

North Coast Library Federation Policy

The North Coast Library Federation, which will further be referred to as the NCLF, is a partnership between libraries in northwest British Columbia. The public libraries of Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart and Terrace are full members of the NCLF and the campus libraries of Northwest Community College are associate members.

The NCLF mission is to improve purchasing power and deliver better services to libraries across northwestern British Columbia. One of the most significant results of this mission has been the extension of full borrowing privileges for library members at each of the NCLF libraries and the ability for members to be able to return borrowed materials at any of the NCLF libraries.

The policies in this document govern the operation of the NCLF. These policies have been agreed upon and approved by the Directors of the NCLF Board. However, each Library Director can at their discretion allow privileges to be extended where not endorsed by policy.

Detailed contact information for each member library can be found in section 1.4

TABLE OF CONTENTS

1 Library Membership

- 1.1 Members
- 1.2 Borrowers Cards
- 1.3 Changing Membership within the NCLF
- 1.4 Membership Fees
- 1.5 NCLF library contact information

2 Circulation

- 2.1 Circulation of Materials
- 2.2 Loan Limits
- 2.3 Interlibrary Loans
- 2.4 Renewals
- 2.5 Lost or Damaged Material
- 2.6 Collection of fines
- 2.7 Schedule of Fine Rates & Limits

3 Travel

- 3.1 Travel Policy

1. LIBRARY MEMBERSHIP

1.1 Members

Members are library patrons of the communities of the North Coast Library Federation (Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart, Terrace). The Northwest Community College is an associate member.

The NCLF Board is comprised of a voting representative from each community library. As an associate member, the Northwest Community College does not have a vote on the NCLF Board, however, the College Library Director along with the Public Library Directors act in an advisory capacity to the NCLF Board. Collaboration between college and public libraries has resulted in initiatives and services such as professional training workshops, literacy support, a materials delivery system, and reciprocal borrowing privileges.

NCLF memberships are issued at a patron's library of residence and are subject to the membership guidelines of that library. Once patrons have been issued a membership from their library of residence they are entitled to full borrowing privileges at each of the Federation libraries as long as they are members in good standing. Outstanding unpaid fines and lost/overdue material may result in refusal of service. (ref. Sections 2.5 & 2.6 & 2.7)

When opening an account at any of the NCLF libraries, identification according to the policy of the registering library must be presented.

Patrons residing in regional districts that do not support libraries may be charged a non-resident fee. (ref. Section 1.4)

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brien
Board Chairperson*

1.2 Membership Cards

Only one card per membership will be issued. For residents in the NCLF region, the NCLF card or a valid membership card from an NCLF library is required to borrow materials at any library within the Federation.

NCLF library's have adult and juvenile memberships. Refer to section 2.2, Loan Limits and Adult Memberships, for information about each library's adult membership policy.

Patrons from outside of the NCLF region will use either a BC OneCard, or their library card from their home library if their home library is on the Evergreen Integrated Library System (ILS).

Library staff from Evergreen ILS libraries can determine which card to issue a patron who resides outside of the NCLF region by scanning in the card they have been issued from their home library. If the card shows that the patron is in the Evergreen database they do not need to use or be issued a BC OneCard. Their account can be accessed by their home library card. However, they may be subject to BC OneCard Policy developed at the library from which they are borrowing.

Patrons outside of the NCLF region and not on the Evergreen ILS may use their BC OneCard or be issued a BC OneCard if they do not already have one.

Patrons outside of the NCLF region who wish to access materials from an NCLF library not on the Evergreen ILS (Kitimat & Stewart) may do so by using a BC OneCard or by being issued a BC OneCard if they do not already have one.

Northwest Community College students can use their NWCC student identification cards. However, they may have a library card from within the Federation which can also be used. If they are from an Evergreen Library within the Federation their home library card can be used. If they are from an Evergreen Library outside of the Federation their home library card can be used. If they are not from an Evergreen library and do not reside within the NCLF region they can use their student identification card.

A lost membership card can only be replaced at the patron's home library. The cost to replace a card is determined by policy from the issuing library.

Cardholders are responsible for the safe return of all materials borrowed and all charges incurred on their card. Any Federation library can refuse to loan materials to members who have outstanding fines and or lost or damaged materials on their card. (ref. Sections 2.5 & 2.6)

1.2 Membership cards continued:

Borrowing limits, fine rates and fine limits are set by each Federation library. Materials borrowed are subject to the rates and limits of the lending library. (ref. Sections 2.2 & 2.7)

Membership cards are not transferable.

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brienen
Board Chairperson*

1.3 Changing Membership within the NCLF

Patrons may only have one membership card. When a patron's place of residence changes and they are in a new library jurisdiction, they must change their membership to the library in their new location.

To obtain memberships at their new library of residence patrons will need to bring their membership card from their previous library and identification required by the policy of the lending library.

The membership card from their previous library will be relinquished to the new library and a new membership card will be issued. The new library will contact the previous library and request that the old account be deactivated in order to avoid patron duplication.

