Policy Type: **Policy**

Policy Number: P-05

Policy Title: **Borrowing policy**

Policy Approval Date: September 2013

Policy Review Date: October 7, 2024

SEVERN TOWNSHIP PUBLIC LIBRARY

1. Membership is free to residents of Severn Township and contracting municipalities, including reciprocal borrowing libraries. All membership information is kept confidential.

2. Non-resident membership fee is $30.00 annually per household.

3. A membership card is required to check out materials. The original card given is supplied free of charge. Replacement cards are $2.00. Borrowers agree to be responsible for materials taken out on their card.

4. **Material** may be borrowed for 3 week, and may be renewed for an additional week as long as there are no reserves. There is a limit of 4 movies per person.

5. All material may be borrowed for 3 weeks, and may be renewed for an additional 3 weeks as long as there are no reserves. Material can be reserved.

6. **Provided there are no reserves** on the materials, renewals can be made in person, by phone, by email or online / app at **severnlibrary.ca** . Material that is overdue can not be renewed online.

7. Material that the Library does not have can be requested through interlibrary loan. Interlibrary Loan borrowing time is determined by the lending library. There will also be a fine of $1.00 for items not picked up.

8. Photocopy machines are available at a cost of .25 cents per page for B/W and $1.00 for colour.

9. Faxes may be sent at $1.00 per page, received at .25 cents per page.

10. Library Hours:

Monday	*10:00 am – 5:00 pm*	*Library #*
Tuesday	*10:00 am – 5:00 pm*	
Wednesday	*1:00 pm – 7:00 pm*	
Thursday	*10:00 am – 5:00 pm*	*PIN #*
Friday	*10:00 am – 5:00 pm*	
Saturday	*10:00 am – 4:00 pm*	*Ontario Download – Severn*
		cloudLibrary – Severn

11. Contact information :

library@severn.ca
P 705-686-3601
F 705-686-3741
severnlibrary.ca