



CASSELMAN PUBLIC LIBRARY



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

Policy Type:	Operational	Policy Number:	OP-02
Policy Title:	Borrowing Material and User Fees	Initial Policy Approval Date:	September 17, 2025
		Last Review/Revision Date:	September 17, 2025
		Year of Next Review:	April 26 th , 2026

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

Unreturned, Lost, or Damaged Items

After 30 days overdue, the item is considered lost.
The user will receive a written notice (by email or letter) indicating:

- the title of the item,
- the due date,
- the replacement cost (current price of the book or a flat fee, e.g., \$25),
- the applicable administrative fees (e.g., \$5).

A user who does not resolve the situation within 60 days will have their account suspended (no further borrowing allowed).

If the item is returned after the invoice has been issued:

- the replacement fees will be cancelled,
- but the administrative fees remain payable.

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.