



# CASSELMAN PUBLIC LIBRARY



764, RUE BRÉBEUF, C .P.340  
CASSELMAN, ON  
K0A 1M0  
Téléphone : 613-764-5505 Télécopieur : 613-764-5507

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Policy Type:	Operational	Policy Number:	OP-02
Policy Title:	Borrowing Material and User Fees	Initial Policy Approval Date:	February 25, 2016
		Last Review/Revision Date:	April 26 <sup>th</sup> , 2021
		Year of Next Review:	April 26 <sup>th</sup> , 2026

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**In accordance with Item 23 of the Ontario Public Libraries Act, L.R.O. 1990, s.P44**, the Casselman Public Library is readily accessible for all.

## **Users**

The membership card is required to borrow all types of library material or to use library services. Members are not allowed to loan their card and are required to inform the Library of any change of address or in cases where the card may be lost or stolen.

Children, including young children starting kindergarten, may have their own card which must be submitted at each library visit. The parent or caregiver for children under the age of 18 must sign the registration form and accept responsibility for the children's loans and incurred fees.

## **Loan Period**

Books: 3 weeks, with a renewal option  
Audio books: 3 weeks, with a renewal option  
New releases: 3 weeks, with no renewal option  
Magazines: 1 week, with no renewal option  
Videos, DVDs: 1 week, with no renewal option  
Museum passes: 3 days, with no renewal option

## **Lost or Damaged Documents**

Any lost or damaged documents must be fully reimbursed by the member.

## **Late Fees**

Books, audio books, new releases, magazines: \$0.25 per day, per document.  
Maximum late fees: \$25.00.  
Videos, DVDs: \$1.00 per day, per video and/or DVD.

Maximum late fees: \$25.00.

Museum passes: \$1.00 per day, per pass

**It must be noted that library privileges will be restored upon full payment of outstanding fines.**

### **Faxing**

Local faxing: \$1.00 per sheet

Long distance faxing: \$1.50 per sheet

International: \$6.00 per sheet

### **Scanning**

Scanning services: \$2.00 per sheet.

Please note that a USB key must be provided.

### **Printing**

Black and white copies: \$0.50 per copy

Color copies: \$2.00 per copy

### **Computers and Internet Access**

The Library has 4 workstations, which have high-speed Internet and many software titles. Please note that use of computers will be limited to one hour per user should there be a waiting list.

Use of computers is free of charge.

The Library staff will be happy to answer any of your basic computer requirements when required.

Children under the age of 12 must be accompanied by a parent or caregiver while using the Library's computers and Internet.

### **Loss of access privileges**

After a first warning, any person refusing to respect the library's rules and regulations or who demonstrates aggression or misconduct towards the library staff may lose his or her access privileges, at the CEO's discretion.

A person using another library user's card to borrow any type of library material may also lose his or her privileges.

### **Dispute of loss of privileges**

A person, who has lost his or her library privileges, may appeal in writing to the Library Board.