

## OP 12 Membership

<b>Policy Type:</b>	Operational	<b>Policy Number:</b>	OP 12
		<b>Policy Approval Date:</b>	February 6, 2014
<b>Policy Title:</b>	Membership	<b>Policy Review Date:</b>	September 5, 2024
		<b>Next Review Date:</b>	September 2028

### 1.0 Background

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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

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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 sixteen (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. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
9. Change of address, name or phone number must be reported immediately.
10. General Membership expires every two (2) years. Renewal requires verification of the member's name, address, telephone number, and email address.
11. Virtual Memberships do not expire as they do not borrow physical materials.
12. Personal information collected will be subject to the Board policy on Confidentiality and the Protection of Privacy.
13. Membership and/or borrowing privileges can be suspended for violating library policies.

## 3.0 Charges

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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.