

## 7. LIBRARY SERVICES

### 7.1 Circulation

#### 7.1.2 Fines and Fees

##### Loan Periods, Renewals and Fines

Material Type	Patron Type	Loan Period	Number of Renewals	Fine per Item	Maximum Loans
Adult & Teen Books	ADULT JUVENILE	21 days	2	\$0.20 per day Maximum \$3.00	100 for Adults 15 for Juveniles
New Adult Fiction Books	ADULT JUVENILE	7 days 21 days	1	\$1.00 per day Maximum \$10.00	5
Children's Books	ADULT JUVENILE	21 days	2	\$0.20 per day Maximum \$3.00	100 for Adults 15 for Juveniles
Spoken Word Language Instruction	ADULT JUVENILE	21 days	1	\$0.20 per day Maximum \$3.00	5
Magazines	ADULT JUVENILE	7 days	1	\$0.20 per day Maximum \$3.00	5
Spoken Word CDs Fiction	ADULT JUVENILE	21 days	1	\$0.20 per day Maximum \$3.00	5
Adult Music CDs	ADULT	7 days	1	\$0.20 per day Maximum \$3.00	5
Children's CDs, Spoken Word, & Story Kits	ADULT JUVENILE	21 days	1	\$0.20 per day Maximum \$3.00	5
DVDs and Videocassettes Fiction	ADULT	2 days	1	\$1.00 per day Maximum \$10.00	5
DVDs and Videocassettes <b>Documentaries &amp; TV Shows</b>	ADULT	7 days	1	\$1.00 per day Maximum \$10.00	5
Interlibrary Loans	ADULT	21 days	1	\$2.00 per day Maximum \$10.00	3

HOLDS LIMITS: 25 hold requests per patron.

BORROWING RESTRICTIONS: Limit of 3 items / topic / household.

#### AGE LIMITS

- (a) Must be 16 or older for adult music CDs.
- (b) Must be 18 or older for DVDs and videocassettes.
- (c) Must be 16 or older and Port Colborne residents for interlibrary loans.

#### FINE LIMITS

- (a) Maximum \$20.00 for adults (does not include fees for replacement items).
- (b) Maximum \$10.00 for children (does not include fees for replacement items).

#### SUSPENSION

A borrower's privilege is suspended with 5 overdue items or with fines of \$3.00 or more.

Approval Date	<b>2002</b>	Revision/Review Date	<b>2006, 2010</b>
			<b>May 7, 2013</b>