



Policy Name:	<b>Circulation</b>
Policy Type:	<b>Operational</b>
Policy Number:	<b>OP-12</b>
Original Adoption Date:	<b>May 1974</b>
Current Approval:	<b>April 2025</b>
Review:	<b>April 2029</b>
Motion:	<b>2025:31</b>

## **Circulation**

### **1. Purpose:**

The purpose of the Orillia Public Library Circulation Policy is to:

- ensure stewardship of materials, which are public assets;
- make materials widely available to the community;
- ensure fair and equitable access; and
- maximize use of collections and services.

### **2. Policy:**

The Orillia Public Library makes physical and digital library materials widely available to the community, in an equitable manner, to maximize the use of the Library collection.

The Orillia Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the ***Public Libraries Act. R.S.O. 1990, c. P44.***

### **3. Procedure**

#### **Section 1 – Library Membership**

- a. No fee will be charged for admission to the Library.
- b. Only members of the Library in good standing will be allowed to borrow library materials.
- c. Materials may be borrowed by either presenting the membership card or valid identification. See Appendix A.



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- d. Free library memberships are extended to library volunteers and Board Members.
- e. A policy for a group rate for non-residents will be considered if a group approaches the Library Board but such a group would first be advised to go to their own municipal council.
- f. Personal information collected will be subject to the Orillia Public Library Policy at OP-01 Privacy, Access to Information & Electronic messages.

## **Section 2 – Types of Memberships**

### **a. Orillia and Contracting Township Residents and Non-Resident Taxpayers**

- i. Membership will be granted to individuals who reside in Orillia, are non-resident taxpayers, or are residents/non-resident taxpayers of contracting townships. Residents must provide verification of address and identification by showing a document bearing their name and current address. See Appendix A for acceptable documentation.
- ii. Children under the age of 13:
  - 1) Must register for membership accompanied by a parent or guardian who signs for responsibility for charges, damages, or lost items as well as access to the internet and all library materials.
  - 2) If a parent wishes to limit their child’s access to library materials and resources, they must enforce these limits themselves. The Library cannot withhold materials or services from any patron regardless of age, with the exception of programs geared towards a particular age group and identified in the description of the program.



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iii. Youth 14-18 will be placed within a youth membership category and must provide proper identification to become a Library member. See Appendix A.

1) In cases where a youth cannot provide proof of ID they can appeal to the Director of Children’s and Youth Services for consideration.

**g. Temporary Memberships**

i. Temporary memberships may be granted to individuals who live in Orillia but are unable to provide identification verifying an address. In this case borrowing is limited to two (2) items at any time, excluding video games and “special collections”. See Appendix B for loan periods.

**h. Institutional Memberships**

i. Orillia-based not-for-profit, government, educational or residential care organizations are eligible for a free Institutional Membership. There are two (2) types of Institutional Memberships:

1) General Institutional Memberships are:

- Renewed annually
- Able to borrow up to ten (10) items at any one time

2) Classroom Memberships are:

- Only available to teachers in City of Orillia Schools
- Expire on June 30<sup>th</sup> of each year
- Renew on September 1<sup>st</sup> of each year
- Signed by the school’s principal
- Able to borrow up to fifty (50) items at any one time



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**i. Reciprocal Memberships**

- i. Reciprocal Memberships with Barrie Public Library and Midland Public Library require the card holder to be a resident of Barrie or Midland and have a library card at their resident public library. The same is true for Orillia residents seeking a Barrie Public Library or Midland Public Library membership. See Appendix A for acceptable forms of identification.
- ii. Students enrolled at Lakehead University and Georgian College are eligible for an Orillia Public Library membership. See Appendix A for acceptable forms of identification.

1) Orillia Public Library cardholders may acquire memberships for Lakehead University and/or Georgian College libraries.

**j. Paid Memberships**

- i. Non-residents may purchase a monthly, occasional, or annual membership. Monthly memberships are subject to a restriction of a total of four (4) items borrowed.

1) Children and youth of non-resident members may obtain a linked membership under their parent or guardian’s name.

