

Non-Traditional Circulating Items

Policy Number: **OP-22**

Initial Policy Approval Date: **June 2021**

Last Review/Revision Date: **Oct. 2022, 2024**

Year of Next Review: **2026**

The library's collection of non-traditional circulating items complements the library's vision to empower, enrich, and educate by providing diverse opportunities for learning and engagement. To further this goal, the collection may include:

- musical instruments
- recreation and crafting equipment
- science and technology equipment
- audiovisual equipment and assistive devices

The collection of non-traditional items is not intended to be comprehensive and the Library is limited by a finite amount of storage space for these items. The development of this collection will follow the same selection and collection maintenance policies and procedures as other collections.

Some non-traditional items are intended to be used by patrons on-site as part of the library's Makerspace program. Some items may also be available to circulate under the Library's Non-Traditional Items Lending Program.

Section 1: Non-Traditional Circulating Items Lending Program

1. Lendable non-traditional circulating items may only be borrowed by patrons 18 years or older, provided the patron presents a valid library card ~~along with valid ID bearing the patron's name and current address (e.g., driver's license, passport, etc.).~~
2. This program is limited to patrons whose library accounts are in good standing, and whose outstanding fines are below the threshold that prevents the borrowing of materials.
3. Staff members are available to assist patrons with basic questions regarding use of lendable non-traditional items, but extensive training on their use is not available. A basic instructional booklet will be included as part the checkout package.

4. The Library reserves the right to restrict or terminate the use of any non-traditional circulating item.

Section 2: Loan Periods and Fines

1. The borrowing period for non-traditional circulating items will be seven (7) calendar days, with no renewals allowed.
2. Restrictions on the number of items borrowed may apply.
3. Some items may only be available for loan to Port Colborne Public Library users who are Port Colborne residents and/or pay Port Colborne taxes, and will not be circulated to Libraries in Niagara Cooperative (LiNC) users.

Other items may be included in a resource-sharing program with partner LiNC libraries and will be subject to the loan periods, fines, fees, and user criteria outlined in this policy. The Library reserves the right to determine which items will be available through reciprocal borrowing.

4. The working condition of the item will be assessed before checkout, and again upon its return.
5. To prevent damage, non-traditional lending items must not be returned in the library book drop. A charge for damage will be added to the borrower's account should any damage occur through use of the book drop return.

Section 3: Loss or Damage

1. The patron to whom the item is loaned is solely responsible for any loss or damage to the item, and is liable for all costs associated with repairing or replacing the item in the event that loss or damage is deemed the fault of the patron.
2. Patrons who are liable for repair or replacement costs will be invoiced within one week from the date the loss or damage occurred. If the item is lost or damaged beyond repair, the patron will be invoiced for the full replacement cost.
3. Invoices left unpaid for a period exceeding 30 days may be sent to a collection agency in an effort to recoup the amount of the invoice.

4. Library privileges will be suspended until payment has been made in full.

Related Documents:

- Port Colborne Public Library. OP-12: Circulation Policy