

Subject: Access to Library Materials
Effective: July 1999
Revised: July 2005

1.0 PURPOSE

- 1.1 This directive defines:
- patron borrowing privileges; and
 - staff procedures for processing requests for library materials.
- 1.2 Standards for loaning materials from outside of New Brunswick public library system are stipulated in NBPLS Directive 1071 – Interlibrary Loans.
- 1.3 This directive replaces New Brunswick Public Library Service (NBPLS) Policy 302 – Province-Wide Access to Library Collections.
- 1.4 This directive does not include policies and procedures for circulation. See New Brunswick Public Library Service *Circulation Manual*.

2.0 APPLICATION

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

3.0 DEFINITIONS

Library material refers to the [New Brunswick Public Libraries Act](#) definition which includes books, periodicals, pamphlets, newspapers, photographic reproductions, paintings, films, filmstrips, sheet music, sound recordings, and electronic databases and texts, videos, CD-ROMS and other information in digital form.

New Brunswick public library system refers to the provincial network of provincial and regional offices, public libraries and bookmobiles.

Province-wide request service refers to a patron requesting to borrow a book or selected audiovisual material (i.e. National Film Board and Business NB videos) from any service point in the New Brunswick Public Library system and having it sent to their library of choice.

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

4.0 LEGAL AUTHORITY

New Brunswick Public Libraries Act.

Under the Act “library” means

- (a) a collection of materials organized for lending or consultation,
- (b) a collection of materials having literacy or artistic merit and having educational, recreational or informational value,
- (c) the services of personnel who can provide materials and give guidance in their use, and
- (d) the physical facilities provided for under this Act;

Under section 12.1 of the Act: The Minister

- (e) may establish, in consultation with the New Brunswick Public Libraries Board, policies, standards and guidelines for the effective operation of the public library system,
- (f) may provide central services to public libraries such as cataloguing, interlibrary loans and other services to effect an efficient delivery of library services to the public.

5.0 GOALS / PRINCIPLES

- 5.1** Under the Canadian Library Association’s [Intellectual Freedom Position Statement](#) and [La charte des droits du lecteur](#) of L’Association pour l’avancement des sciences et des techniques de la documentation, libraries shall acquire and make available the widest variety of materials.
- 5.2** The provincial and regional offices, public libraries and bookmobile are part of one system and the library materials they hold collectively constitute a provincial resource that is accessible to all New Brunswickers.
- 5.3** New Brunswick public library card holders are members of one public library system. With a New Brunswick public library card, they are eligible to borrow library materials held in any public library service point in the province.
- 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 province-wide access to library materials.
- 5.5** Library materials should be loaned whenever possible and holds filled as soon as possible.

6.0 REQUIREMENTS / STANDARDS

6.1 PATRON BORROWING PRIVILEGES

- A person must have a New Brunswick public library card to be eligible to borrow library materials (see NBPLS Directive 1051 – Library Membership).
- A person can consult library materials on-site without a New Brunswick public library card.
- Library materials (see section 3.0 for definition) can be borrowed by **visiting** the NBPLS service point in which the item is held. Borrowing restrictions may apply to certain materials (e.g. special programming needs, reference/archival materials that do not circulate).
- **Library books and selected audiovisual materials** (i.e. National Film Board of Canada and Business New Brunswick videos) can be borrowed from any NBPLS service point by using the **province-wide request service** (see section 3.0 for definition). Borrowing restrictions may apply to certain books (e.g. special programming needs, reference/archival materials that do not circulate).

6.2 PROCESSING PATRON REQUESTS

- Staff must adhere to the procedures outlined in Appendix A and B of this directive for processing province-wide requests for books and selected audiovisual materials.
- Photocopying of library material must adhere to the terms and conditions outlined in Appendix C of this directive.

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 directive. However, regional and local directives may not be more restrictive than this directive.

9.0 REFERENCES

Charte des droits de lecteur. (<http://www.asted.org>)

Intellectual Freedom Policy Statement. (<http://www.cla.ca>)

Library Book Rate. (<http://www.canadapost.ca/segment-e.asp>).

New Brunswick Public Libraries Act. (<http://www.gnb.ca/0062/acts/acts-e.asp>)

Related NBPLS Policies and Directives:

Directive 1013 – Travel to the Post Office.

Directive 1051 – Library Membership.

Directive 1054 – Return of Library Materials.

Directive 1055 – Library Fines and Fees.

Directive 1071 – Interlibrary Loans.

10.0 CONTACTS FOR MORE INFORMATION

Department of Education, NBPLS
(506) 453-2354

PROVINCIAL LIBRARIAN