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BRAMPTON LIBRARY

Regulations

1. Membership

- 1.1. Temporary library cards are available free of charge to people staying in the City of Brampton for a short period of time. Approved identification is required.
- 1.2. The replacement fee for a lost library card is \$2.00. Worn out cards are replaced at no cost to the customer.
- 1.3. Notwithstanding any provision of this policy the CEO may issue a membership card to groups, institutions or bodies whether incorporated or otherwise, upon such terms and conditions as the CEO may determine.
- 1.4. Customers can apply for library card membership online or by visiting any Brampton Library location. Customers applying online will receive a permanent library card by visiting any Brampton Library location within 30 days. Approved identification is required to verify contact information.

2. Circulation of Materials

2.1. Loan Period

The regular loan period for materials is 21 days, for DVDs 7 days. The loan period of circulating material may be renewed with the exception of material on hold for another customer. Other service providers working in partnership with the Library may set their own loan periods.

Lightning Loan books may be borrowed for 7 days. Lightning Loan DVDs may be borrowed for 3 days. Book Club Sets may be borrowed for 6 weeks. TV multi disc DVD sets may be borrowed for 14 days. Lightning Loan items are not renewable.

2.2. Number of Items Borrowed

The maximum number of items that may be borrowed on one library card at any one time is 50.

2.3. Overdue Material

The following late fees are charged for overdue material:

- \$1.00 per day to a \$10.00 maximum per DVD or CD-ROM
- \$0.25 per day to a \$10.00 maximum for all other circulating material

All borrowing privileges will be suspended when unpaid fees have been accumulated to \$25.00 and/or overdue items have not been returned. Privileges are reinstated upon return of overdue items and payment of fees.

Full replacement cost plus a processing fee, set by the Library, is charged for lost or damaged material. Late fees are charged in addition to the replacement cost for lost or damaged material.

Replacement in kind or substitution for lost or damaged materials will not be accepted. If an item that was reported lost and paid for is subsequently found, the customer accepts that he/she has purchased the item. No refund will be made.

The Library reserves the right to refer any unpaid accounts to an external recovery agency and to charge a \$15.00 non-refundable administrative fee.

All borrowing privileges will be suspended for any customer in the recovery agency process. Once the account is paid in full, borrowing privileges will be reinstated. Access to in-library resources will not be denied.

The Library Board may, notwithstanding any provision of this policy, take proceedings to court for recovery of unpaid fees or replacement charges incurred by a customer and/or for recovery of costs due to damage of property of the Board or under the Library Board's control.

3. Services

3.1. Photocopiers, Printers and Microfilm/fiche

There is a charge of \$0.20 per copy on printers and copy machines. Customers are responsible for the payment of all print fee charges.

3.2. Sound for Public Workstations

Brampton Library will provide sound access at all its public internet workstations. Customers must provide their own set of headphones.

4. Use of Buildings

Smoking is prohibited in all Brampton Library buildings.

Cell phone use is restricted to quiet conversation in areas where other customers are not disturbed.

The Library is not responsible for personal items lost or stolen on its premises.

4.1. Meeting Rooms

Meeting rooms shall be available to both profit and non-profit groups during regular library hours. In some circumstances meeting rooms may be made available outside library hours with permission from the Library.

A non-profit group is defined as a group whose primary function is participation in a specified recreation, cultural, community service or leisure interest; a group whose primary function is service to the community at large through support of a shared interest and which must be managed by a voluntary executive and/or board; and boards of education and recognized religious institutions.

All organizations or groups sponsoring an event or meeting must subscribe to the Ontario Human Rights Code and will observe all its provisions in its use of these municipally owned facilities. Events or meetings will not stereotype or discriminate on grounds prohibited under the Ontario Human Rights Code. Events or meetings will not promote or preach hatred or derision of any group covered by section (i) of the Code.

