

MEM-6 : Renewal Policies

Library materials may be renewed for up to three (3) loan periods provided:

- the item(s) are not on reserve for someone else
- the item(s) are not in high demand
- the patron has no overdue fines or charges.

Renewal by telephone, fax or e-mail is permitted. Renewals for interlibrary loans may be requested from the lending library. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.

MEM 7: Reserve Policies

Library materials not available on the shelf may be reserved at the circulation desk of any branch or by phone call to any branch. When the item becomes available, the member will be telephoned and asked to pick up the reserved item promptly. Reserved materials will be checked out to that patron once they have been contacted. Patrons can pick up items at the circulation desk for the period of the loan (three weeks).

MEM 8 –Return/Transfer of Materials

The County of Prince Edward Public Library supports the idea of a floating collection in order to share materials between branches. This concept, as explained in the Library Journal article “The Latest Wave” by Ann Cress – 10/1/2004 enables libraries to make the maximum use of their collections.

To uphold this concept within the library system, patrons are encouraged to return materials to any branch of the County of Prince Edward Public Library as it is convenient for them.

When an item is returned to a branch that it was not loaned from, library staff must collection exchange it and keep it in their collection.

The only exceptions to this guideline are items that are received from grants and must remain at the a specific branch, and special collections that belong to one individual branch.

If a branch head becomes aware of duplicate items in their collection, they may forward them on to other branches as they see fit. Similarly, if they become aware of an area in which their branch requires more materials, they may request materials from other branches at their discretion.