Section of Manual Gravenhurst Public Library	Effective Date
Subject Circulation of Materials	Policy No. 32

POLICY

The Gravenhurst Public Library provides circulation of materials to all patrons.

PURPOSE

To ensure that books are circulated fairly to all patrons.

PROCEDURE

- Items are considered to be overdue up to 60 days. After 60 days items are considered to be lost (please see policy dealing with "Lost and Damaged Material").
- Current loan periods and charges:

Book circulation	-	3 week loan
	-	2 week loan on reserve books
Music CD's and Videos	-	7 day loan

- Items may be renewed unless they are on a reserve list
- Interlibrary loan items must be returned on date stipulated or may be renewed
- Patrons are entitled to borrow a reasonable number of items at any one time

Fines shall be levied for late return of materials:

- Any items, with the exception of Interlibrary loan, shall be 20 cents per day per item with a maximum fine of $3.00. If the patron has accumulated fines of $3.00, the patron may not borrow material from the library prior to paying the fine
- Interlibrary loan items shall be 50 cents/day/item.

<u>Overdues</u>

- Over due fines will not be paid by Board members or staff
- After 1 week if an item is overdue, the patron will receive a reminder by phone or by card.
- A second call may be made if the item continues to be overdue.
- A final letter is sent after five (5) weeks to the patron advising that the patron may no longer borrow any item until the overdue material has been returned and the outstanding fines paid.