

### 3.4 Conditions under which Library Resources Will be Loaned

The Coaldale Public Library will uphold the obligations of participation in the Chinook Arch Regional Library System, the Alberta Library (TAL) Card program, and the ME Libraries.

1. A Patron must have a Chinook Arch Regional Library System Library Card in order to borrow items from the Library.
2. A Cardholder must present his or her Library Card to borrow items.
3. A Cardholder must give prior written approval for anyone else to pick up items on her or his behalf.
4. The Head Librarian may restrict the number of items borrowed by any Cardholder.
5. DVDs, videos and blu-ray discs cannot be borrowed on a juvenile Library Card.
6. Items in the reference collection or items deemed irreplaceable by the Head Librarian to be may not be borrowed.

#### Loan Periods

7. Cardholders are responsible for returning a borrowed item within its loan period.
8. Books, audiobooks, CDs and toys may be borrowed for a period of three weeks.
9. Videos, DVDs, blu-ray discs and circulating magazines may be borrowed for a period of one week.
10. Digital resources not provided by the Library may be borrowed for a period of time as stipulated by the content provider.
11. Interlibrary Loan items may normally be borrowed for a period of three weeks. This loan period may vary for out-of-system loans, as stipulated by the loaning library.
12. Renewals of borrowed items may be made in person, over the phone, or via the Library's online catalogue.
13. A maximum of two renewals per item are permitted, with the following exceptions:
  - 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
  - c. extended due dates may be granted by the Head Librarian in the event of holiday travel, anticipated hospitalization or recuperation, or other foreseeable absences.

#### Toys

14. Toys borrowed from the Library must be returned to the Library.
15. Holds cannot be placed on toys.

### Fines

16. An item not returned within its loan period will be subject to a fine.
17. Fines for Library items are as follows:
  - a. toys: \$0.25 per day to a maximum of \$5.00 per toy
  - b. juvenile books audio: \$0.10 per day to a maximum of \$5.00 per item
  - c. magazines: \$0.25 per day to a maximum of \$5.00 per magazine
  - d. videos, DVDs, blu-ray discs: \$1.00 per day to a maximum of \$10.00 per item
  - e. adult and young adult fiction, non-fiction, audio: \$0.25 per day to a maximum of \$10.00 per item.
18. Overdue fines for interlibrary loan items will be set by the loaning library.

### Lost Items

19. Cardholders are to inform Library staff immediately about lost items.
20. A Cardholder will be charged between 50% and 100% of the replacement cost of a lost or damaged item. The charges will be determined by the Head Librarian.
  - a. Replacement charges may be waived if an exact replacement copy in new or pristine condition is provided by the Cardholder.
  - b. If an item is found by a Cardholder after the replacement costs have been paid, that item becomes the property of the Cardholder and cannot be returned to the Library for reimbursement.

### Suspension of Borrowing Privileges

21. A Cardholder's borrowing privileges may be suspended when:
  - a. total fines on the Library Card are equal to or greater than \$20.00, or
  - b. an item has not been returned to the Library or replacement charge not paid.

### Revocation of Library Card

22. A Library Card may be revoked for:
  - a. behavior contrary to the Patron Code of Conduct, or
  - b. failure to pay fines or charges for overdue, damaged or lost items.