

# THE GREAT STUPA LIBRARY

## MEMBERSHIP & LOANS POLICY

### **BORROWER REGISTRATION**

All borrowers must register in person at the Great Stupa Library. A valid membership card is required for borrowing library materials.

Patrons must fill out a Library Membership Application form to register for a new library card.

Identification is required – a driver's license or student ID is preferred, however, other forms of official ID may be acceptable. Applicants under 13 years of age must have a parent/guardian grant their consent on the application form before a library card can be issued to them. The parent/guardian is responsible for all items borrowed his/her child's card.

Patrons are required to sign their library card, which will constitute their acceptance of the library regulations outlined in this policy. A copy of the policy will be provided to the patron at the time of registration.

### **LOST OR FORGOTTEN CARDS**

If a patron loses their library card, they should notify the library as soon as possible and request a replacement. All patrons are expected to bring their library cards with them if they intend to borrow items.

### **LOAN PERIODS**

3 weeks for books, periodicals (i.e. magazines and journals), cassettes, compact discs and DVDs. Reference books are not for loan.

Books may be renewed for a period of 3 weeks once if there is not a waiting list for the title.

There is a limit of 5 items a patron can borrow at one time.

### **FINES AND CHARGES**

There are no fines for overdue materials. Patrons who have overdue items shall be denied borrowing privileges until those items are returned or paid for if lost and/or damaged.

Any items 30 or more days overdue will be considered lost, and a bill will be sent with the cost their replacement plus an administration fee for processing, cataloguing and postage.

### **DAMAGED MATERIALS**

If items on loan are damaged and considered by the Library as unsuitable for returning to the collection, the borrower must pay for their replacement plus an administration fee for processing, cataloguing and postage. A bill with these charges will be sent to the borrower.

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