

## LOANING OF MATERIAL

### PURPOSE

The City of Lethbridge Library Board has a mandate to provide library services to the city. This policy is in accordance with the Province of Alberta *Libraries Act* and *Regulation*.

### PERSONS AFFECTED

City of Lethbridge Library Board/Library employees/ /Volunteers

### POLICY STATEMENT

It is the policy of the City of Lethbridge Library Board to ensure that every attempt is made to collect material to fulfill patron requests regardless of who the patron is or why the patron wishes to access the material, and to make designated materials available for loan to Library members.

#### **1. Loaning of Materials**

All materials available for loan to the public shall be available free and without charge, within Library premises. The Library's Circulation Guidelines and Procedures govern use of materials off-premises. Where there are costs in acquiring these materials from other institutions, such as photocopy costs, postage, registration and insurance or interlibrary loan charges, these charges may be forwarded to the borrower.

Materials loaned shall be made available to the borrower for set periods of time as approved by the City of Lethbridge Library Board. When these materials are not returned within this period, penalties shall be assessed to the borrower as set out in the approved Lethbridge Public Library rate schedule. If materials loaned are lost or not returned to the Lethbridge Public Library, the borrower shall be required to pay for these materials in accordance with the approved Lethbridge Public Library Rate Schedule.

#### **2. Restrictions on Loans**

Restrictions may apply to loan material because of the irreplaceable nature of items, size of collections, format of materials or other criteria deemed appropriate by Library staff.

### REFERENCES

- Province of Alberta *Libraries Act*
- Province of Alberta *Libraries Regulation*
- Province of Alberta *FOIPP Act*
- Chinook Arch Regional Library System – *Resource Sharing – Interlibrary Loan, Regional Lending Services, Information Services Policy*, December 6, 2012
- Rate Schedule – Bylaws of the City of Lethbridge Library Board for the Safety and Use of the Library – Schedule C – Penalties, Fines and Fees

**REVISION HISTORY**

- March 12, 2014: New policy
- May 9, 2018: Revised
- March 23, 2021: Reviewed