

SPARWOOD PUBLIC LIBRARY ASSOCIATION (SPLA) STATEMENT of POLICIES		Page:	1 of 3
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Subject:	Borrowing	Approved:	June 12, 2024
Issued by:	Board Trustees	Subject to Review:	2025
Replaces:	NEW	Dated:	

POLICY

General

1. The **SPLA** makes available a wide range of material for its users. The **SPLA** board determines parameters for borrowing practices and duration of the loan periods for different types of material.
2. To ensure the fair and responsible use of library material, individuals wishing to borrow material must be a member in good standing.

Membership Card Use

3. **SPLA** library cards are non-transferable. Members present their own card at each transaction to borrow materials and access some services at the library.
4. Existing members who do not have their card with them may borrow material by presenting a piece of identification, and also confirming a piece of information on their account.
5. Lost or stolen cards should be reported immediately. Members are responsible for all material borrowed with their card until the card is reported missing.
6. Lost or damaged cards may be replaced for a fee.
7. Borrowing privileges may be suspended when a member exceeds designated fine limits or violates other library policies.
8. Expired library cards may be renewed upon verification of borrower information.

Types of Material

9. **Circulating** – Material that can be loaned for use outside of the library.
10. **Non-circulating** – Material that is intended for in-library use because of its nature, format, condition, value, and/or rarity. Upon request, on a case-by-case assessment, the Chief Librarian may allow the temporary loan of such material.
11. **Interlibrary Loan** – An item borrowed from another library through the Sparwood Library, whose loan period is set by the lending library.
12. **Public Computers** – Computers in the library with office software and internet access, available free of charge.
13. **Online Resources** – Subscription-based databases and downloadable e-books, e-audio books and streaming products that require membership authentication to grant access to its resources.

Borrowing Material

14. To facilitate equitable access to the library's available resources, the library will set the maximum number of items a member may have on loan.
15. The **SPLA** board may set restrictions for the use of any type of material based on membership type.
16. Library materials, except those requested by another member, may be renewed for an additional loan period.

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Holds

17. **SPLA** members may request that circulating material already on loan be held for them when it is returned to the library.
18. Members may request circulating material currently in the library be placed on hold. Hold items not picked up after one week will be returned to the collection.

Borrowing Period

Collection	Circulation Policy
Audiobooks	3 weeks
Books – Main Collection	4 weeks
Books - Adult Paperbacks	3 weeks
DVD/Video	1 week
Magazines	1 week
Maps	In-library use only
Music CDs	1 week
Newspapers	In-library use only
Reference	In-library use (3-day lending upon approval)

Overdue Materials

19. It is the responsibility of the library member to ensure that borrowed materials are returned on time.
20. The **SPLA** may impose fines or other penalties for overdue materials to encourage their return.
21. Fine rates are approved by the **SPLA** board.
22. Library employees will use provided contact information to attempt to contact members with overdue material. It is the member's responsibility to ensure contact information is accurate.
23. Library staff will consider requests for alternative ways to pay or waive fines, on a case-by-case basis.

Damaged or Lost Material

24. Members are responsible for all material borrowed on their account.
25. Members use the library's materials at their own risk. The library is not liable for any damages that may occur to non-library material used in conjunction with library material.
26. Members shall pay for damaged or lost material at the cost of the item plus a processing fee.
27. A member may request to keep damaged material after the payment receipt is issued.
28. A member who returns lost material previously paid for within one (1) month of the date of payment receipt will be reimbursed the payment amount less the processing fee.
29. The library does not accept substitute items for damaged or lost material.

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Interlibrary Lending

30. Items that are beyond the scope of the Sparwood Public Library collection may be borrowed through interlibrary loan, subject to the [British Columbia Public Libraries Interlibrary Loan Code](#).
31. Interlibrary loans may be requested only by library members with valid library cards. BC OneCard holders must request interlibrary loans through their home library.
32. Loan periods and renewal policies for interlibrary loans are set by the lending institution.
33. If the lending institution requires a fee for interlibrary loans, this fee will be charged to the member.
34. No charges are levied for interlibrary loans sent from the Sparwood Public Library to other libraries.
35. The Sparwood Public Library may charge a fee for interlibrary loans not picked up after members have been notified and reminded of their availability.

PURPOSE

36. The objective of this policy is to outline how material available for public use can be accessed and the responsibilities of any person who borrows material.

RESPONSIBILITY

37. The oversight of the borrowing policy is the responsibility of the Board and the Chief Librarian.

PROCEDURES

38. This policy will be reviewed annually.