

Name: Circulation
Category: Operational
Last Updated: July 23, 2025

Policy Statement

South Shore Public Libraries believes that everyone deserves free and open access to information, ideas, and stories that inspire learning and connection. This policy reflects our commitment to inclusion, intellectual freedom, and lifelong learning by making it easy and welcoming for everyone to borrow and return library materials.

Getting a Library Card

South Shore Public Libraries (SSPL) is a proud member of Same Page, a consortium of eight regional libraries across Nova Scotia. More information is available at www.samepagens.ca

A Same Page library card is required to:

- Borrow from the library's collection
- Access digital library services
- Manage library account activity
- Place holds or requests to any Same Page location
- Renew items online or by phone

Library cards are **free and available to all residents and visitors** of Nova Scotia.

Identification is not required to register. A full name and at least one contact method (phone number, mailing address, or email address) must be provided.

There are two types of library membership:

- **Adult:** For individuals aged 14 and older
- **Child:** For individuals aged 13 and under. A parent, guardian, or caregiver must provide permission to register and assume responsibility for all materials borrowed on the child's card

Borrowing Materials

A valid library card provides access to a wide range of materials, including books, magazines, DVDs, board games, and more.

Present a physical library card at checkout. Otherwise, staff may confirm identity using a combination of the borrower's name and at least one other piece of information, such as a phone number or address. These measures help protect borrower privacy and ensure secure account access.

Library cardholders are responsible for:

- All materials checked out on their account
- Notifying staff of any changes to contact information
- Reporting lost or stolen cards (replacements are provided at no charge)

Holds, Loan Periods, and Renewals:

- Borrowers are asked to pick up holds promptly to ensure timely access for everyone
- Most items are loaned for a period of three (3) weeks
- Items in high demand may have shorter loan periods
- Items will automatically renew up to three times, provided no holds are placed by other borrowers

Returns:

- Items may be returned to any library or drop box, anywhere in Nova Scotia
- Timely returns are encouraged to support fair access to shared materials
- Courtesy reminders are sent when items are overdue

Fines and Fees

South Shore Public Libraries and Same Page do not charge overdue fines.

If a library item is damaged, please return the item to the library and notify staff so it can be repaired or removed from the collection, as necessary. There is no charge for accidental damage.

Replacement costs may be charged for:

- Items reported as lost
- Items more than 28 days overdue (presumed lost)
- Intentional damage, theft, or vandalism

If a lost item is returned before the bill is paid, the replacement cost will be removed from the account.

Library accounts will be temporarily blocked if:

- There is \$30.00 or more in unpaid charges, or
- There are twenty (20) or more overdue items.

This helps ensure everyone has fair access to the shared library collection. Returning the items will clear the account and restore borrowing privileges.

Anyone experiencing difficulty returning materials is encouraged to speak with staff. We will work together to find a solution.

Shared Responsibility

Library spaces and resources are shared by the entire community. All borrowers are expected to:

- Treat staff, fellow visitors, and library materials with care and respect
- Contribute to a safe, welcoming, and inclusive environment

Library staff are available to assist with borrowing and account questions, reading recommendations, and the use of library computers, printers, and digital tools.

Library accounts, holds, and the catalogue can be accessed at: southshorepubliclibraries.ca

See Also:

Code of Conduct

Collection Development Policy

Confidentiality Policy

Revision History:	Original effective date: November 1992
Previously called <i>Fines & Fees</i>	Modified: August 2008, August 2018
Incorporates <i>Borrower Registration</i>	July 23, 2025