

**B.1 Membership Policy**

1. Anyone who is a resident of the City of Rossland or has a post office box at the Rossland Post Office, is over the age of 14 and who agrees to abide by the rules and regulations of the Rossland Public Library Association may become an adult member. A parent or legal guardian must sign the membership application form for residents under the age of 14 who become juvenile members.
2. If the patron is unable to show proof of residency at the time of registration, a temporary card will be issued upon presentation of photo ID. The temporary card will be valid for a four (4) month period and will allow the patron to borrow a maximum of five (5) items. Full membership will be granted when proof of residency is provided. The temporary card is non-renewable.
3. Non-residents may join the Library for an annual fee to be determined by the Library board but may not vote at meetings or hold office on the Library Board. See Appendix A for Schedule of Fees.
4. Membership can be terminated or suspended at any time pursuant to Part 5 section 47 of the Library Act RSBC 1996 Chapter 264. See Appendix E.
5. Members under the age of 19 may not vote at meetings or hold office on the Library board.
6. Membership cards are non-transferable.
7. The charge to replace library cards shall be determined by the Board of Trustees. See Appendix A for Schedule of Fees

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**B.2 Circulation Policy**

- 1 Adult members may borrow up to 50 items, subject to the Librarian's discretion. Items which are in high demand may be limited. Junior members may borrow up to 10 items. Temporary members and BCOne card holders may borrow up to five (5) items.
- 7 All materials may be borrowed for a period of 21 days, except for the reference collection which does not circulate, and movies and music which circulate for seven (7) days.
- 8 Books, audiobooks and magazines may be renewed for a further 21 days a maximum of twice. DVDs and CDs may be renewed for a further seven (7) days a maximum of twice. Materials on reserve may not be renewed.
- 4 Fines for overdue items shall be set by the Board of Trustees. See Appendix A for Schedule of Fees.

- 5 Privileges will be suspended on any card with outstanding fines beyond an amount to be determined by the Board of Trustees. Fines must be paid off in full before reinstatement. See Appendix A for Schedule of Fees.
- 6 Privileges will be suspended on any card with items outstanding beyond seven (7) weeks. Items must be returned or paid for in full before reinstatement.
- 7 Current issue of magazines are for use within the Library only.
- 8 Lost and damaged books will be billed at ?? prices plus a processing fee set by the Board. See Appendix A for Schedule of Fees.
- 9 Books and other materials can be reserved upon request.
- 10 Patrons may checkout items without a library card if they can provide ID or confirm their address or telephone number to a staff member or volunteer.

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### **B.3 Collection Development Policy**

1. The Library shall endeavour to maintain as comprehensive and current a collection as possible. All materials may be loaned to patrons with the exception of materials in the reference collection and current periodicals.
2. The Library takes part in resource sharing with other libraries.
3. Parents shall be responsible for the reading material of their children.
4. The Library is a democratic institution and no individual or group shall be allowed to limit the community's freedom to read.
5. The ultimate responsibility for material selection lies with the Library Director.
6. When a patron requests that a book be removed from the Library, they should make a formal request to the Board using the *Request for Removal of a Book* form. See Appendix B
7. Materials will be weeded from the collection according to accepted professional practices. Arrangements for disposing of discarded materials will be made at the discretion of the Board of Trustees.

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#### **B.4 Interlibrary Loan Policy**

1. Rossland Public Library provides ILL service in accordance with the Interlibrary Code for British Columbia Public Libraries.
2. Borrowing
  - a. Interlibrary loan services are available to current Rossland residents with valid Rossland Public Library cards.
  - b. Patrons using ILL services are responsible for loss, damage, late charges, and other fees for service as levied by lending libraries. Charges from lending libraries will be forwarded to patrons.
  - c. A fee, to be determined by the Board, will be levied on all books requested and not picked by the patron in a timely manner after notification of arrival.
  - d. Patrons may request up to three (3) loans on their account at a time. Any exceptions are at the discretion of the librarian.
3. Lending
  - a. Rossland Public Library will lend items to other libraries upon request, with the following exceptions:
    - i. Reference works
    - ii. Periodicals and serials
    - iii. Best sellers or high-demand titles
    - iv. Recently published books
    - v. Audio-visual materials
    - vi. Multi-volume sets
  - b. Loan periods comply with Outlook Online guide
  - c. Requests for renewal are accepted for books which are not on hold for Rossland Public Library patrons.
  - d. Rossland Public Library recovers costs for damage or loss whenever possible.

See Appendix C for a copy of the Interlibrary Loan Code from the Library Act.  
See Appendix C for a copy of the current Interlibrary Loan form.

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#### **B.5 Computer and Internet Use Policy**

1. In order to use the public computers, patrons must register at the Circulation Desk.
2. Wireless Internet access is available to the public during regular Library hours.
3. Parents or guardians are responsible for their children's use of the Internet.
4. Any illegal use of the Internet is prohibited and may constitute a criminal offense for which the user will bear sole responsibility. Users are not permitted to run a server, either on their own laptops or on the Library's computers. The law prohibits infringement of copyright. The Rossland Public Library is not responsible for any user's misuse of copyrighted materials, violation of software licensing agreements or illegal use of the Internet.

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5. Users are responsible for any commercial transactions made while using the Library's Internet connection.
6. Patrons should save files on their own devices.

**B.6 Harry Lefevre Meeting Room Policy**

1. The room is available for use by any non-profit organization.
2. There will be no charge levied for the use of the room.
3. Meetings must comply with posted fire safety regulation; maximum occupancy will be 32 people.
4. Regular monthly Library board meetings take precedence over all other meetings.

**B.7 Donations Policy**

1. Gifts of books or other materials are accepted by the Library if they satisfy the same standards applied to the acquisition of new materials and on the understanding that the Library Board has complete jurisdiction over their disposal.
2. Gifts of money, securities or real estate are acceptable if conditions attached thereto are acceptable to the Board.
3. Gifts of \$100 or more will be recognised with an engraved plaque for display in the Library. The Library will supply the plaque. Donations of \$20 or more will be given a charitable tax receipt.

**B.8 Other Policies**

1. There will be no smoking in any part of the Library building.
2. Patrons will be expected to show consideration for others while using the Library.
3. Hours of operation will be determined by the Board of Trustees. See Appendix D.
4. The Rossland Public Library will receive and send patrons' faxes at fees set by the board. See Appendix A for Schedule of Fees.
5. To prevent accidental damage to our collections and computers, food and beverages are not allowed in the main public areas of the Library.
6. The Library staff are not able to look after unattended children and cannot ensure their safety. Pre-schoolers attending Library programs must be accompanied by a parent or caregiver.

Section B

7. Public Attendance of Board Meetings
  - a. The AGM is open to the public, but only members in good standing are entitled to vote.
  - b. Any person wishing to make a presentation during a regular board meeting must submit a request in writing at least one (1) week prior to next meeting. The Board Chair will reply with consent and other information.
8. Photocopying Machine
  - a. The fee for photocopying will be set by the Board. See Appendix A for Schedule of Fees
  - b. Patrons are expected to comply with applicable copyright regulations.
- 9 Exam invigilating will be provided at no cost to the student, during regular Library hours.
- 10 No pets or animals other than service animals are allowed in the Library.