**k. Corporate Taxpayer Membership**

- i. An individual who owns a business which pays property taxes to the City of Orillia is eligible for a Corporate Taxpayer Membership. These memberships are in the person’s (not the corporation’s) name. If the business has more than one owner each owner is eligible for a separate membership. See Appendix A for acceptable forms of identification.

1) All adults (18 years of age and older) living in the business homeowner’s household may share the membership. A child



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(under 18 years of age) living in the business owner’s household may acquire their own free linked membership.

**l. E-Access Membership**

- i. City of Orillia taxpayers and residents and contracting townships’ residents and taxpayers are eligible for Electronic Access Memberships. Such memberships allow access to materials and databases in electronic format only. Proof of identity and address are not required for this membership for City or Orillia residents/taxpayers. Proof of identity and address for contracting townships’ residents/taxpayers, and the form that proof shall take, will be determined by agreement between the Orillia Public Library and the relevant township.

**m. Other**

- i. Any student of the Orillia and District Literacy Council and/or any student of the Learning Centre may obtain membership for one year. Library membership is extended to Literacy Council or Learning Center students in any municipality. Memberships may be renewed as long as such patrons remain students of these organizations.

**Section 2 – Conditions of Membership and Card Use**

- a. Membership is not transferable to other individuals.
- b. An individual is entitled to only one library card.
- c. The library card is the property of the Orillia Public Library and must be returned on request.
- d. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
- e. Change of address, name or phone number must be reported immediately.



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- f. Membership expires every year. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the Library.
- g. Borrowing privileges may be suspended when money owing exceeds \$10.00 and will be re-instated when all outstanding accounts are brought below that level.
- h. Membership and/or borrowing privileges can be suspended for violating Library policies.

### **Section 3 – Borrowing**

- a. Loans
  - i. The Library reserves the right to limit the number of materials which may be borrowed.
  - ii. Children and Youth may borrow materials from the Adult Department and adults may borrow materials from the Family Department.
  - iii. The Library reserves the right to reduce or extend the length of loan if demand warrants.
  - iv. Library loan periods of materials are outlined in Appendix B.
- b. Renewals
  - i. Reservable materials without pre-existing holds may be renewed a maximum of two (2) times.
  - ii. Items that may not be renewed include:
    - Interlibrary Loan items (special items borrowed from another library system)
    - Fast track items
    - Downloadable and streaming materials



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- iPad Hotspot Kits

c. Holds/Reserves

- i. The Library may restrict the number of items members may have on reserve at any one time.
- ii. Available holds will be held for 7 business days following notification.

**Section 5 – Charges**

a. Interlibrary loans not picked up 10 days after notification will result in a \$3 charge to the patron.

b. Damaged/Lost Items

- i. Patrons are responsible for all materials used, whether in the library or borrowed on their card. Lost or damaged Orillia Public Library materials or those Interlibrary Loaned from another library, will be charged to the borrowing patron. In addition to the replacement cost paid by the library for the item, the patron must pay a handling charge to cover costs of withdrawing and replacing. See Appendix C for charges.
- ii. Items are deemed to be lost after 29 days overdue.
- iii. Replacement in kind or substitution for lost or damaged materials may be accepted following evaluation by the Circulation Coordinator.
- iv. The Library reserves the right to retain library materials even in cases where full replacement fee has been paid. If an item that was reported lost and paid for is subsequently found, the replacement fee will be refunded upon presentation of material, within 90 days of original payment. Proof of payment may be required.



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- v. The Library reserves the right to enlist the services of a collection agency to address delinquent accounts.

### **Related Documents**

- OP-12 Appendix A: Acceptable Documentation for Obtaining a Membership
- OP-12 Appendix B: Loan Periods
- OP-12 Appendix C: Damaged/Lost Material Charges
- Orillia Public Library: Collection Development Policy (OP-04)
- Orillia Public Library: Intellectual Freedom Statement (FN-04)
- Orillia Public Library: Interlibrary Loans (OP-05)
- Orillia Public Library: Privacy, Access to Information and Electronic Messages (OP-01)
- Orillia Public Library: Records Retention and Schedule (OP-17)
- [\*Public Libraries Act, R.S.O. 1990, c. P44.\*](#)