

# **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 borrowing 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. In order to have a card issued for a student, a parent or legal guardian must be present to provide identification, to show proof of address, to complete the application and sign the library card.

### **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.

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 is required in order to renew an existing borrower's card. Parents must be present when a child's card is renewed.

### **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.

### **Library Card Use**

Library cards should be presented for library service. In the absence of a library card, identification must be presented for library service. Lost or misplaced library cards need to be replaced. Identification is required to replace a lost library card.

<b>Revision Date</b>	<b>Rev No.</b>	<b>Motion No.</b>	<b>Particulars</b>
15-Nov-2010	00		Issued
13-Apr-2017	01		- updated Identification Requirements, General - updated Identification Requirements, Elementary School Students - updated Non-residents - added Renewal policy for child's card - updated Library Card Use for lost or stolen cards

# WOODSTOCK PUBLIC LIBRARY

## *Policy Manual*

<b>Section:</b>	<b>7.</b>	Library Services
<b>Subsection:</b>	<b>7.1</b>	Circulation
<b>Paragraph:</b>	<b>7.1.2</b>	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 mass market paperbacks, compact discs	.20 cents per day Maximum \$5.00 per item
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DVD's and Video Games	\$1.00 per day Maximum \$10.00 per item
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### CHILDREN'S MATERIAL

Books, including paperbacks, periodicals	.10 cents per day Maximum \$2.00 per item
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### OTHER FEES

Replacement cost for lost library card:	Adult \$2.00 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 \$ 45.00 PER PERSON effective  
September 1, 2012  
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.

Revision Date	Rev No.	Motion No.	Particulars
20-Jun-1994	00		Issued
13-Apr-2017	01		- updated items n/a from list of materials - updated list of items in Children's Material - updated fee for Adult lost card - updated Non-residents Borrower Fee

WOODSTOCK PUBLIC LIBRARY

*Policy Manual*

**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		<b>closes</b>	<b>5:00 p.m. (July and August)</b>
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: November 15, 2010  
Motion No. / Date: 10-56  
Amended Dates: November 15, 2010  
**Responsibility: Chief Librarian / Board**

## WOODSTOCK PUBLIC LIBRARY

### *Policy Manual*

<b>Section:</b>	7.	Library Services
<b>Subsection:</b>	7.1	Circulation
<b>Paragraph:</b>	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:	10-57
Amended Dates:	November 15, 2010
<b>Responsibility:</b>	<b>Chief Librarian / Board</b>