



Borrowing Terms & Conditions

Collections and Resources

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Purpose

These terms and conditions explain how Burlington Public Library card holders may borrow, use, and return library materials, including physical collections, digital resources, equipment, kits, and special collections. These are intended to support fair, responsible, and equitable access to library collections for all users.

Membership and Library Cards

A library card is not required to visit the library, browse collections, use most library spaces, or ask staff for help. A Burlington Public Library membership card is required to borrow materials, access some digital resources, and use some services such as in-branch technology and meeting rooms.

Residents of Burlington, and individuals who work, attend school, or pay property taxes in Burlington, are eligible for a free Burlington Public Library card with full borrowing privileges. Other membership types may be available, with borrowing privileges based on eligibility and card type.

To register for a library card, applicants must provide valid identification or proof of employment or school enrolment. By accepting and using a library card, the cardholder

agrees to follow these borrowing terms and conditions, as well as related library policies and procedures.

A library card is for the use of the registered cardholder. Cardholders are responsible for all activity on their account and must report a lost or stolen card to the library as soon as possible.

Borrowing Privileges

Burlington Public Library members in good standing may borrow eligible library materials, subject to borrowing limits, loan periods, renewal rules, holds, and availability.

Borrowing privileges may vary by membership type, item format, demand, or operational requirements. The Library may limit the number of items borrowed at one time when needed to support fair access, manage high-demand materials, protect specialized collections, or respond to misuse of borrowing privileges.

Up to 75 items may be borrowed at one time unless a different limit applies to a specific collection, format, or membership type.

The Chief Executive Officer or designate may restrict borrowing privileges where necessary. A person who questions a restriction may appeal to the Burlington Public Library Board.

Renewals, Holds, and Returns

Borrowed materials must be returned by the due date unless they are renewed. Renewal and hold options may vary by format, demand, and account status.

You are responsible for monitoring due dates, renewal status, and account notices. Library notices are provided as a courtesy, and non-receipt of a notice does not remove the borrower's responsibility for returning materials on time.

All borrowed items remain the responsibility of the cardholder until they are returned and removed from the account.

Some items, including equipment, kits, and materials with multiple parts, may need to be returned directly to library staff rather than through an exterior return slot or automated return system.

Fines, Fees, Lost Items, and Damaged Materials

Burlington Public Library does not charge overdue fines on library materials. Cardholders remain financially responsible for items borrowed on their card that are lost, stolen, not returned, incomplete, or damaged.

You agree to pay applicable replacement or repair fees for lost, missing, or damaged materials, including equipment, kits, cases, accessories, or individual components.

Borrowing privileges may be suspended if charges remain unpaid or items are not returned within a reasonable period. Items not returned within 30 days of the due date are considered lost, and the borrower will be charged a replacement fee. If the item remains unreturned 59 days after the billing notice is sent, a collection agency will contact the borrower to recover the item or replacement fee. The agency does not credit report.

Cardholder Responsibilities

You are responsible for:

- Using borrowed materials with care and only for their intended purpose.
- Returning materials on time and in the same condition as borrowed.
- Returning all parts, pieces, cases, accessories, instructions, and packaging included with an item.
- Reporting lost, stolen, damaged, incomplete, or malfunctioning items to library staff as soon as possible.
- Paying applicable fees for lost, missing, or damaged items.
- Ensuring their library card and account information are kept secure and up to date.
- Supervising the borrowing and use of materials by children or dependents where appropriate.

Parents and guardians are responsible for monitoring and guiding a child's borrowing choices and use of library materials. Children and young adults have access to library collections, including specialized or non-traditional collections, unless limits are placed by law or by the parent or guardian

Equipment, Kits, and Special Collections

Some library collections include equipment, kits, outdoor play materials, technology, or other non-traditional items. These items may have additional borrowing rules, return requirements, eligibility limits, or safety requirements.

You must follow all instructions provided by library staff or included with the item. Equipment and kits must be used safely, responsibly, and only for their intended purpose.

You must not attempt to repair damaged or malfunctioning items or permit repairs by anyone other than library staff or an authorized service provider.

All components must be returned together. The borrower is responsible for replacement or repair costs if items or components are lost, missing, damaged, or returned incomplete.

Safe Use and Liability

Borrowed materials may not be used unlawfully or in a way that contravenes library policies, rules, or applicable laws.

You are responsible for the safe use, handling, storage, and transportation of borrowed materials. This includes loading, unloading, carrying, setting up, supervising, and returning equipment or large items.

The library does not provide transportation assistance and is not responsible for injury, loss, or damage caused by the misuse, unsafe handling, or improper transportation of borrowed materials.

Where borrowed equipment or play materials are used by children, safe and supervised use is required at all times.

Digital Collections and Online Resources

Digital borrowing and access to online resources may be subject to additional terms set by Burlington Public Library and third-party service providers. Loan periods, holds, renewals, limits, and access requirements may vary by platform or resource.

Use of digital resources must comply with copyright law, licensing agreements, and applicable terms of use.

Burlington Digital Archive

Burlington Public Library's digital archival collections are provided to support fair dealing, including research and private study, in compliance with Canada's Copyright Act.

You are responsible for determining whether your intended use is permitted and for obtaining any required rights or permissions, including copyright permission. Any use beyond fair dealing, including commercial or scholarly reproduction, redistribution, or publication, may require prior written permission from the copyright holder.

Once permission to use is received, when using materials from Burlington Public Library archival collections obtained from the Burlington Digital Archive, users should include the credit: **Courtesy of Burlington Public Library. Used with permission.** For materials belonging to the Burlington Historical Society or the City of Burlington, users should contact those organizations directly for attribution, credit, and permission requirements.

Suspension or Restriction of Borrowing Privileges

Burlington Public Library may suspend, limit, or revoke borrowing privileges when a cardholder does not follow these terms and conditions, has unpaid fees, has long overdue or unreturned materials, repeatedly returns damaged or incomplete items, or misuses library materials or services.

Restrictions will be applied in a fair and consistent manner and may be reviewed by the Chief Executive Officer or designate.

Related Policies

These terms and conditions should be read together with applicable Burlington Public Library policies and procedures, including:

- Collections and Resources Policy
- Fees and Charges Schedule

Document Information	Details
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BURLINGTON

Public Library

| Borrowing Terms & Conditions

Approved by	Manager, Digital Resources and Collections
Date	October 15, 2026
Amended Dates	
Associated Documents	Related Policies: • Collections & Resources Policy Other Documents: • Fees and Charges Schedule