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brienen
Board Chairperson*

1.4 Non-Resident Fees

Core funding for municipal and public libraries throughout British Columbia is obtained through operating grants from municipalities and some regional districts. The funding level a library receives is dependent on household tax contributions. This allows most library memberships to be free to residents. However, some regional districts do not contribute tax dollars to support the library in their region. Persons living outside a municipality and in a regional district that does not support the library may be subject to a non-resident fee. Information about membership fees can be obtained by contacting your local library.
(ref. Section 1.5)

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brien
Board Chairperson*

1.5 Contact Information

Public Libraries

Hazelton District Public Library

P.O. Box 323
Hazelton, B.C., V0J 1Y0
Chief Librarian: Eve Hope
Phone: 250-842-5961
hazlib@bulkley.net
www.hazeltonlibrary.bc.ca

Houston Public Library

P.O. Box 840
Houston, B.C., V0J 1Z0
Chief Librarian: Toni McKilligan
Phone: 250-845-2256
hlibrary@telus.net
<http://library.houston.ca>

Kitimat Public Library

940 Wakashan Avenue
Kitimat, B.C., V8C 2G3
Library Director: Virginia Charron
Phone: 250-632-8985
vcharron@telus.net
www.kitimatpubliclibrary.org

Prince Rupert Public Library

101 6th Ave West
Prince Rupert, B.C., V8J 1Y9
Chief Librarian: Denise St. Arnaud
Phone: 250-627-1345
chieflib@citytel.net
www.princerupertlibrary.ca

Smithers Public Library

P.O. Box 55
Smithers, B.C., V0J 2N0
Phone: 250-847-3043
Library Director: Tracey Therrien
ttherrien@smitherslibrary.ca
www.smitherslibrary.ca

Stewart Public Library

P.O. Box 546
Stewart, B.C., V0T 1W0
Community Librarian: Galina Durant
Phone: 250-636-2830
bsp_ill@mountainharbour.ca
www.stewart.bclibrary.ca

Terrace Public Library

4610 Park Avenue
Terrace, B.C., V8G 4A2
Phone: 250-638-8177
Head Librarian: Margo Schiller
mschiller@terracelibrary.ca
www.terracelibrary.ca

NWCC Campus Library Locations

NWCC Hazelton Campus

4815 Swannell Drive
Hazelton, B.C., V0Y1Y0
Phone: 250-842-5291
www.nwcc.bc.ca

NWCC Houston Campus

3221 14th Street
Houston, B.C., V0J 1Z0
Phone: 250-845-7266
www.nwcc.bc.ca

NWCC Kitimat Campus

606 Mountainview Square
Kitimat, B.C., V8C 2N2
Phone: 250-632-4766
www.nwcc.bc.ca

NWCC Prince Rupert Campus

353 5th Street
Prince Rupert, B.C., V8J 3L6
Phone: 250-624-6054
www.nwcc.bc.ca

NWCC Smithers Campus

P.O. Box 3606
Smithers, B.C., V0J 2N0
Phone: 250-847-4461
www.nwcc.bc.ca

NWCC Terrace

5331 McConnell Avenue
Terrace, B.C., V8G 4X2
Phone: 250-635-6511
www.nwcc.bc.ca

NCLF Coordinator

Karen Filipkowski
P.O. Box 1402
Burns Lake, B.C. V0J 1E0
Phone: 250-6987525
coordinator@nclf.ca
www.nclf.ca

2. CIRCULATION

2.1 Circulation of Materials

NCLF card holders will be extended full borrowing privileges at each of the Federation libraries. Loan periods and loan limits for items borrowed are subject to policies set by the library from which the materials have been borrowed. (See Policy 2.2)

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brienen
Board Chairperson*

2.2 Loan Limits & Age for Adult Memberships

	Hazelton	Houston	Kitimat	Pr. Rupert	Smithers	Stewart	Terrace	NWCC
Books	21 days	21 days	21 days	21 days	21 days	21 days	28 days	*Note
Holiday Books	21 days	14 days	21	21 days	21 days	7 days	14 days	
New Books	n/a	n/a	n/a	n/a	n/a	14 days	n/a	
Magazines	21 days	21 days	21	21 days	21 days	n/a	28 days	
DVDs	7 days	7 days	3 days	7 days	21 days	7 days	3 days	
Videos	7 days	7 days	3 days	7 days	21 days	7 days	7 days	
CD / Music	n/a	n/a	21	21 days	21 days	n/a	14 days	
CD ROMs	n/a	n/a	21	n/a	21 days	n/a	28 days	
Audio Books	21 days	7 days	21 days	21 days	21 days	n/a	14 days	
Age of Adult Memberships	18 years	14 years	16 years	Grade 8	16 years	15 years	15 years	

*Note: NWCC loan periods vary depending on the type and status of the material. Check the NWCC website at www.nwcc.bc.ca or a specific campus library. See section 1.4 for campus contact information.

