, and Library retirees must pay all applicable materials fees.
4. Overdue accounts may be referred to a collection agency.

### **Suspension of Services**

1. Library card holders may have their borrowing services or access to other services suspended if:
  - a. accumulated fees charged to the library card exceed the limit set by the Library,
  - b. the cardholder has been banned for a period of time from Library property under the Patron Code of Conduct and/or Trespass Policy, or
  - c. the cardholder refuses to abide by the terms of this policy.

### **Confidentiality**

1. Confidentiality of all personal information held by the Library in matters related to circulation services is governed by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and related Library policies.
2. Collection, storing, and management of information for borrowing purposes, such as electronic addresses, shall be in accordance with the Government of Canada's Anti-Spam Legislation (CASL) and related Library policies.

### **RELATED DOCUMENTS AND POLICIES**

Canada's Anti-Spam Legislation (CASL) Consolidated Act S.C.2010, c. 23  
Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M56  
Public Libraries Act, R.S.O. 1990, c. P44

Woodstock Public Library – Accessibility Policy  
Woodstock Public Library – Collection Development Policy  
Woodstock Public Library – Inclusion and Diversity Policy  
Woodstock Public Library – Public Code of Conduct  
Woodstock Public Library – Trespass Policy

## **DOCUMENT REVISION RECORD**

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