Borrowing Policies

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**Related Policies, Procedures and Guidelines**

- Fees for Lost or Damaged Materials
- Educator Member Policy
- Institutional Member Policy
- Special Needs Member Policy

**Related Forms**

- Library Membership Application Form

### a. Loan Period

Most library materials are signed out for a four-week loan period.

Library Express patrons have a loan period of four weeks.

Educators have a loan period of six weeks. Institutions have a loan period of eight weeks.

Renewals are permitted on most materials provided there is no other patron waiting for that item. Materials can be renewed a maximum of two times, by phone, online or in person.

### b. Damaged or Lost Items

Adults and parents or legal guardians of children are responsible for borrowed library materials and are required to pay for damaged or lost items. After payment has been made, a lost item will not be accepted for refund. A damaged item cannot be returned to the borrower because of procedures required to deaccession the book.

Replacement of the lost item is not acceptable payment.

All charges are based on the current replacement cost of the item. If the item is no longer available, a fixed price listing is used.

See: Fees for Lost or Damaged Materials
These are standard prices to charge if the actual price paid for the particular title is not found in the catalog record.

**c. Overdue Library Materials Policy**

Western Counties Regional Library does not charge fees for overdue materials. Please return your books on time as a courtesy to fellow patrons.

**d. Interlibrary Loan Policy**

The Western Counties Regional Library Board follows the Interlibrary Loan policies set by the Nova Scotia Provincial Library and the Library and Archives of Canada.

Interlibrary loans must be returned promptly. An overdue letter is sent to the borrower one day after the item is due.

Interlibrary loan privileges may be refused or suspended for borrowers who do not comply with the rules or who have had repeated infractions.

Renewals for Interlibrary loan materials must be received in Headquarters at least one week before the item is due. The decision to permit a renewal lies with the lending library.