

BORROWING	
Purpose	The purpose of this policy is to set parameters for the borrowing of Library resources.
Scope	This policy applies to all members of the WMRL and to all physical and digital resources provided by the WMRL.
Definitions	<p>Member: any person, institution or entity that holds a library account at the WMRL.</p> <p>Digital collection: any digital resource that the WMRL provides to its members.</p> <p>Physical collection: any object that is the property of the WMRL. Examples include books, DVDs, magazines, and CDs.</p>
Policy Guidelines	<p>LIBRARY BORROWING PHILOSOPHY:</p> <p>The WMRL strives to provide fair and open access to its collections to as many people as possible. In most cases, a valid Library membership is required for borrowing. Once a valid membership is attained, all WMRL collections are available free of charge. In the spirit of responsible stewardship, certain borrowing parameters apply. These parameters are subject to ongoing re-evaluation to remain in alignment with community needs, and with societal and technological realities.</p> <p>LIBRARY MANAGEMENT RESPONSIBILITIES:</p> <p>It is the responsibility of the Director of Library Services or their designate to manage the WMRL's borrowing practices. These responsibilities include setting loan periods, determining the borrowing privileges of all membership types, and determining consequences for members who violate borrowing policies.</p> <p>LIBRARY STAFF RESPONSIBILITIES:</p> <p>It is the responsibility of all WMRL staff members to uphold the borrowing practices outlined in this policy. It is also the responsibility of all staff members to use discretion, sound judgement, and empathy in upholding these practices. Where precedent or fair judgement is not clear, the Director of Library Services or their designate shall determine a course of action.</p> <p>MEMBER RESPONSIBILITIES:</p> <p>Members of the WMRL are responsible for adhering to the policies and guidelines of the WMRL. Members who borrow physical Library materials are responsible for the wellbeing of the materials that have been borrowed on their account. Where applicable, the WMRL will charge fines for materials that are returned late or damaged, or that are lost.</p> <p>CAREGIVER RESPONSIBILITIES:</p> <p>It is not the role of the WMRL to censor the reading or viewing choices of its members. To this end, youth members enjoy the same borrowing privileges as adults. It is the responsibility of parents/guardians to determine what materials they wish their child to access.</p>

DIGITAL COLLECTION BORROWING:

The WMRL provides its members access to a wide array of digital resources, all of which are identified on, and available through, the WMRL website. These resources are available free of charge to all WMRL members with valid accounts. Specific borrowing parameters differ between resources, and are subject to the policies and practices of the resource providers. It is the responsibility of WMRL staff to assist members in accessing and navigating the WMRL's digital collections to the best of their abilities.

PHYSICAL COLLECTION BORROWING:

The WMRL provides its members access to a wide array of physical resources. Unless otherwise specified, members may borrow an unlimited number of physical items. Exceptions to unlimited borrowing include the following:

a. Limited Memberships:

Individuals who hold Limited Memberships may only borrow a maximum of three physical items at any one time.

b. Fine Thresholds:

Members with \$25 or more in outstanding fines may not borrow physical items until they have paid their fines down to less than \$25.

c. Expired Accounts:

Members with expired accounts may not borrow physical items until they have renewed their account by confirming their identity and contact information with a WMRL staff member.

d. DVDs:

Because of the popularity of DVDs, a member may only borrow a maximum of five children DVDs and five adult DVDs at one time, to a maximum of ten DVDs.

e. Reference Materials:

A limited number of physical items, including newspapers and reference materials, are available for in-Library use only.

f. Interlibrary Loans:

When a desired item is not available in the WMRL's own collection, the WMRL will endeavour to borrow the requested item from another library system via Interlibrary Loan. Members may borrow up to five Interlibrary Loan items at one time.

LOAN PERIODS and RENEWALS:

Unless otherwise specified, all physical items that may be borrowed have a loan period of four weeks and may be renewed up to twice. Exceptions are as follows:

a. DVDs:

DVDs may only be borrowed for up to seven days and may not be renewed.

b. Items with Holds:

Items with at least one hold on them may not be renewed.

c. High-Demand Items:

Items with a large number of holds on them may only be borrowed for two weeks and may not be renewed.

d. Interlibrary Loans:

The duration of an Interlibrary Loan is at the discretion of the lending library and may be less than four weeks. Items borrowed through Interlibrary Loan may not be renewed.

FINES:

The WMRL endeavours to provide free access to its collections. However, under certain circumstances, fines will be charged. The intent of Library fines is not to be punitive, but to encourage members to return materials so that others may access them. Fines will be charged under the following circumstances and at the following rates:

a. Late Fines:

If a physical item is returned after its due date and without renewal, a fine of \$0.10 per day is charged to a maximum of \$10 per item. This rate applies to all items in the physical collection.

b. Damaged Materials:

If a physical item is returned damaged beyond the point of repair, the member will be charged for the value of the item. This fine does not apply if the item's damage is due to natural wear and tear.

c. Lost Materials:

If a member fails to return a physical item to the Library, the item is deemed lost and the member is charged for the value of the item. If the member subsequently finds the missing item and returns it to the Library, the member will be reimbursed for the item.

	<p>Reimbursement is only available if the missing item is found within six months of payment, and the member is able to present their receipt.</p> <p>HOLDS:</p> <p>If a desired item is not immediately available, either because it is checked out by another member or for whatever other reason, members may place the desired item on hold. When the item becomes available, the WMRL will notify the member. The member has five days during which to collect the item from the specified branch location. After five days without pickup, the hold will expire and the item will be returned to the general collection.</p> <p>There is no limit to the number of items a member may place on hold. The WMRL will do its best to fulfil all hold requests. However, due to a variety of factors including human error, the WMRL cannot guarantee the fulfilment of all holds.</p> <p>LOST AND DAMAGED ITEMS:</p> <p>In the event that a member loses or damages a physical item and is charged for that item, the member must pay the monetary value of the item. The member may not reimburse the Library with a replacement copy of the item.</p> <p>NOTIFICATIONS:</p> <p>The WMRL endeavours to assist its members in keeping track of borrowed items and their due dates. Efforts on the WMRL's part include date stamped cards, printed due date slips, access to online member accounts, and mailed and emailed notifications. However, it is ultimately the responsibility of members to ensure the timely return of all items.</p> <p>EXCEPTIONS:</p> <p>Exceptional circumstances, such as natural disasters, pandemics, facility closures, or unforeseen politics events, sometimes arise and adversely impact normal library operations. Such circumstances will be treated on a case-by-case basis by WMRL administration, and borrowing parameters will be adjusted accordingly.</p>
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