

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: Membership

APPROVAL DATE: May 18, 2005

LAST AMENDMENT DATE: October 21, 2020

NEXT REVIEW DATE: 4th Quarter 2024

POLICY NO: Circ-2

MOTION NO: 2020-33

The Temiskaming Shores 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*. R.S.O. 1990, c. P44.

Library Membership and Borrowing

1. Membership for the Temiskaming Shores Public Library is free of charge to all taxpayers and residents of The City of Temiskaming Shores and contracting townships: Township of Casey and the Township of Harley.
2. For all other membership applicants there is an annual, non-refundable, fee of \$120 per card per year. If members of a nonresident household wish, they may all use the same card with the checkout limits and restrictions of a single membership card upheld. A six month, non-refundable, membership may be purchased for \$75 with the same option of having a household card.
3. The information required from an applicant includes: name, address (street and postal), home and/or business phone number, or a telephone number where a message can be left, and an email address. An application form must be filled out and signed in person. Individuals must provide verification of address and identification by showing a document bearing his/her name and current address.
4. An application by a child up to and including age 12 years shall be made on the child's behalf by the child's parent/guardian. Both the parent and the child must be present when the card is issued and the parent or guardian must present identification with name and address. A registered member age 13 and up accepts responsibility for the choice, use and return of all material and for charges on items that are overdue, lost, or damaged. A parent/guardian of a child up to and including age 12 accepts responsibility for materials borrowed by their child.
5. Notwithstanding any provision of this policy, the CEO may issue a library card to individuals, groups, institutions or bodies, whether resident, incorporated or otherwise, upon such terms and conditions as the CEO may determine.
6. Personal information collected will be subject to the Temiskaming Shores Public

Library Policy on Confidentiality & the Protection of Privacy (Policy Circ-5).

Conditions of Membership and Card Use

1. Membership is not transferable to other individuals, but may be used by the members of the same nonresident household as above.
2. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
3. The card is the property of the Temiskaming Shores Public Library and must be returned on request.
4. 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.
5. Change of address, name or phone number must be reported immediately.
6. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
7. Membership is suspended when fines exceed \$20.00 and will be re-instated when all outstanding accounts are settled.
8. Membership can be suspended for violating library policies.
9. Children under 18 may not borrow DVDs or Videos.
10. A patron may borrow up to fifty items at a time on their card including no more than 6 videos/DVDs per card.
11. The library staff at their discretion and based on the member's borrowing history may limit the number of items borrowed by a member.
12. The Library reserves the right to restrict the number of books and/or the loan time of books in circumstances of heavy demand - i.e. school assignments, book club borrowing etc.
13. Reference materials are non-circulating to ensure ready access to information resources. In exceptional circumstances and at the discretion of the in-charge staff, reference material may be borrowed for a limited time. Photocopies may be taken free of charge (within reason) of non-circulating material.
14. Unique and/or fragile materials from the Local History collection cannot normally be borrowed from the library.

Circ-2

15. Microfilm reels may be used only in the library.
16. Where designated by the lending library, some interlibrary loan materials may be used only in the library.

(October 21, 2020)