The applicant organization agrees to indemnify the City of Brampton, the Brampton Public Library Board, and the Brampton Library against any and all claims of any nature and kind, the costs of which may arise out of or by reason of granting application, and against damage, slander, sedition, subversion, and infringement of royalty rights, which may arise in connection therewith. The payment of any professional fee to a performer or speaker is the responsibility of the sponsoring group or organization.

The Brampton Library will not be responsible for personal injury or damage, nor for the theft or loss of clothing or equipment of the applicant or anyone attending on the invitation of the applicant.

The applicant shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that regulations contained herein are strictly adhered to. The applicant will be responsible for payment of all damage costs arising from the misuse of property.

Federal, Provincial and Municipal laws, by-laws and fire regulations shall be observed at all times.

Groups wishing to serve alcoholic beverages in the Library must seek the written permission of the Board and must make application to the Liquor Control Board of Ontario.

Applicants are responsible for setting up the chairs, tables and equipment required before their event and clearing them away after their event. All applicants shall leave the room in the same condition in which it was found. The room must be cleared immediately after the booking.

No applicant will store any materials in the room between bookings. The issuance of any permit shall not establish a contract or rental or otherwise whatsoever between the Library Board and any

person. The Board may at any time whatsoever, and regardless of whether a fee has been paid, withdraw the use of the room and facilities if, in the opinion of the Board in its unfettered discretion, the use to which the room is to be or is being put is not in the best interest of the Board or the community. The decision of the Board shall be final regarding the use of its facilities.

Furniture may be used by the groups booking the facilities, and requirements must be indicated at least two weeks before booking.

There will be a \$20.00 charge for N.S.F. cheques.

The Library Board reserves the right to cancel any bookings on 48 hour notice, at which time a full refund will be made. The Library reserves the right to cancel any bookings without notice in the event that the facilities are made unoccupiable by conditions beyond its control.

Bookings will be taken on a first come, first serve basis, up to one year in advance.

A limit to bookings may be imposed by the Chief Executive Officer.

The fee structure for a room booking is as follows:

- Non-profit groups \$25.00 per hour
- For profit groups \$50.00 per hour
- All fees to be non-refundable, during the two weeks prior to the booking date
- To ensure booking all fees must be received two weeks prior to the booking date

Rates are subject to change without notice.

4.2. Group Study Room

A group study room is available for booking at the Four Corners Branch. Same day shared use is free of charge.

The room will accommodate no more than 10 individuals. Exclusive use of the group study room can be arranged through advanced booking based on the following fee structure:

- Non-profit groups \$15.00 per hour
- For profit groups \$30.00 per hour

4.3. Selling on Premises

On each and every occasion, application for permission to sell must be made in writing to the Board.

When the Board gives permission for tickets or articles to be sold in the library facilities, the following guidelines shall apply.

- The participating organization shall provide staffing for all hours of operation
- All necessary equipment and supplies including tables, chairs and change shall be provided by the participating organization

- The Library shall provide space for set up that does not impinge on service or present a hazard to staff or public visitors
- Set up shall be undertaken by the participating organization

5. Hours of Operation

For current hours contact the Library at 905-793-4636 or visit the Library webpage @ www.bramptonlibrary.ca.

6. Gifts and Donations

6.1. Persons wishing to make substantial donations of books and other materials should consult with library staff as to their appropriateness.

6.2. As an official Charitable Organization, tax receipts will be issued upon request for substantial donations of books or materials. The value of used materials must be appraised by a recognized independent authority. Any costs associated with the appraisal must be borne by the donor.

6.3. Gifts of money or amounts over \$10.00 will be acknowledged by tax receipts, if requested.

6.4. All media donations are subject to the principles of collection development and the practices with respect to selection withdrawal and discarding. All other donations are handled in accordance with existing Board policies and related Library procedures and guidelines.

7. Complaints

A complaint to the Board must be made in writing. The complainant will be permitted to make a 10-minute presentation of his/her side to the Board, and the Board on consideration of the facts, will render a decision. These proceedings will be carried out with due dispatch.

These policies should be read in conjunction with the Operational Policy and will be reviewed annually by The Brampton Public Library Board.

This policy is available in alternative format upon request.