



## New Westminister Public Library Policy Manual

<b>Section:</b>	Membership	<b>Policy Number</b>	C1
<b>Policy Title</b>	General	<b>Approval Date:</b>	August 19, 2011
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### General

#### Borrowing Privileges

The Board is responsible to City Council and to the citizens of New Westminister for the efficient and effective use of public funds in delivering library services.

Library users are responsible for the care and return of materials used in and borrowed from the Library and for compliance with the rules and regulations made by the Board and agreed to by the patron when registering for a Library card.

Borrowing privileges may be cancelled or suspended for non-return of borrowed library materials or non-payment of lost book charges and fines

#### Circulating Material

In order to ensure that all readers have equal access to all circulating materials, the Library Board limits from time to time the number of items that may be borrowed on a membership card.

Loan periods may vary from time to time depending upon the type of material loaned.

Library materials borrowed and not returned by the date due are subject to an overdue charge for each day the Library is open.

Circulating items in the collection, which are not immediately available for loan, may be reserved by Library users.

Borrowers 65 years of age or older and residents receiving Home Library Service are exempted from overdue charges.

Borrowers who lose Library items will be charged the full replacement cost of each item plus a service charge set from time to time by the Board. Overdue accounts may be sent to an outside agency for collection.