

NOTL Public Library

Policy Type: **Operations**

Policy Number: **OP – 12**

Policy Title: **Membership & Borrowing**

Policy Approval Date: **Sept 2017**

Policy Review Date: **Sept 2019**

The Niagara-on-the-Lake Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Niagara-on-the-Lake Public Library 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.

Section 1: Library Membership and Borrowing

- i. No fee will be charged for admission to the library.
- ii. Any person may be a member of the library with borrowing privileges.
- iii. Membership will be granted to individuals who provide verification of a Niagara-on-the-Lake address and identification by showing a document bearing his/her name and current address. See Schedule A for acceptable documentation.
- iv. Members of the Niagara Falls Public Library and the Niagara-on-the-Lake Public Library are entitled to borrow items from at any branch in either library system according to the terms of their reciprocal agreement dated July 1st, 2017.
- v. Members of the Libraries in Niagara Cooperative libraries are eligible for free use of the materials and services the Niagara-on-the-Lake Public Library offers with the exception of digital resources licensed specifically to Niagara-on-the-Lake Public Library members.
- vi. Migrant farmworkers are eligible for library membership upon completion of the “Migrant Farmworker Library Program” card.
- vii. An annual membership will be granted to non-residents who provide identification verifying address and who pay the annual non-resident membership fee. See Schedule C, Fees & Fines.
- viii. Children under the age of 14 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for fines, damages or lost items.
- ix. Only members of the library in good standing will be allowed to borrow library materials.

- x. Materials may be borrowed by either presenting the membership card or valid identification. See Schedule A.
- xi. Personal information collected will be subject to the NOTL Public Library Policy on Confidentiality & the Protection of Privacy OP-01.

Section 2: Conditions of Membership and Card Use

- i. Membership is not transferable to other individuals.
- ii. Members will be issued a library card without charge.
- iii. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a fee.
- iv. The card is the property of the NOTL Public Library and must be returned on request.
- v. Loss 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.
- vi. Change of address, name or phone number must be reported immediately.
- vii. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
- viii. Membership is suspended when fines exceed \$10.00 and will be re-instated when all outstanding accounts are settled.
- ix. Membership can be suspended for violating library policies.

Section 3: Borrowing

- i. Loans
 - a. A standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. See Schedule B.
 - b. E-resource lending terms are set by the e-resource provider and may vary from vendor to vendor.
 - c. Reference works, local history materials, newspapers and the most recent magazine editions are not available for loan.

- d. DVD/video materials that are classified 18A (Suitable for people 18 years of age or older) or R (Restricted to 18 years or older) by the Canadian Home Video Rating System will not be lent to members under the age of 18. Proof of age is required.
- ii. Renewals
 - a. Library items may be renewed in person, by telephone or by catalogue access in the library or remotely. See Schedule B for renewal schedule.
 - b. Items on reserve for other members cannot be renewed.
- iii. Holds/Reserves
 - a. Library items may be reserved in person, by telephone, or by catalogue access in the library or remotely.
 - b. When the item becomes available, the member will be notified and asked to pick-up the item.
 - c. Items will be held for 3 days.
- iv. Returns
 - a. Materials borrowed may be returned to the library at the service desk, intelligent shelving drop-box or lockers.
 - b. Members are required to return materials on or before the due date.
 - c. Materials returned after their due date will be subject to fines. See Schedule C for fines schedule.
- v. Circulation Records
 - a. Library Circulation and membership records will be used in accordance with Confidentiality & the Protection of Privacy Policy OP-01.

Section 4: Charges

- i. Damaged/Lost Items
 - a. The library will charge replacement costs for items which are overdue by 60 days or for items which are damaged or lost.
 - b. The replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item. It may not be possible to replace a specific item with an identical one.

- c. Charges will be levied based on the cost of a substitute item or the current average price of materials when an item is not replaced.
- d. Replacement of the item will be left to the discretion of the Chief Executive Officer or designate, in keeping with the library's Material Selection Policy 2001.
- e. Once lost items are paid for, no refunds will be given.

ii. Fines

- a. The board establishes fines as a deterrent to the late return of materials. See Schedule C for fine schedule.
- b. Fines may be waived for unusual or serious circumstances.

Related Documents:

**Policy OP 01 - Confidentiality & the Protection of Privacy
Material Selection Policy 2001**

Reciprocal Service Agreement Between Niagara Falls Public Library and Niagara-on-the-Lake Public Library, July 1st 2017 to June 30th, 2018

Schedule A - Acceptable Identification to Verify Name and Address for Membership Registration.

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable as a single document. In other case acceptable identification and proof of current address is required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none"> • Health card with photo (if offered) • Citizenship card • Passport • Student ID card • OAS (senior's card) • Employer-issued photo ID card • BYID(from the LCBO) • Migrant Worker Library Program card 	<ul style="list-style-type: none"> • Any Benefit Statement issued by the Government of Canada • Bank account statement • Utility bill (telephone, hydro, water, gas, cable TV) • Motor Vehicle Permit • Mortgage, rental or official lease agreement • Property tax assessment or bill • Insurance policy (property, auto, life) • Employer record (pay stub or letter from employer) • Current secondary school, college or university report card or transcript • Migrant Worker Library Program card

Schedule B - Loan Periods

Material Type	Loan Period	Renewals
Books	21 days	2
Nonfiction DVDs	7 days	1
Audio Books	21 days	2
Kits of all types	21 days	2
Music CDs	21 days	2
Magazines	21 days	2
Entertainment DVDs	7 days	1
Interlibrary Loans	35 days	0
Express	7 days	0

Schedule C – Fees & Fines

Type	Per Day	Maximum Per Item
Adult and Teen Materials		
7 day books	1.00	10.00
21 day books	0.25	10.00
Audio books	0.25	10.00
Magazines	0.25	10.00
DVDs	1.00	10.00
Interlibrary loans	1.00	10.00
Express	1.00	10.00
Interlibrary loan no pick up		2.00
Non-resident annual fee		35.00
Replacement card		3.00
Children’s Materials	0.25	5.00
Card Maximum Fines	No limit	

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.