

Borrowing guidelines

Loan periods and limits

You may borrow up to 50 items at a time.

Item Type	Loan Period	Limit	Renewals
Audiobook CDs, books, DVDs, magazines	21 days	50	2
Bat packs	21 days	1	2
Children's holiday books	21 days	5	0
Coding kits	21 days	1	0
Jigsaw puzzles	21 days	1	0
Kobo eReader	6 weeks	1	0
Social justice book club set	6 weeks	1	1
Storytime kits	21 days	1	2
Ukulele kits	21 days	1	2
Video games	21 days	2	2

Renewals

You can renew up to two times if no one else is waiting for the item.

There are a few exceptions with no renewals:

- Interlibrary loans
- Jigsaw puzzles
- Kids' holiday books
- Loanable tech

Renew your items in one of the following three ways:

- Sign in to your account online.
- Call 604-469-4575 and select option 4 to speak to a staff member.
- Visit the Accounts Desk or the self-checkout machines at the Library.

Returns

You can return items to the return slot near the library entrance or to the external book drop (outside the Library by the traffic circle). The external book drop is open 24/7, even on holidays.

Please return the following items to the Accounts desk:

- Bat packs
- Coding kits
- Jigsaw puzzles
- Kobo eReaders
- Mini film scanner
- Social justice book club kits
- Storytime kits
- Ukulele kits

Holds

When your hold is ready, you will be notified by email or SMS text message. You will have 7 days to pick up your hold.

Fines and fees

Overdue items

Fines can be paid in person at the Library's Accounts Desk or at a self-checkout machine. If you are late returning your items or if you renew them after the due date, the following fines apply:

Material Type	Fines per day
Adult materials	\$0.25
Children's materials	\$0.10
Video games	\$0.25
Special kits and book sets	\$0.25

Lost or damaged items

If you lose or damage an item, you will be charged the price of the item and a processing fee.

Keep track of your borrowing

You can get text and email notifications before your items are due, or when your holds are ready for pickup. Visit the Library and see Accounts Desk staff to sign up for this service.

To help ensure you don't miss due date reminders, hold notices, or program registration confirmations, add the following Library's email addresses to your contact list.

- noreply@dynixasp.com
- librarynoreply@portmoody.ca
- askthelibrary@portmoody.ca

You can also [Sign in to your account online](#) to see when your items are due.