

**Definition**

Interlibrary Loan: A service that allows the borrowing and lending of materials between library institutions.

**Policy Overview**

The Lake of Bays Township Public Library Board recognizes that a primary objective of the Ontario Public Library Act, RSO, 1990, Chapter P.44 is to ensure equal access to Library resources for all citizens, regardless of their ability to pay or the nature of the format.

**1) Loans, Limits & Fines**

a) Library items have specified loan periods, borrowing limits and fines for late returns:

Item	Loan Period (days)	Limit Per Card	Renewals # of times	Daily Fine / Items	Maximum Fine / Item
Book on CD	14	~	3	\$0.25	\$10.00
Books (General)	14	~	3	\$0.25	\$10.00
Blu-ray   DVD (Entertainment)	7	10	3	\$0.50	\$10.00
Interlibrary Loans	**	10	◇	◇	◇
Magazines	14	~	3	\$0.25	\$10.00
Muskoka Collection	14	5	3	\$0.25	\$10.00

**Legend**

~ Not applicable.

× Holds cannot be placed on this item.

◇ Renewals, fines and replacement costs are at the discretion of the lending library.

the

\*\*Interlibrary Loans may be renewed one (1) time if permitted by the lending library.

b) High Demand items are print materials with one (1) or more holds per title. These items cannot be renewed.

c) Overdue notices are generated periodically. Notices may be issued by email, phone, or regular mail. The item is considered lost at 60 days overdue and replacement charges may apply.

d) Holds will be permitted on most circulating Library materials owned by the

Library. Holds may be placed in person, by telephone, by email, social media or by using the Library's web based catalogue (OPAC).

- Users whose requests have been filled will be contacted by telephone or e-mail.
- Holds will be held for users at the Circulation desk for seven (7) days.
- After this time period, the materials will return to general circulation or be passed on to the next user on the reserve list.
- Users, who fail to pick-up materials within the appropriate time period or who do not contact the Library, can request the same materials again but will not retain their priority position.

e) Home Video Rating System and Television Shows, and Games rated "M" by the Entertainment Software Rating Board are limited to Adult users 18 years of age or older.

- f) The loan period for homebound users will be adjusted at the discretion of the Library Staff

## **2) Limitation of Liability**

Lake of Bays Township Public Library will not be held liable for any damage to audio, video or computer equipment or software resulting from the use of Library materials.

## **3) Interlibrary Loans**

Where materials and/or information are not available from the Lake of Bays Township Public Library, interlibrary loan service may be offered to users with a valid Library membership.

- Most public libraries, including Lake of Bays Township Public Library, provide interlibrary loan service at no charge.
- Interlibrary loans are subject to the rules, regulations and policy as established by the governing Provincial agency *the Southern Ontario Library Service (SOLS)*.
- Individual libraries set their own unique lending policies for CDs, DVDs, books on CD and rare titles. In some instances these items are not available for loan.
- Loan periods for all interlibrary loan materials are set by the lending Library.
- Renewals for interlibrary loan materials will not be processed unless Library users contact the Library and ask for a renewal three (3) operational days prior to the original date due.
- When interlibrary loan materials are received at the Library, the requester will be contacted by phone or e-mail. Items will be held until the items due date.

- If a college or university Library provides interlibrary loan there is a service fee. Library users must assume this cost before the Inter-Library loan is approved.

#### **4) Refunds for Lost Materials**

- If a lost item is returned within 30 days with the payment receipt, the replacement charge will be refunded.
- If an item is refunded, members will be charged the overdue fine to the date of payment. There is no refund for lost interlibrary loan materials.

#### **5) Materials Replacement Costs**

The current cost of the item is based on the current average price as provided by the Library Services Centre (LSC), a major supplier to public libraries in Ontario.

#### **Related Documents**

Collection Development Policy  
Intellectual Freedom Policy  
Local History | Genealogy Policy  
Membership Policy

Approved: Aug 28<sup>th</sup> 2017

Review: August 2021

Signature of the Chairperson \_\_\_\_\_