

OP 12 Membership

Policy Type:	Operational	Policy Number:	OP 12
		Policy Approval Date:	February 6, 2014
Policy Title:	Membership	Policy Review Date:	September 9, 2021
		Next Review Date:	September 2024

1.0 Background

The Whitchurch-Stouffville Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the *Public Libraries Act*.

2.0 Library Membership and Borrowing

1. No fee will be charged for admission to the Library.
2. Any person may be a member of the Library with borrowing privileges.
3. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing the individual's name, photo, and current address.
4. Membership may be granted to an individual who is unable to provide photo identification with current address. In this case, photo ID and a separate piece of official documentation showing current address will be accepted.
5. Children under the age of 16 require the permission of a parent or legal guardian to become a member. The parent or legal guardian will take responsibility for fines, damages, lost items, and signs for access to the Internet.
6. Only members of the Library in good standing will be allowed to borrow library materials.
7. Members must present their own library card when checking out materials. Library cards are not transferable.

8. General Membership expires every 2 years. Renewal requires verification of the member's name, address, telephone number, and email address.
9. Virtual Memberships do not expire as they do not borrow physical materials.
10. Personal information collected will be subject to the Board policy on Confidentiality and the Protection of Privacy.

3.0 Charges

The Library will charge replacement costs (including a processing fee) for items which are overdue or for items which are damaged or lost.

Replacement of an item will be left to the discretion of the CEO or designate and in accordance with the Board's Collection Development policy.

The Board has established fines as a deterrent to the late return of materials.