

Town of Hanna Library Board**Conditions Under Which Library Resources Will Be Loaned Policy**

The intent of this policy is to make the widest possible selection of library items available to all patrons of the Hanna Municipal Library, and to facilitate the return of library items in good condition and in a timely manner. The Hanna Municipal Library will uphold the obligations of participation in the Public Library Network, the Marigold Library System, The Regional Automation Consortium (TRAC), the Alberta Library (TAL) Card program, and the ME Libraries Program.

1. A cardholder must be a member in good standing and possess a current library card.
2. Cardholders may give prior written or verbal approval for anyone else to pick up materials on their behalf.
3. An eligible cardholder may borrow a maximum of one hundred (100) circulating items at any one time, unless restrictions have been imposed at the Director's discretion.
4. Books, audiobooks, CDs, items from the video collection (i.e. DVDs/Blu-Rays) and circulating magazines may be borrowed for a period of three weeks.
5. Interlibrary Loan (ILL) items may normally be borrowed for a period of three weeks. This loan period may vary, as stipulated by the loaning library.
6. Items in the reference collection or items deemed by the Library Director to be irreplaceable may not be borrowed.
7. A maximum of two renewals per item are permitted.
 - a. An item may not be renewed if another cardholder in the library system has placed a hold on that item.
 - b. Renewals may not be possible for ILL items.
 - c. Extended due dates may be granted at the discretion of the Library Director or their designate in the event of holiday travel, anticipated hospitalization or recuperation, or other foreseeable absences.
8. Renewals may be made in person, over the phone, or via the Library's online catalogue.
9. It is the responsibility of cardholders to ensure items are returned on time. As per the Library bylaws, overdue fees are as follows:
 - a. Children's materials (fiction, non-fiction, audio-visual): \$0.10 per day
 - b. Adult materials (fiction, non-fiction, audio-visual): \$0.10 per day

10. Cardholders are encouraged to inform the library immediately about lost and/or damaged items.
 - a. As per the Library bylaws, the cardholder will be charged the purchase price of the book as listed in the library's integrated library system (ILS).
 - b. Replacement charges may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.
 - c. If an item is found by a cardholder after the replacement costs have been paid, that item becomes the property of the cardholder and cannot be returned to the library for reimbursement.
11. A cardholder's borrowing privileges are suspended when their total fines are equal to or greater than ten (\$10.00) dollars.

References

Libraries Regulation 7(2)(f)

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