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
Wolverine film scanner	21 days	1	0
Yoto Cards	21 days	5	2

Yoto Player	21 days	1	2

Renewals

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

There are some exceptions with no renewals:

- Children's holiday books
- Interlibrary loans
- Jigsaw puzzles
- 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 use 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
- Social justice book club kits
- Storytime kits

- Ukulele kits
- Wolverine film scanner

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.

A charge of $0.25 will be applied for each physical item that has been placed on hold and that is not collected or cancelled before the expiry date. (*Starting September 14, 2026*)

Fines and fees

Overdue items

Starting September 14, 2026, the library will no longer charge overdue fines.

Learn more about library fee changes

Lost or damaged items

Borrowers are responsible for the replacement cost of lost or damaged items, plus a processing fee:

- $8.00 fee per catalogued item (e.g. books, DVDs, video games)
- $2.00 fee per magazine
- No processing fee for children's or young adult materials

Please note: we are unable to accept replacement copies of lost or damaged items.

Expired holds

A charge of $0.25 will be applied for each physical item that has been placed on hold and that is not picked up or cancelled before the expiry date.

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 library notices, add the following email addresses to your contact list:

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

You can also sign in to your account online to see when your items are due.

Related topics

- Fee changes
- Get a library card
- Library app
- Things you can borrow at the library