



## Membership Policy

### 1. Overview

The purpose of this policy is to outline the privileges, criteria and administrative guidelines for access to Newmarket Public Library resources.

### 2. Eligibility

- a. Membership in the Newmarket Public Library is a prerequisite for borrowing privileges and is limited to residents of Ontario
- b. Members must comply with the policies and regulations of the Newmarket Public Library

### 3. Identification Requirements

- a. An applicant for membership must provide proof of name and address
- b. Exceptions to the foregoing are:
  - i. A child aged birth to 12 years must be accompanied by a parent or legal guardian who must present their own identification to prove address. Or a parent can provide the child's identification whether the child is present or not for a library card as long as the parent is present
  - ii. A resident of a group home or other temporary shelter may use as identification a letter from the home indicating that they are a resident of that home
  - iii. A resident unable to produce adequate identification may opt to register for access only to online resources and Library workstations. This membership may be converted to full access at any time upon presentation of identification

### 4. Membership Expiration and Renewal

- a. Membership shall expire every two years
- b. The Library reserves the right to withdraw privileges until membership is renewed
- c. Renewal requires presentation of identification for verification as per 3(i)-3(iii) above. A resident unable to produce identification may opt to renew for access only to online resources and Library workstations. This membership may be converted to full access at any time upon presentation of identification
- d. Renewal also requires that all outstanding fees be paid in full

### 5. Membership Privileges

- a. Members are entitled to:
  - i. Borrow any Library material unless otherwise marked
  - ii. Access online Library subscription resources
  - iii. Request and borrow interlibrary loan material
  - iv. Use Library workstations and other equipment requiring membership
- b. Exceptions to the foregoing are:

- i. Members unable to produce identification who have opted for access to online resources and Library workstations only
- c. An individual may only have a single membership, with the exception of a child aged birth to 12 years of divorced or separated parents, who may each be issued a membership in the name of the child

## **6. Membership Obligations**

- a. Accessing Library resources or services through a membership indicates that the member agrees to:
  - i. Report the loss of the card or other authorized proof of membership to the Library. Unless so reported, use of the card or proof by an individual other than the member is assumed to be authorized by the member
  - ii. Report any changes in address or other contact information
  - iii. Present the card or other authorized proof of membership in order to borrow Library materials
  - iv. Provide membership ID and password information, as applicable, in order to access Library resources online or to access their own file
  - v. Return or renew all materials in the same condition as borrowed within the due dates given. If not, the member agrees to replacement costs for lost, damaged or stolen material
  - vi. Abide by the Library's Code of Conduct and all other policies defined by the Library Board and understand that breaking these regulations may lead to the individual's removal from the library premises and/or temporary or permanent loss of membership

## **7. Borrowing Regulations**

- a. The Library reserves the right to limit the number of items borrowed.
- b. Materials may be renewed unless a hold has been placed by another person, except for certain high-demand items for which no renewals are allowed
- c. Library privileges shall be suspended for the following:
  - i. Items billed for replacement after a period of time
- d. The Library reserves the right to send delinquent accounts to a contracted collection agency

## **8. Parent/guardian responsibility**

- a. In the case of a child aged birth to 12 years, the obligations contained in this Policy are incumbent upon the parent or legal guardian

## **9. Privacy of Personal Information**

- a. The collection of personal information is regulated by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Through MFIPPA standards for the collection, use, disclosure, retention and disposal of personal information are legislated to protect the privacy of individuals
- b. Membership information and transactions made on library cards are confidential and are

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protected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

**Related Policies:**

Public Computer Access and Use Policy

Freedom of Information and Protection of Privacy Policy Interlibrary Loan Policy