

Loan and Fine Policy

For the purpose of this document all two branches (Allard and Victoria Beach Branch) are being referenced when the name of Bibliothèque Allard Regional Library is cited.

Loan Periods

Patrons are allowed to take out an accumulative total of twenty (20) items. The makeup of this selection cannot be more than ten (10) magazines or five (5) DVDs.

Any item checked out at one branch can be returned at one of the library's regional branches. Fines will not be applied if returned to a branch by the due date.

➤ **Books**

The following genres in both English and French have a three (3) week loan period with a maximum two (2) renewals:

- Adult Fiction
- Adult Non-Fiction
- Audio Books
- Biographies
- Children's Fiction
- Graphic Novels
- Inspirational
- Junior Fiction
- Junior Non Fiction
- Science Fiction
- Teen Fiction
- Western

➤ **Best Sellers**

Best Sellers have a loan period of two (2) weeks with no renewals. If a hold has been placed on a Best Seller, the patron once notified has twenty-four (24) hours in which to pick up the book or it will go to the next hold.

➤ **Magazines**

Magazines have a loan period of one (1) week with a maximum of two (2) renewals.

➤ **DVDs**

DVDs have a loan period of one (1) week with a maximum of two (2) renewals. There is a charge of \$1 per week loan, so if a patron requests a renewal via email or telephone a note is placed on their file showing the renewal fee owing.

DVD Series have a loan period of two (2) weeks with a maximum of two (2) renewals. There is a charge of \$3 per two (2) week loan period, if a renewal is requested via email or telephone a note will be placed on the patron's file showing a renewal fee owing.

➤ **Book Club Kits**

Book Club Kits have a loan period of four (4) weeks with a maximum of two (2) renewals. Kits may be loaned for six (6) weeks through interlibrary loan. Each Kit has a

laminated list of questions that is included upon checkout. Book Clubs may reserve a Kit in advance. Library staff need to ensure that the Kit must be returned prior to an advance booking.

➤ **Reference Material and Newspapers**

Reference Material and Newspapers are to be viewed within the library only.

➤ **Interlibrary Loans**

Books and audio books have a loan period of six (6) weeks for outgoing interlibrary loans. Renewal requests are received through FILL (online system). Any item that has been catalogued less than six (6) weeks is deemed a too new to loan out. Any item that has a loan period in house for less than three (3) weeks is not lent out through interlibrary loans.

- Best Sellers
- DVDs or DVD series
- Magazines

The loan period for incoming interlibrary loans to our patrons follows the policy of the sending library. Staff are to indicate to patrons a due date two (2) business days prior to the date given by the sending library to allow for return shipping.

➤ **Interbranch Loans**

Books and audio books have a loan period of six (6) weeks for interbranch loans. Renewal requests are received through email. Any item that has been catalogued less than six (6) weeks is deemed a too new to loan out. Any item that has a loan period in house for less than three (3) weeks is not lent out through interbranch loans.

- Best Sellers
- DVDs or DVD series
- Magazines

➤ **Rotations**

- Audio Book
- English Large Print
- DVDs (in house rotation between branches)

Rotation loan periods will follow the standard practice of the library. ie. Books will have a three (3) week loan period.

A renewal request is not permitted for a book, magazine or DVD if it has a hold on it by another patron.

Privacy of Borrowing Records

In accordance with the Freedom of Information and Protection of Privacy legislation, the library does not release personal information about borrowers including information about items on loan.

Fines

Patrons are given two (2) days grace before fines accrue.

Borrowing privileges will be suspended when fines or fees for lost or damaged books equal or exceed the amount of \$5.00. A patron may resume privileges once the fine or fees are paid. Fines are to be paid by cash only. A patron may pay their fines in person at any branch library.

Fine Free Friday

The last Friday of every month, patrons may return their books and all fines will be removed.

Late Fees

Item	Fine
Audio Books, Books, Magazines	.25 cents/day up to a maximum of \$5.00 per item
DVDS and DVD series	\$1.00/day up to a maximum of \$5.00 per item

Notification of Overdues, Fines and Other Charges

- Staff notifies patrons at the time of checking out books if they have an overdue books or outstanding fines.
- The library calls monthly about overdue items and fines.
- Notification letters are sent out to the patron if an item checked out is more than four (4) months overdue.

Replacement Cost for Lost, Damaged or Missing Items

Damage to or loss of material must be reported to the library. The borrower is responsible for the cost of the replacement plus a non-refundable \$5 administration fee.

DATE AMENDED: March 26, 2018