2.3 Interlibrary Loans

NCLF libraries participate in and support the province-wide interlibrary loan program coordinated by the Library Services Branch of British Columbia. Requests for interlibrary loans should be made at a patron's home library and will be subject to the policies of that library. NCLF members may place interlibrary loans with another NCLF library without any format or new item restrictions found at the provincial level.

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brienen
Board Chairperson*

2.4 Renewals

Library materials can be renewed if there are no holds or reserves on them by another patron. The number of times materials can be renewed and the types of materials that can be renewed is at the discretion of the library from which the material was borrowed.

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brienen
Board Chairperson*

2.5 Lost or Damaged Materials

Patrons may pay for any charges at any NCLF library. When lost or damaged material has been paid, the library where the material originated must be notified if the patron has been sent to collections. (See Policy 2.6)

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brien
Board Chairperson*

2.6 Collection of Fines

Patrons with fines of \$5.00 or more are not permitted to take out library material. When borrowing from their home library local policy will prevail. Fines may be paid down to below \$5.00 or in its entirety at any Federation library and subsequently all membership privileges will be immediately reinstated.

Fines in excess of \$5.00 must be recorded as Federation fine revenue (fines under \$5.00 need not be tracked for Federation purposes). A reconciliation of Federation fine revenue will be conducted by each Federation Library Director and reported to the Federation Coordinator prior to the Federation fiscal year end (presently March 31st of each year).

Note: Where an item(s) is overdue more than 90 days and the fine is in excess of \$5.00 the item(s) must be returned to any Federation library and the fine paid before any further library material can be checked out.

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brienen
Board Chairperson*

2.7 Fine Schedule

Schedule of overdue rates at NCLF Libraries

Fines	Hazelton	Houston	Kitimat	Pr. Rupert	Smithers	Stewart	Terrace	NWCC
Adult Book	\$.05 /day	\$.05 /day	\$.15 /day	\$.25 /day	\$.10 /day	\$.10 /day	\$.20 /day	\$.25 /day
Juvenile Book	\$.05 /day	\$.05 /day	\$.10 /day	\$.25 /day	\$.10 /day	\$.10 /day	\$.05 /day	n/a
Magazines	No fines	\$.05 /day	Adult / Juvenile Policy	\$.25 /day	\$.10 /day	\$.10 /day	Adult / Juvenile policy	n/a
New Books	\$.05 /day	\$.05 /day	Adult / Juvenile Policy	\$.25 /day	\$.10 /day	\$.25 /day	Adult / Juvenile policy	n/a
Seasonal Books	\$.05 /day	\$.05 /day	Adult / Juvenile Policy	\$.25 /day	\$.10 /day	\$.25 /day	Adult / Juvenile policy	n/a
Reference Books	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Reserve Materials	\$.05 /day	\$.05 /day	Adult / Juvenile Policy	n/a	\$.10 /day	n/a	n/a	\$.25 /hour
Interlibrary Loans	No fines	\$.05 /day	Adult / Juvenile Policy	\$.50 /day	\$.10/day	\$.10 /day	n/a	\$.25 /day
CD – ROMS	n/a	n/a	\$1.00 /day	\$.25 /day	n/a	n/a	\$.20 /day	n/a
Music CD	n/a	n/a	\$1.00 /day	\$.25 /day	\$.10 /day	n/a	\$.20 /day	n/a
Music Cassettes	n/a	n/a	\$1.00 /day	\$.25 /day	\$.10 /day	n/a	n/a	n/a
Books on CD	\$.05 /day	\$.50 /day	\$1.00 /day	\$.25 /day	\$.10 /day	n/a	\$.25 /day	n/a
Books on cassette	\$.05 /day	n/a	\$1.00 /day	\$.25 /day	\$.10 /day	n/a	Adult / Juvenile Policy	n/a
VHS / DVD	\$.05 /day	\$.50 /day	\$1.00 /day	\$1.00 /day	\$.10 /day	n/a	\$.25 /day	\$.50 /day

3. TRAVEL

3.1 Travel Policy

The NCLF will compensate travel and accommodation to the annual NCLF spring and fall conferences for a Library Director, two trustees from each library board, and staff from each NCLF library. The NCLF will also compensate approved travel for librarians, staff and Trustees to authorized meetings other than the spring and fall conferences.

The rate for travel by vehicle is \$0.49 per kilometre. Libraries will arrange for the most economical means of transportation. Mileage will be calculated using the distances set in the NCLF travel claim expense form. (See 3.2)

Receipts are necessary for everything other than meals and mileage.

Meal allowances for breakfast, lunch and dinner while on travel are provided at the following rates; Breakfast: \$12.00 Lunch: \$15.00 Dinner: \$30.00. A meal allowance will not be paid out when a meal is provided.

Policy approved on: May 9, 2009

*Policy approved by: Natasha Brienen
Board Chairperson*