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To: Toronto Public Library Board – October 20, 2003

From: City Librarian

Subject: **Circulation and Collection Use (including Fees and Fines) Policy**

Purpose:

To approve revisions to the Circulation and Collection Use (including Fees and Fines) Policy.

Funding Sources, Financial Implications and Impact Statement:

The increase in the adult fine rate being recommended for 2004 may result in an increase in revenues of up to \$200,000 per annum. The subsequent increase in 2005 in adult fines may result in an incremental increase in revenues of up to \$250,000 per annum. This revenue increase will offset operating shortfalls from the budget, which are being experienced in certain revenue categories.

Recommendation:

It is recommended that the Toronto Public Library Board:

- (1) approve the revisions to the Circulation and Collection Use Policy and that the revised Policy be implemented effective January 1, 2004; and
- (2) approve the following changes to the Fines Schedule:
 - (a) increase the daily fine rate for adult materials to \$0.30 per overdue item, and the maximum per item for each loan period to \$12.00 effective January 1, 2004; and
 - (b) increase the daily fine rate for adult materials to \$0.35 per overdue item, and the maximum per item for each loan period to \$14.00 effective the first quarter of 2005, subject to the outcome of an evaluation of the impact of the 2004 fine increase.

Background:

The Circulation Policy is reviewed regularly to ensure that practices and schedules are current and meet the changing needs of the Toronto Public Library and its customers. The Board last reviewed and approved revisions to the Policy at its meeting of September 23, 2002. The changes were implemented effective January 7, 2003.

Comments:

A Library staff committee reviewed the current Circulation Policy, conducted a survey of the circulation policies in nineteen other large Canadian public libraries, received staff and public input and developed recommendations that are summarized below.

The Policy is working well and meeting its objective of balancing customer privileges with limits which ensure the efficient and equitable provision of materials. Consequently the recommended changes are few.

Language Changes

Language has been simplified to improve understanding by both customers and staff; there is no change to the intent of the policy.

Schedule 4.1:

- Adult/Senior: \$0.25 per day, per item up to a maximum of \$10.00 per item ***for each loan period***
- Child: \$0.10 per day, per item up to a maximum of \$4.00 per item ***for each loan period***
- ***Each renewal is considered another loan period***

The change in language reflects the method that the automated library system uses to calculate fines. As each renewal is considered another loan period, the \$10 maximum applies for each loan period. The phrase “for each loan period” has been added for greater clarity.

Schedule 5.7: *damaged* material replaces *vandalized* material as a more objective and inclusive descriptor.

Changes to Fees and Fines

The purchase price of a diskette has been raised to \$1.50 from \$0.58, a more accurate reflection of the actual cost of providing this service (Schedules 5.12 and 9.3).

The recommended increase in the adult fine from 25¢/day to 30¢/day with a \$12 item maximum for each loan period in 2004 and 35¢/day in 2005 with a \$14 item maximum for each loan period is established to have a positive revenue impact of up to \$200,000 in 2004 and an incremental impact of up to \$250,000 in 2005. A phased increase is being recommended in order to allow an evaluation of the impact of the increase on both revenues and circulation in the first phase; this evaluation will be brought back to the Library Board. In addition, a comprehensive review of all fines and fees charged by the Library Board is currently being undertaken and any recommended changes will be brought forward to the Board in a subsequent report.

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List of Attachments:

Not applicable.