

LOCAL LIBRARY LENDING POLICIES AS THEY RELATE TO ALBERTA LIBRARY CARD HOLDERS

Please complete this form and return to The Alberta Library at the address below. An electronic version of the form is available on request. The information is intended for use by libraries in informing their clients of policies at other participating libraries. The information will be posted on The Alberta Library website

Name of Library: _____

Contact Name and Title: _____

Email address: _____

Mailing address of library: _____

Street address (if different from mailing address): _____

Phone: _____ Fax: _____

Hours of operation (including, for example, whether hours change during summer or intersession periods):

Borrowing

Acceptable ID for Alberta Library Card borrowers when borrowing items: _____

Loan periods for Alberta Library Card borrowers: _____

Restrictions/Limitations:

(Please list borrowing restrictions or limitations on library use, for example, limit on number of items checked out (if this is higher than the five book limit specified in the program), services or collections not available to Alberta Library Card borrowers.)

Renewals and Holds

Are holds permitted? _____

Are renewals permitted? Please provide details. _____

Renewal methods, if renewals are permitted (for example, in person only, by phone or e-mail):

Returns

Address to be used for returns by mail: _____

Address to be used for returns by courier (including government and private couriers): _____

Overdues and lost or damaged items

How will your library remind Alberta Library Card borrowers of overdue materials? _____

Fines for late materials: _____

Lost and damaged items:

When is an item considered to be lost and what does your library charge for lost items?

What does your library charge for damaged items? _____

Billing information (when bills are due, where payment may be made and what the consequences are of failure to pay):

Additional information

Additional information on circulation policies and procedures for Alberta Library Card borrowers:

Date this information provided for the local policies directory: _____

Mail to: The Alberta Library, 6-14, 7 Sir Winston Churchill Square, Edmonton, AB T5J 2V5

Or fax to: (780) 414-0806

Questions? (780) 414-0805 talcard@thealbertalibrary.ab.ca
