

Topic: Collection Development and Management – Circulation

3.5 Loans

Board Motion Number:	17.025
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	March 28, 2017
Date of Next Review:	2019
Attachments:	None

Signature of Board Chairperson (and Date):

Policies

The North Kawartha Public Library is responsible for establishing the rules for the loan of all Library materials.

Procedures

1. The Library may from time to time impose limits on the number of items borrowed when there is a heavy demand for seasonal material or for subjects in which there are limited holdings.
2. A maximum of three new fiction items may be borrowed per loan period. New items are defined as items that have been catalogued within the last six months.
3. All Library materials, except DVDs, may be borrowed for three weeks. DVDs (three per family) may be borrowed for one week.
4. Other restrictions on borrowing include the following:
 - a) Unique and/or fragile material from the reference and/or local history collection will not be loaned.
 - b) in keeping with the Ontario Library Association's *Children's rights in the public library: Guidelines for service*, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.