

**THOROLD PUBLIC LIBRARY BOARD**  
**Policy Manual**

**Policy No: 97-001**

**Date: October 20, 1997**

**Revised: March 20, 2000**

**Revised: June 18, 2018**

**Motion: 00-03-07**

**Motion: 18-06-09**

**Year of Next Review: 2022**

**LIBRARY MEMBERSHIP AND REGISTRATION POLICY**

The Thorold Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Thorold 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: TYPES OF MEMBERSHIP**

**Library Membership**

Membership is free to every person who:

- a) resides in the Niagara Region
- b) pays Property and /or Business taxes in the Niagara Region (See schedule A)
- c) is employed in the Niagara Region

**Temporary Membership**

Those who:

- a) are on an extended visit to the city of Thorold
- b) are temporarily living in Thorold while attending school
- c) live outside the Niagara Region
- d) have not yet acquired permanent resident identification

may apply for a temporary membership in the Thorold Public Library. This membership is subject to completion of an application for membership provision of valid and current piece(s) of identification adequate to the verification of name, address (permanent) and telephone number. This temporary membership allows the card holder to have two library items out at any one time (may be increased at the discretion of the Chief Librarian). Temporary membership cards are valid for a period of six months from date of issue.

**Class Visit Cards**

A Class Visit Card must be arranged by a teacher with the Public Services Librarian. The Class Visit card is to be used only for borrowing by children in the teacher's class during a scheduled visit or by the teacher for borrowing

classroom items at any time. Loan period for all items is 3 weeks. Overdue fines to do not apply to Class Visit cards.

## **SECTION 2: REGISTRATION**

### **Adult and Teen membership**

An adult membership is available to anyone who is fourteen years of age or over and who meets the eligibility requirements. A person cannot be registered by proxy.

### **Children's Registration**

Children (anyone under the age of fourteen) are encouraged to become members of the Thorold Public Library, and to use their own library cards. All children are entitled to open access to information facilities throughout the library.

Application for membership must be made on their behalf by a parent or guardian. The identification of the parent or guardian is used as proof of address for the child. The membership card must be signed by both the child and the parent or guardian. In signing the card, the parent or guardian accepts responsibility for material borrowed by their children.

Children are automatically assigned adult status at the age of fourteen (14).

### **Identification**

A valid Ontario Driver's license or an Ontario Photo Card is acceptable as a single document.

In other cases, two pieces of identification is required:

- (a) 1 piece of Acceptable Identification and 1 piece of Proof of Address OR
- (b) two pieces of Acceptable Proof of address

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

Other identification may be accepted at the discretion of the Chief Librarian.

### **SECTION 3: TERMS AND CONDITIONS OF LIBRARY MEMBERSHIP**

A Library Member shall:

- a) present his/her library card each time he/she borrows material from the library, completes transactions and accesses account information or presents valid identification with the no card fee as set out by the Thorold Public Library Board
- b) return library materials by the due date specified
- c) be responsible for all materials borrowed on his/her library card whether or not its use is authorized
- d) report the loss of a library card or any change of address promptly
- e) pay all fines or charges incurred for overdue, damaged or lost library material
- f) observe all policies of the Board made by its authority under the Public Libraries Act

Parents or guardians are responsible for their children with respect to the observance of Board Policy.

#### **Renewals**

All cards are valid for a period of one year. Notification of renewal will appear on the terminal when a patron uses the card past the anniversary date or a patron will receive an email notification to renew their membership (if selected by the patron). The membership will be renewed providing that the member presents the expired library card and validation of current address, and has no outstanding fines or charges.

#### **Lost or Damaged Cards**

If a card is lost, or damaged due to negligence on the part of the patron, a new card will be issued upon payment of a fee set by the Thorold Public Library Board. Cards which have become unusable through regular use and wear will be replaced free of charge.

#### **Loss of Library Privileges**

The Chief Librarian or her designate may revoke the library card of any borrower, and may refuse an application from any person who:

- a) fails to pay any fine or replacement charge incurred by him/her;
- b) abuses the library services provided by the Board by

- i) failing to return circulating materials upon expiry of the loan time, or
- ii) returning circulating materials in a damaged condition;
- c) fails to observe the rules of the Board made under the authority of the Act including the rules established by this policy; or
- d) willfully defaces or damages any property of the Board or any property under its control.

The cancellation or suspension of a library card may be by oral or written communication to the borrower and the borrower shall be informed of the reason for the cancellation or suspension.

The Chief Librarian or her designate may at any time reinstate a library card which has been revoked, or may issue a new library card.

## **Schedule A: Niagara Region**

### **The Niagara Region includes the following municipalities:**

Fort Erie  
Grimsby  
Lincoln  
Niagara Falls  
Niagara-On-the-Lake  
Pelham  
Port Colborne  
St. Catharines  
Thorold  
Wainfleet  
Welland  
West Lincoln

### **Related Documents**

Confidentiality, Privacy and Electronic Messages under Canada's Anti-Spam Legislation Policy  
Fines/Fees/Charges Policy  
Loan Periods Policy  
Ontario Public Libraries Act. R.S.O. 1990, c.P44