

How to Use the Library



How do I get a library card?

To acquire a membership card, you need to provide proof of identification and current address. Proof of home address required is a current Driver's Licence. If unable to provide a Driver's Licence, we will accept other identification (e.g. birth certificate or a health card) AND something which confirms the current address (e.g. recent bill or personalized cheque). HOSPITAL CARDS ARE NOT ACCEPTED. Children under 16 must have their card signed by a parent or guardian.

**Online registration for library cards is currently available.

After a period of one year, proof of name and current address must again be presented for the card to be renewed, at no charge, for another one-year period. Cards that are lost or damaged can be replaced at a charge of \$1.00.

Do I have to pay to get a library card?

It's free if you live, or pay property taxes in SD&G. If you are a non-resident, the fees are as follows:

Non-Resident

Non-residents may take out a subscription for membership. They must complete the regular registration card, giving home address and telephone number. Proof of address is required, and cards will be issued for 1 year with regular borrowing privileges. The current yearly fee for non residents is \$35.00.

What do I do if my name, address or telephone number changes?

Please remember to notify the Library in the event of a change of address. A resident member who ceases to qualify as a resident must pay a non-resident fee, and provide proof of current address and identification. A non-resident member who becomes a resident is eligible for a free library card, upon present proof of identification and address. No portion of the non-resident fee is refundable

What do I do if my card goes missing?

If your card is lost or stolen, call the library as soon as possible and let us know. You are responsible for materials borrowed with your card, or your child's card, until it is reported missing. The charge for replacing lost or stolen cards is \$1.00.

How long can I borrow library materials for?

- *Books*: 3 Weeks (High-demand materials such as bestsellers will be on a shorter loan period of two week)
- *Magazines*: 1 week
- *DVD's*: 1 week
- *Digital material*: 2 or 3 weeks
- *Audiobooks*: 3 Weeks
- *CNIB*: up to 6 months
- *Express Reads*: 2 weeks
- *Inter-Library Loans*: 4 weeks or longer

Are there any limits to the number of items I can borrow?

Inter-Library Loan: 10 items per card (Inter-Library Loans not picked up will be levied a fee of \$5.00 per item)

Express Reads: 15 items per card

How can I place holds on library materials?

You can place a hold on a circulating item by using our Online Catalogue, or by coming in to see us. If you place a hold on an item that was out, we will notify you by phone or e-mail when the item is available for pickup. We will hold the item for you for five days.

How can I return my materials?

Please return all materials to the circulation desk or the book drop.

Please do not put items in the book drop when it is full! You are responsible for all items signed out to you.

How do I renew items?

Material may be renewed for two additional loan periods, unless a hold has been placed on the item. Materials may be renewed in the following ways:

- Through our Online Catalogue, click on "My Account"
- In the Library, using the Online Catalogue, or ask staff for assistance.

What happens if I return something late?

Adult Department

- *Books, Periodicals*: .20 cents a day per book, maximum \$4.00 charge per item
- *Audio Books*: .20 cents a day per book, maximum \$50.00 charge per item
- *DVD's*: \$1.00 a day per video/DVD, maximum \$25.00 charge per DVD
- *Express Reads*: \$2.00 per item, maximum \$30.00
- *Inter-Library Loans*: \$1.00 per item, maximum \$50.00

Children's Department

- *Audio Books*: .20 cents a day per book, maximum \$50.00 charge per item
- *Books, Magazines*: .10 cents a day per magazine, maximum \$2.00 charge per item
- *DVD's*: \$1.00 a day per DVD, maximum charge \$25.00 per video
- *Express Reads*: \$2.00 per item, maximum \$30.00
- *Inter-Library Loans*: \$1.00 per item, maximum \$50.00

It follows from the above if a patron does not comply with all the rules and does not pay the fines owing to the SD&G County Library, that the Chief Librarian has the right to cancel the membership of that patron.

How to I access my Library Account?

To access your library record through the Online Catalogue, you will need:

- Your 14-digit SD&G County Library card number
- Your PIN#, which can be obtained in person, at the Library