

TITLE	DATE PASSED	REPLACES
Conditions Under Which Materials Will Be Loaned	September 7, 2023	6B/99
POLICY #	SECTION	DATE LAST REVIEWED
4_OP.03.2023	4_Operations	

Purpose: To provide guidance regarding the loaning of library resources.

Policy

1. To borrow materials, a cardholder or authorized card user must present their library card, a piece of ID, or provide two identifying pieces of information to borrow materials.
 - 1.1. Examples of identifying information include the name, phone number, email, address, and/or account number of the account.
2. To provide permission for another person to pick up materials on their behalf, a cardholder or authorized user must identify themselves using the options above and provide the library with the name of the person allowed to pick up.
 - 2.1.1. This can be done in-person, by phone, or by email.
3. Loan periods and renewals are set out in Schedule B of the library’s bylaws.
 - 3.1. Renewals may be made in person, over the phone, or via the Library’s online catalogue.
4. Items in the reference collection or items deemed by the library director to be irreplaceable may not be borrowed.
5. It is the responsibility of cardholders to ensure items are returned on time.
 - 5.1. Patrons will be charged for lost or damaged materials, as per Schedule C of the library’s bylaws.
6. Cardholders are encouraged to inform the library immediately about lost items.