

**TYENDINAGA TOWNSHIP
PUBLIC LIBRARY**

VIDEO POOL MEMBERSHIP

As a Library Patron and Video Member you have certain responsibilities.

MEMBERS

- Complete a Library and Video registration card with signature accepting responsibility that they have read and acknowledged the Video guidelines and will follow the rules and regulations of the Tyendinaga Township Public Library

MEMBERS WILL BE

- Responsible for all video materials borrowed with his/her card (Parents/guardians will be responsible for members under the age of 16)
- Responsible for all videos while on loan to them and will be billed for any loss or damage to any videos
- Required to pay for the charges for the actual replacement of the video plus a \$2.00 processing charge
- Allowed to borrow up to three videos per family
- Loan period 1 week

REMEMBER:

**TO RENEW OR AN OVERDUE CHARGE OF
\$1.00 PER/DAY/VIDEO WILL APPLY**

**TYENDINAGA TOWNSHIP
PUBLIC LIBRARY**

852 Melrose Road,

Shannonville, ON K0K 3A0

PHONE 613-967-0606

HOURS OF OPERATION

TUESDAY

10:00 a.m. - 8:00 p.m.

THURSDAY

1:00 p.m. - 8:00 p.m.

SATURDAY

10:00 a.m. - 2:00 p.m.

COMPUTER & INTERNET ACCESS

**TYENDINAGA
TOWNSHIP
PUBLIC LIBRARY**



The Tyendinaga Township Public Library is a community –based activity centre and library established to promote literacy and provide all residents of the township with access to information and the enjoyment of literature

**MEMBERSHIP POLICIES
AND GUIDELINES**

MEMBERSHIP PHILOSOPHY

Fair and equal access to library services and materials by all members of the library depends on the fair use of such services and materials by library users.

GUIDELINES FOR BEING A MEMBER OF THE TYENDINAGA TOWNSHIP PUBLIC LIBRARY

MEMBERSHIPS REGISTRATON

- A resident of Tyendinaga Township Public Library may apply for membership at the library
- If requested must furnish verification of address and identity by showing a document bearing his/her name and current address (e.g., driver's license, student card).
- Parent or guardian must apply for a library card on behalf of a child under the age of 12 and accept responsibility their children's borrowing, fines, damaged or lost items, and behaviour.

MEMBERSHIPS FOR

- Use of the library's materials in the library
- Borrowing circulating materials
- Usage of the basic reference and information services.
- Interlibrary Loans
- Computer & Internet Use

RENEWAL OF MEMBERSHIPS

- Library Membership may be renewed annually, one year from the date of issue
- Outstanding fines and charges must be paid in order to renew a membership card
- Must furnish verification of address and identity by showing a document bearing his/her name and current address (e.g., driver's license, student card).
- Lost or damaged library cards will be replaced at a cost of \$2.00

MEMBERS HAVE CERTAIN RESPONSIBILITIES AND A LIBRARY MEMBER SHALL:

- be responsible for all materials borrowed with his/her card and agree to abide by the regulations of the Tyendinaga Township Public Library
- Parents or guardians of members under the age of 12 are responsible for their children's borrowing and behavior with respect to the observance of board policy.
- Present the library card each time materials are borrowed
- Pay all fines or charges incurred for overdue, damaged or lost library material
- Observe all policies set the board as authorized by the Public Libraries Act
- Report the loss of a card or change of address as soon as possible.
- Lost or mutilated library material shall be required to contribute to the cost of replacing that material. Charges for lost or damaged materials will be assessed and will be based on the actual replacement cost plus a \$2.00 processing charge

As per Board policy a patron may have their to library privileges withheld for anyone refusing to comply with board policy.

THE USE OF THE LIBRARY OR ITS SERVICES MAY BE DENIED FOR DUE CAUSE.

Such cause may be

- failure to return borrowed materials
- to pay penalties
- destruction of library property
- disturbance of other patrons after a warning by library staff has been given and ignored by the user
- or any other conduct on library premises considered objectionable by library staff.

LOANS

- The normal loan periods 21 days.
- Videos loan is for one week
- High-demand materials such as bestsellers may be on a shorter loan period of 10 days.
- By request, a longer loan period may be available for patrons taking vacations at the Librarians discretion.
- Library materials may be renewed for up to three (3) loan periods provided:
 - the item(s) are not on reserve for someone else
 - the item(s) are not in high demand
 - the patron has not reached his/her limit of overdue fines or charges

The following **restrictions** exist on borrowing:

- a) reference materials are non-circulating to ensure ready access to information resources.
- b) unique and/or fragile material from the local history collection are also restricted.
- c) Maximum number of items (5 print, 2 cassettes/Videos) at the discretion of the librarian which may be checked out by one patron
- d) in keeping with the Ontario Library Association's *Children's rights in the public library: Guidelines for service*, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.

FINES AND CHARGES

- Junior books and magazines \$0.10 per day
- Adult books and magazines \$0.10 per day
- Entertainment videos \$2.00 per day
- Interlibrary loan material \$0.50 per day

Other charges:

- Photocopies/Reader-printer copies CD-ROM print-out \$0.15 per sheet
- Faxes \$2.00