

# LOANING POLICY

## PEOPLE'S LIBRARY

MANITOBA INDIGENOUS CULTURAL EDUCATION CENTRE INC.  
119 SUTHERLAND AVE. | WINNIPEG, MB | R2W 3C9  
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### REGISTRATION

- The People's Library provides a 1-year membership at the rate of \$10, except for special event discounts and on certain exceptions, bartering for goods of equal value.
- Anyone can register for a 1-year membership at the People's Library, but must provide a form of valid ID that includes your current mailing address.
- Persons who are under the age of 18 must provide a name, address, and contact number of their parent or guardian.
  - Accounts will be marked as JUVENILE for collection agency purposes.
- Patrons whose accounts expire must renew their membership before taking out or renewing items.
- All material is viewable on-site by everyone.

### LOANING & RESPONSIBILITY

- Patrons can take out up to 10 books and 5 DVDs, CDs, or CD-ROMs at one time.
- Patrons are responsible for returning their material on time, as all patrons are offered a print out of all current materials in circulation by them.
- Patrons are responsible for returning material in acceptable condition.
- Any changes in address, e-mail address, or phone number should be reported to the library to avoid missed or misdirected phone calls and overdue notices.
- All patrons are responsible for all costs associated with borrowing materials, including: late fees, replacement costs, and collections' costs should the account be forwarded onto a collections agency.

### OVERDUE PROCEDURE & COSTS:

- All overdue material is charged .25¢ a day, starting the day after the item is due.
  - A weekend counts as one day.
- A book or kit will max out at \$20.00 per item. A DVD, CD, or CD-ROM will max out at \$5.00 per item.
- All contact in regards to overdue material with a patron must be marked in their file for other staff to be informed.
- Patrons will be contacted regarding overdue material in the following manner:
  - First week: A phone call to all numbers on file. Leave voice mail with a brief message if there is no answer.

- Second week: A phone call to all numbers on file. Leave voice mail with a brief message if there is no answer.
- Third week: First overdue notice is sent, which contains a list of the items due and what fees are currently owed.
- Fifth week: Second and final overdue notice is sent, which contains a list of the items due, what fees are currently owed, and what the return date is to avoid having the account sent to collections.
- At the end of this seven week process, the account is marked as “Sent To Collections”, suspended within L4U, and totals are calculated in regards to fees, replacement costs, and collections costs. The account is then forwarded onto the collections agency.
- **Note:** During this process, attempts will be made to contact the patron by e-mail or alternative numbers left on file if traditional methods (phone and letter) are not being responded to.
- **It is up to the discretion of the staff to waive fines or recall the account from collections on a case by case basis.**

All terms are subject to change based on the discretion of library staff, the Executive Director, or the Board of Directors of the Manitoba Indigenous Cultural Education Centre Inc.

This policy is updated and correct as of March 11, 2015.

*Non-members are welcome to use materials on premises but have no borrowing privileges.*