



## Membership and Borrowing Policy

### 1. Purpose

- a. The purpose of this policy is to outline criteria and administrative guidelines for access to Library resources and services.

### 2. Eligibility

- a. All persons who live, work, attend school, or own property in York Region are entitled to become a member of the Library without charge. Membership is also free to persons who live, work or attend school in any other municipality with whom Newmarket Public Library has entered into a reciprocal borrowing agreement.
- b. All persons who do not meet the above requirements, irrespective of age, must pay an annual non-resident fee, established by the Library Board, for a library membership. The Library reserves the right to withhold membership privileges until this fee is paid.

### 3. Identification Requirements

- a. Adequate proof of name and address must be given. Adequate document types shall be established by the CEO and posted in a conspicuous manner.
- b. In addition, adequate proof of educational attendance, employment, or property ownership at an address in York Region will be required in the case of a member who does not reside in York Region.
- c. Exceptions to the foregoing are:
  - i. a child aged birth to 13 years must ~~present only proof of name, and~~ be accompanied by a parent or legal guardian who must present his/her own identification to prove address.
  - ii. A resident of a group home or other such shelter may use as identification a letter from the home indicating that they are a resident of that home. If the letter does not indicate a residency period of at least 3 months, the member will be treated as per 5(b)(i).
  - 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 adequate identification.
- d. For promotional purposes eligible residents may from time to time be given temporary anonymous access to online resources only.

### 4. Membership Expiration and Renewal

- a. Membership shall expire ~~annually~~ every two years, except in the case of a resident of a short-term shelter as per 5(b)(i), in which case the expiry period be set at 3 months.
- b. The Library reserves the right to withdraw privileges until membership is renewed.
- c. Renewal requires presentation of identification for verification as per 3(a)-3(c) above. A resident unable to produce adequate 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 adequate identification.

d. Renewal also requires that all outstanding fines and 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. A resident of a short-term shelter with a stay of less than 3 months, who shall have borrowing restricted to certain amounts and material types, as established by the Library Board.
- ii. Members unable to produce identification who have opted for access to online resources and Library workstations only.
- iii. Temporary anonymous access to online resources only.

c. An individual may only have a single membership, with the exception of a child aged birth to 13 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 ~~his/her~~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 pay late fines; replacement costs for lost, damaged or stolen material; and a non-refundable processing fee for all items billed for replacement. Such fees are as established ~~from time to time~~ by the Library Board.
- vi. Refrain from altering ~~his/her~~their card in any way.
- vii. Pay a replacement charge, as established by the Library Board, in the case of a lost card. Damaged or worn out cards shall be replaced free of charge.
- viii. 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 usual loan period is three weeks, but some high-demand materials are loaned for a shorter period.

- b. The Library reserves the right to limit the number of items borrowed by subject, author, or type, such limits being posted in a conspicuous place.
  - c. Materials may be renewed ~~twice~~ five times unless a hold has been placed by another person, except for certain high-demand items for which no renewals are allowed.
  - ~~d. A member may renew materials in person, by telephone, or on-line.~~
  - ~~e.~~ d. Library privileges shall be suspended for the following:
    - i. Unpaid fines/fees, above a maximum established by the Library Board.
    - ii. Items billed for replacement after a period of time established by the Library Board.
  - e. 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 13 years, the ~~foregoing~~ obligations contained in this Policy are incumbent upon the parent or legal guardian.
9. **Privacy of Personal Information**
- a. Personal information collected by the Library as part of membership administration is subject to the rules and limitations as outlined in the Freedom of Information and Protection of Privacy (FIPP) Policy and to any applicable legislation.
  - b. The Library reserves the right to request that adequate identification or other documentation is presented before giving access to personal membership information under the provisions of the FIPP Policy.

**Related Policies:**

Public Computer Access and Use Policy  
Freedom of Information and Protection of Privacy Policy  
Interlibrary Loan Policy  
Confidentiality Policy  
Employee Borrowing Policy  
Records Retention Policy