

Georgina Public Library Board Policy Manual

Policy Title: Membership

Intent

Public libraries are required by law to adhere to the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44 which states in Section 23 that Library Boards shall allow the public to reserve and borrow circulating materials free of charge.

Furthermore, the Library Board is authorized to make rules for the use of library services; for the admission of the public to the library; for the exclusion from the library of persons who behave in a disruptive manner or cause damage to library property; imposing fines for breaches of the rules; suspending library privileges for breaches of the rules; and regulating all other matters connected with the management of the library and library property.

Regulations

1. Georgina Public Library serves the public. The public includes anyone living, owning property, working, or attending an educational institution within the Town of Georgina.
2. In order to broadly serve more patrons, the Georgina Public Library Board has entered into reciprocal agreements that extend our services to residents of specific other communities. A list of those communities is shown in Appendix "A" of this policy.
3. The library will be readily accessible and its doors open for free and equitable use by all members of the community regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability.
4. No fee will be charged to members for admission to the library, for use of the library's materials or computers in the library, for borrowing circulating materials, or for use of basic reference and information services.
5. A child, who meets the criteria listed above, may apply for their own library card upon reaching the age of 13, subject to verification of address. Parental responsibility for a child's fines and penalties continues until the age of 18. Access to a child's patron record is open to a custodial parent/guardian up to the

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age of 16, in accordance with the Municipal Freedom of Information Protection and Privacy Act (MFIPPA).

6. A borrower's card is for the sole use of the registered member and is, at all times, the property of the Georgina Public Library.
7. Membership is renewed every two years, from date of issue. A regular membership card requires verification of address and clearance of any overdue/fines issues.
8. A short-term (3-month) membership with limited access to borrowed materials will be issued to seasonal/short term residents who are not property owners, such as cottage renters, summer workers and shelter residents. Both permanent and temporary addresses must be provided, unless patron safety is an issue.
9. An online access only registration is available to members who do not require borrowing access to the physical collection, or whose patron account does not permit them to have access to borrowing physical items from the library.
10. Persons who do not reside in the area of the Board's jurisdiction, and who do not meet the requirements as stated above, are eligible to apply for a non-resident library card (renewable annually). There is an annual fee for this card as set by the Library Board as shown in Appendix "A" of this policy.

Procedures:

1. To apply for membership at the library, a resident of Georgina, or other entitled persons, must provide verification of address and identity in the form of a document bearing their name and current address. Acceptable documents include driver's license, student card, or name ID plus household bill. A parent/guardian may present ID on behalf of a minor child. Although ID is preferred, it is not required for online access only membership.
2. A parent or legal guardian must apply for a library card on behalf of a child under the age of 13 and must accept direct responsibility for fines, and damaged or lost items.
3. To renew a membership card (excluding the online access only card) all fines and outstanding charges and overdue items must be resolved.

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4. Lost, damaged or forgotten library cards will be replaced with the payment of a cost recovery fee.
5. Members and parent/guardians of minor children, under the age of 18, are responsible for all materials borrowed with their card and agree to abide by the rules and regulations of the Georgina Public Library.
6. Members shall present their library card each time materials are borrowed, and report the loss of card or change of address or other pertinent information as soon as possible. Use of cards is not transferable. Children's materials may be placed on a parent/guardians card, but a parent's materials may not be placed on their child's card.
7. The Director of Library Services/CEO, or designate, is authorized by the Board to withhold library privileges to anyone refusing to comply with board policy. The use of the library or its services may be denied for due cause. Such cause may be failure to return borrowed materials or to pay penalties; destruction of library property; disturbance of other patrons; disregard of computer use policies; or any other conduct on library premises considered objectionable by library staff.

Note: Other policy affected – Fines; Rates & Fees

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Adoption:	August 16, 2007
Board Review:	Dec 20, 2012; November 20, 2014; August 13, 2015 April 21, 2016, May 18, 2017

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APPENDIX "A"

Description of Service	Annual Fee
Georgina Resident Member Fee	No charge
Non-Resident Member Fee – Individual	\$30.00
Non-Resident Member Fee – Family	\$50.00

Reciprocal Borrowing Agreements
<p>The following municipal Library Boards have reciprocal borrowing agreements with the Georgina Public Library (no fee):</p> <p>Township of Brock YORK REGION PUBLIC LIBRARY PARTNERSHIP AGREEMENT: Aurora East Gwillimbury KingTownship Markham Newmarket Richmond Hill Vaughan Whitchurch-Stouffville</p>