

Subject: Access to Library Collections

Effective: July 1999

Revised: April 2017

1.0 PURPOSE

This policy defines:

- patron use and borrowing privileges
 - staff procedures for lending Library Materials and Objects in Library Collections
 - return of Library Materials and Objects in Library Collections
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2.0 APPLICATION

This policy applies to library patrons and New Brunswick Public Library Service (NBPLS) employees.

The standards for loaning materials from outside of New Brunswick Public Library System are stipulated in [NBPLS Policy 1071 – Interlibrary Loans](#).

This policy does not include policies and procedures for the circulation of Library Materials and Objects in Library Collections. See NBPLS [Circulation Services Manual for Symphony 3.5](#).

The photocopying of Library Materials is covered in [NBPLS Policy 1066 – Copyright](#).

3.0 DEFINITIONS

Library Collections refer to

- Library Materials in print and audio-visual formats that are available for consultation in the library and/or loan. Some Library Materials may have loan restrictions.
- Objects such as devices, equipment and toys that are available for use in the library and/or for loan in the library where they belong. Some Objects may have loan restrictions.

New Brunswick Public Library System refers to the provincial network of provincial and regional offices as well as the public libraries which are part of New Brunswick Public Library Service (NBPLS).

Provincial Loan Service refers to a patron requesting to borrow Library Materials from any service point in the New Brunswick Public Library System and having them sent to

their library of choice. This service is made possible through the **Canada Post Library Materials Service** (also known as the library mail rate program). Objects are not eligible under the Provincial Loan Service.

Hold refers to a request placed to borrow Library Materials listed in the province's public library catalogue.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act](#)

5.0 GOALS / PRINCIPLES

- 5.1 NBPLS upholds the Canadian Federation of Library Associations' [Statement on Intellectual Freedom and Libraries](#) and [La charte des droits du lecteur](#) of the Association pour l'avancement des sciences et des techniques de la documentation.
- 5.2 The provincial and regional offices as well as public libraries are part of one system, and the Library Collections constitute a provincial resource that is accessible to all New Brunswickers.
- 5.3 New Brunswick public library card holders are members of all the public libraries in the public library system.
- 5.4 In order to meet New Brunswickers' educational, informational, recreational and cultural needs, the New Brunswick public library system has a public service mandate to promote and provide the Provincial Loan Service.
- 5.5 Library Materials and Objects should be loaned whenever possible, and holds filled as soon as possible.

6.0 REQUIREMENTS / STANDARDS

6.1 PATRON USE AND BORROWING PRIVILEGES

- A person must have a New Brunswick public library card to be eligible to borrow Library Materials and Objects (see [NBPLS Policy 1051 – Library Membership](#)).

- A person can consult and use Library Materials and Objects on-site in any public library without a New Brunswick public library card.
- Library Materials and Objects (see section 3.0 for definition) can be borrowed by:
 - visiting the library in which the Library Material or Object is held. Borrowing restrictions may apply to certain Library Materials and Objects (e.g. special programming needs, reference/archival materials that cannot be borrowed).
 - using the Provincial Loan Service (see section 3.0 for definition). Borrowing restrictions may apply to certain Library Materials (e.g. special programming needs, reference/archival materials that cannot be borrowed).
 - using an outreach service if unable to visit a library. Options include: Library Services by Mail, Collection Deposit Service, and Electronic Library New Brunswick (the virtual branch).

6.2 PROCESSING PATRON REQUESTS SUBMITTED THROUGH THE PROVINCIAL LOAN SERVICE

- Staff must adhere to the procedures outlined in the [NBPLS Circulation Services Manual for Symphony 3.5](#) and NBPLS guides on using the Canada Post Shipping Tool when lending Library Materials and Objects and when processing holds under the Provincial Loan Service.

6.3 RETURN OF LIBRARY MATERIALS AND OBJECTS

- Library Materials may be returned to any service point in the public library system, irrespective of where the Library Materials were originally borrowed or to which service point they belong.
- Objects must be returned to the library where they were borrowed and to which they belong.

7.0 GUIDELINES / RECOMMENDATIONS

None.

8.0 REGIONAL GUIDELINES AND PROCEDURES

Regional Directors may develop additional guidelines and procedures consistent with, and necessary to support, this policy.

9.0 REFERENCES

[Charte des droits du lecteur](#). Corporation des bibliothécaires professionnels du Québec.

[Statement on Intellectual Freedom and Libraries](#). Canadian Federation of Library Associations.

[Library Materials](#). Canada Post Corporation.

[New Brunswick Public Libraries Act](#). Government of New Brunswick

Related NBPLS Policies:

[Policy 1013 – Travel to the Post Office](#). New Brunswick Public Library Service.

[Policy 1066 – Copyright](#). New Brunswick Public Library Service.

[Policy 1051 – Library Membership](#). New Brunswick Public Library Service.

[Policy 1055 – Library Fees](#). New Brunswick Public Library Service.

[Policy 1071 – Interlibrary Loans](#). New Brunswick Public Library Service.

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office (506) 453-2354