

## Getting a Library Card

Library cards are issued free of charge to any resident of the city and surrounding area. Cards may be obtained at the Moose Jaw Public Library Circulation Desk during opening hours. Children are eligible to register for a library card provided a parent or guardian is present to sign the card. Identification providing proof of current address is required before a card is issued. The library card may be used at any public library in Saskatchewan.

## How to Use the Library Card

Library cards must be presented for every library transaction. Such transactions include: borrowing materials, renewing materials, paying fines, placing, picking up or inquiring about the status of holds and any queries about the status of a patron record.

## Responsibilities of the Borrower

Borrowers are responsible for all materials borrowed on their library card and any charges resulting from the late return of, damage to or loss of library materials. The Library card is like a credit card. Borrowers must report the loss of their library card immediately to library staff. There is a fee for a card replacement. Borrowers must report any change of name, address or phone number in order to enable library staff to contact borrowers concerning holds and overdue materials.

## Loan Periods

Most library materials are loaned for three weeks. Very popular materials may be subject to a shorter loan period to be determined by the library. DVDs are loaned for seven days. Items borrowed from the library may be renewed twice by one of three methods.

- Items may be renewed at the library provided the borrower has his/her borrower's card.
- Items may be renewed by contacting the Library at 306-692-2787 and providing his/her card number.
- Items may be renewed by using the Library Catalogue, your library card and PIN.

## Fines and Charges

Overdue fines are assessed on all materials returned after the date upon which they were due.

## Late Charges:

*Adults and seniors pay \$0.30 per day, per item except on DVDs and videos, which are \$1.00 per day. Young adults pay \$0.20 per day, per item except DVDs and videos, which are \$1.00 per day.*

There are no late charges for children's material, however a processing fee will be assessed after a certain period of time.

Borrowers are charged for all lost or damaged library materials. Rates vary according to the value of the item. Items are assumed lost if not returned within 30 days of the due date and the computer generates a bill for the item.

Borrowing privileges are suspended when the borrower has \$10.00 or more in charges.