

| Type of document | Maximum loans | Loan period | Renewals | Vacation loans | Maximum reservations |
|---|---|------------------------------|------------------------------------|----------------|----------------------|
| Loan maximum – 50 items per MULTI card Starting July 11, 2022, late fees no longer apply for failing to return a document within the prescribed period | | | | | |
| Books | Limit of 2 on the same subject (for nonfiction) | 3 weeks | 3 weeks | 6 semaines | 6 |
| Adult <i>Best Sellers</i> | 2 | 2 weeks | - | - | 3 |
| Journals and magazines for adults | Limit of 2 of the same title | 2 weeks | 2 weeks | - | 4 |
| Audiobooks for adults | 6 | 3 weeks | 3 weeks | 6 semaines | 4 |
| Music CDs for adults | 12 | 4 weeks | 4 weeks | 6 semaines | 6 |
| Language kits | 1 | 4 weeks | 4 weeks | - | 3 |
| DVDs | 8 | 2 weeks | 2 weeks | - | 3 |
| Blu-ray discs | 8 | 2 weeks | 2 weeks | - | 2 |
| eMedia (OverDrive) English eBooks and eAudiobooks | 10 | 1 week 2 weeks 3 weeks | Can renew 3 days before expiration | - | 5 |

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| PRETNUMERIQUE.CA eBooks and eAudiobooks | 10 | 3 weeks | - | - | 3 |
| HOOPLA Films, books, music and magazines | Limit of 10 per month | Depends on material borrowed | - | - | - |
| CRITERION Streaming films | - | - | - | - | - |
| Video games Adult / teen / kids | 4 (adult or teen card) | 2 weeks | - | - | 2 |
| Children's music CDs | 12 | 4 weeks | 4 weeks | 6 weeks | 6 |
| Children's audiobooks on CD | - | 3 weeks | 3 weeks | 6 weeks | 4 |
| Toys and Games | 6 | 3 weeks | 3 weeks | - | 4 |
| Puppets and magazines for children | - | 3 weeks | 3 weeks | - | 4 |

RESERVATIONS AND RENEWALS

Reserving documents online

Library members can place reservations for documents that are currently available or for documents that are out on loan. Reservations can be done at the library catalogue terminals (OPACs) or from home. A maximum of 6 reservations per person. When the reserved item becomes available, you will be notified by email or by telephone. You have four (4) days in which to come to the library to borrow the item.

→ Please note that if you do not pick up the reserved item, a fee of \$1 per item will apply.

Renewing documents

You can renew documents online as long as they are not overdue or reserved by another library user. If you have any problems renewing online, please do not hesitate to call us at the library at 514 630-1218 or ask at the circulation desk.

Overdue documents

→ Starting July 11, 2022, late fees do no longer apply for failing to return a document within the prescribed period.

Library documents are common property. Please respect the return date. Documents may be reserved by other library members.

→ Library materials not returned within 60 (sixty) days of the due date are presumed lost. The member who borrowed that material is responsible for its replacement cost and must also pay the applicable administrative fee.

Lost or damaged documents

→ Administrative fees: \$12

→ Additional replacement cost

→ Damaged disc case or sleeve: \$2.50/document (Administrative fees do not apply)

If a lost item is paid for and returned to the Library within six months, only the replacement cost will be reimbursed. Items are replaced in accordance with the acquisition methods set out in the Library's collection development policy (see biblio.pointe-claire.ca/collection).