

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. The public includes all residents within the municipality for which the library board is established, as well as members of communities with which reciprocal agreements have been negotiated.

Regulations

1. Georgina Public Library serves all residents of Georgina. People residing outside of the geographical area of the municipality but owning property, working in, attending an educational institution in the municipality, or residing in a neighbouring municipality with a reciprocal borrowing agreement, shall be considered residents.
2. 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.
3. Georgina Public Library provides children and youth with open access to adult collections under the same rules that apply to adults and parent/guardians accept responsibility for the minor's choice of library materials and for any debts incurred on any card issued under the child/youth name(s).
4. A child, who meets the criteria listed above, may apply for his or her 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 age of 16, or with written or verbal permission of the child to the parent/guardian, in accordance with the Municipal Freedom of Information Protection and Privacy Act (MFIPPA).

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5. Long overdue patron accounts may be forwarded to collection and credit reporting agencies. Parents/guardians are responsible for the overdue accounts of children up to the age of 18 years, although privacy legislation restricts access to account details of anyone 16 years or older.
6. No fee will be charged to residents of Georgina 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.
7. A borrower's card is for the sole use of the registered member
8. Membership is renewed annually, one year from date of issue, upon verification of address and clearance of any overdues/fines issues.
9. A short-term (3 months) 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.
10. Persons who do not reside in the area of the board's jurisdiction, and who do not meet the requirements as stated above, will be charged for library service. Annual fees for non-residents will be set each year by the library board and will be based on the per capita cost to run the library for its resident patrons.

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 his/her name and current address. Acceptable documents include driver's license, student card, name ID plus household bill. A parent/guardian may present ID on behalf of a minor child.
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 for children up to the age of 18 years.
3. To renew a membership 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 up to the age of 18 years are responsible for all materials borrowed with his/her card and agree to abide by the rules and regulations of the Georgina Public Library, and pay all fines and charges incurred for overdue, damaged or lost materials as per schedule set by the Library Board.
6. In recognizing that parents and/or guardians of students at Black River Public School and St. Bernadette's are not present when students are taking out books during the school day at the library, the library takes extra steps where possible on behalf of these students to prevent library materials from becoming missing or lost during the school hours including:
 - a. limiting the number of materials a student can borrow during the school day to a maximum of two materials per child;
 - b. preventing a student with overdue library material from borrowing additional materials during school hours until overdue materials are returned to the library;
 - c. notifying the teacher of student that library materials are overdue and/or missing and requesting that the classroom be searched;
 - d. notifying parent(s) and or guardian(s) that library materials are overdue or missing prior to sending debt collection notices; and
 - e. searching library shelves for missing material prior to sending home collection notices.
7. Members shall present their library card each time materials are borrowed, or to sign on for use of a library computer, 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.
8. Members and parents/legal guardians of children, agree to observe all policies as set by the Library Board as authorized by the Public Libraries Act.
9. 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.

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POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007
Board Review & amendment	May 20, 2010

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