



**Next Review Date: March 2023**

**Town of Manning Library Board  
Conditions Under Which Library Resources Will Be Loaned Policy  
Required under Libraries Regulation 7(2)(e).**

The intent of this policy is to make the widest possible selection of library items available to all patrons of the Manning Municipal Library (hereafter referred to as the library), and to ensure that library items are returned in good condition and in a timely manner. The Library will uphold the obligations of participation in the Peace Library System, the current Inter-Library Loaning Platform, and the ME Libraries Program.

1. A cardholder must present his or her library card to borrow materials. Cardholders must give prior written approval for anyone else to pick up materials on their behalf.
2. An eligible cardholder may borrow a maximum of fifty (50) circulating items at any one time, of which not more than five (5) may be items from the Video collection.
3. Books, audiobooks, and CDs may be borrowed for a period of three (3) weeks.
4. Items from the video collection (i.e. DVDs/Blu-Rays), and circulating magazines may be borrowed for a period of one (1) week.
5. Digital resources not provided by the library system may be borrowed for a period of time as stipulated by the content provider.
6. Interlibrary Loan (ILL) items may normally be borrowed for a period of three (3) weeks. This loan period may vary for out-of-system loans, as stipulated by the loaning library.
7. Items in the reference collection or items deemed by the Library Manager to be irreplaceable may not be borrowed.
8. A maximum of two renewals per item are permitted, except in the following instances:
  - a) An item may not be renewed if another cardholder in the library system has placed a hold on that item
  - b) Renewals may not be possible for ILL items as each member library is responsible for setting their own loan use terms
  - c) Extended due dates may be granted at the discretion of the Library Manager or their designate in the event of holiday travel, anticipated hospitalization or recuperation, or other foreseeable absences
  - d) Magazines may not be renewed due to the short period of relevance for each issue
9. Renewals may be made in person, over the phone, or via the Library's online catalogue.

10. It is the responsibility of cardholders to ensure items are returned on time. As per the Library bylaws, overdue fees are \$0.25/day per overdue item.

11. Cardholders are encouraged to inform the library immediately about lost items.

- a) As per the Library bylaws, the cardholder will be charged the purchase price of the book as listed in the library's integrated library system (ILS).
- b) Replacement charges may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.
- c) If an item is found by a cardholder after the replacement costs have been paid, that item becomes the property of the cardholder and may not be able to be returned to the library for reimbursement.

12. A cardholder's borrowing privileges are suspended when their total fines are equal to or greater than ten (\$10.00) dollars.

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Date Approved

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Board Chair Signature