



Library Materials Loan Policy

MLA members in good standing may borrow circulating materials for 2 days except materials marked Court Use Only which are day use only. Any loan period extension is at the discretion of the library staff and must be approved by them. Items may only be renewed once before they must be returned.

Court Use Only materials must be returned the same day.

Overdue Notices

If you receive a 2nd overdue notice, you have 3 days to return library materials before they are presumed lost, and you will be charged with replacement costs.

Lost or Damaged Items

Lost and/or damaged materials are billed to your account.

The Middlesex Law Association issues invoices for the replacement cost of the item + shipping/handling + a processing fee of \$20 plus HST.

If an item is no longer available to purchase, another title meeting the same needs as the lost/damaged item will be ordered as a replacement, at the library staff's discretion. If the cost is greater than the original title, the user will be charged accordingly.

Suspended Borrowing Privileges

Your borrowing privileges are suspended if you have lost items billed for replacement.

To reinstate your borrowing privileges, you must return all items or pay the replacement costs (see above for total cost).

If at the time of your membership renewal you still have outstanding invoices for lost items, you may not be able to renew your membership until you have paid said invoices.

Payment Options

1. Pay online by credit card via the electronic invoice emailed to you.
2. Make cheque payments to Middlesex Law Association.
3. For e-transfer payments, contact the library at library@middlaw.on.ca.