

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy: OP-05
Policy Title: User Membership	Approval Date: 04/25/23
Chairperson: V. Duke	Review Date: 04/27

INTENT

The Muskoka Lakes Public Library (herein after referred to as the Library) recognizes that a primary objective outlined in the Ontario Public Libraries Act, RSO, 1990, Chapter P.44 (hereinafter referred to as the Act) is to ensure equal access to Library resources for all citizens, regardless of their ability to pay or the nature of the format.

REGULATIONS

Section 23(4) of the Act authorizes the Library to set rules for the use of Library services.

PROCEDURES

Membership

All persons who live or own property in the Township of Muskoka Lakes (herein after referred to as the Township), are entitled to become a member of the Library without charge. This includes a Library user's spouse and children residing at the same address.

As per the Library's Youth Services Policy OP-21, children will be encouraged to have their own Library card. For children under fourteen years of age, parents/caregivers will be responsible for their child's behaviour in the Library and responsible for their child's membership. Youth, fourteen years of age and older, can provide their own identification and apply for a Library card without parental consent.

All non-residents are charged a fee of \$25 for a six-month Library membership. Non-resident cards are renewable every six months for \$25, provided overdue materials are returned and outstanding accounts are settled.

The Library has reciprocal borrowing arrangements with the other libraries in the District Municipality of Muskoka and residents of these communities are treated as permanent residents:

- Town of Bracebridge
- Township of Georgian Bay
- Town of Gravenhurst
- Township of Lake of Bays
- Town of Huntsville

Identification

Proof of name and address is required to obtain a Library card. Proof of name and address may be in the same document if the identification has a photograph, such as a:



- Driver's licence
- Ontario Health Card (version with address on the back)
- Ontario Photo ID Card (ages 16 and up)

If a user does not have any of the above, they may present two pieces of identification; one Name and one Address Identification item.

Name Identification Examples

- birth certificate
- current bill or invoice
- current lease
- employee ID or benefit card
- landed immigration certificate
- Ontario health card
- major credit card
- passport
- social insurance card
- student card
- school timetable
- report card

Address Identification Examples

- current bill or invoice
- current government cheque
- current lease
- current legal document

Borrowing

- Residents may borrow a maximum of twenty-five (25) items and non-residents a maximum of ten (10) items on their card.
- Users are asked to present their hard copy or digital Library card at the time of checkout. If using the digital card, a user who is unknown to Library staff may also be asked to provide identification. If either card cannot be presented, Library staff will request identification to confirm a user's membership. A user who wishes to check out materials under someone else's name will be required to present the hard copy of the Library card.
- Items may be renewed one time, except for new books, videos, DVD's, items requested by other users and special collections.
- The Library card holder is fully responsible for materials borrowed.
- The replacement cost for a Library card is \$5.
- The replacement cost for lost or damaged materials is the purchase price, plus a \$5 processing fee.

Suspension

- Library privileges will be suspended if users:
 - Fail to return materials or make recompense for the loss or damage of Library materials. Privileges will be reinstated when all items are returned and all outstanding accounts are settled.
 - Are unwilling to comply with Library policies.

RELATED DOCUMENTS

MLPL OP-01 – User Code of Conduct

MLPL OP-02 – User Records

MLPL OP-03 – Protection of Privacy, Access to Information and Messages under CASL

MLPL OP-04 – Circulation

MLPL OP-06 - Safety and Supervision of Children

MLPL OP-13 – Fee Schedule

MLPL OP-21 – Youth Services