



Policy No: 16-17

Date: March 14, 2016

Review Date: March 2019

DEFINITIONS:

Dual Resident: A person who owns property in the Town of Huntsville but does not maintain a permanent residence in the Town of Huntsville.

Non-resident: A person who does not reside in the Town of Huntsville, or does not pay municipal property taxes in the Town of Huntsville.

Resident: person who has a Town of Huntsville address, or who owns property in the Town of Huntsville. This includes tax payers and those residing at the same address.

POLICY

The Huntsville Public Library Board recognizes that a primary objective of the Ontario Public Library Act, RSO, 1990, Chapter P.44 is to ensure equal access to Library resources for all citizens, regardless of their ability to pay or the nature of the format.

MEMBERSHIP:

Membership with the Huntsville Public Library is free of charge to permanent residents or property owners in the Town of Huntsville. As the Library is supported primarily through the Town of Huntsville property taxes this policy sets out the terms and conditions under which non-resident membership fees will be charged and defines permanent resident and non-resident memberships.

Terms and Conditions

1. A resident is a person who has a Town of Huntsville address, or who owns property in the Town of Huntsville. This includes tax payers and those residing at the same address.
2. A non-resident is a person who does not reside in the Town of Huntsville, or does not pay municipal property taxes in the Town of Huntsville.
3. Students who reside outside the Town of Huntsville, including exchange students, who attend school in the Town of Huntsville, are eligible for a library card upon presentation of a student card, valid for the current term of the semester/student year.

4. The Huntsville Public Library has reciprocal borrowing with the District Municipality of Muskoka libraries 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
- Township of Muskoka Lakes

5. The Library has cards for Kids, Teens and Adults with the following age classifications:

- Kids: 12 years and under
- Teens: 13 to 17 years of age
- Adults: 18 years of age and up

A dual resident owns property in the Town of Huntsville but does not maintain a permanent residence in the Town of Huntsville.

Non-residents may pay a \$20 annual (12 months) fee to become a member.

IDENTIFICATION:

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

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

If you don't have any of the above, there are two options:

1. Present one piece of ID from each of the following categories. Expired documents or self-written name and address are not acceptable. Bills, leases, and legal documents must have been issued within the last two months of the date of registration or renewal.

Name Identification	Address Identification
birth certificate citizenship card current bill or invoice current lease employee ID or benefit card	current* bill or invoice current* Government cheque current* lease current* legal document

landed immigration certificate Ontario health card major credit card passport social insurance card student card school timetable report card	*Issued within the last two months of the date of registration or renewal
--	---

2. The Library will create a Library card for the user and 2 items may be checked out. The Library will mail the Library card to the user. When the Library card is received in the mail the user may begin using the card. Receipt of the card confirms the address on record.

Dual residents must provide proof of both their permanent residence as well as the property in the Town of Huntsville.

Persons under 13 years of age require a parent/guardian signature and the parent/guardian must be present when the child receives the card.

RESPONSIBILITIES OF LIBRARY USERS

Users:

- Must comply with Library policies (*Code of Conduct, Technology @ HPL, & Privacy*).
- Must present their Library card or identification each time they borrow materials or use Library computers.
- Must notify the Library promptly of a change of address or loss of their Library card.
- Are financially responsible for materials borrowed on their card and for any fines or other fees assessed in accordance with Library policy. Unsettled accounts will result in the loss of borrowing and Internet privileges.

Parents or guardians who register children under 13 years:

- By signing the membership form and the Library card agree to guide their child's use of the Library, including use of the Internet and his or her choice of reading and listening materials.
- Are responsible for the return of all materials borrowed by their children as well as for any charges or loss incurred through the use of their child's library card.
- Must not leave children unsupervised in the Library. (Unattended Children Policy).

SUSPENSION OF BORROWING PRIVILEGES

All privileges will be suspended when users:

- Have fines and/or overdue materials in excess of \$5.00. Privileges will be reinstated when charges are paid. Annually all monies owed to the library must be paid in full before a library card may be renewed.
- Fail to return materials or make recompense for the loss or damage of Library materials. User privileges will be suspended until all items are returned and all outstanding accounts settled.
- Are unwilling to comply with Library policies (*Code of Code of Conduct, Technology @ HPL, & Privacy*).
- Destroy or damage Library property.
- Act in a manner which interferes with the general public's enjoyment and use of the Library's facilities.

Lost Cards

You are responsible for any item borrowed on your Library card.

Your Library card is non-transferable and replacement cost is \$3.

Related Documents

Circulation & Fines Policy

Code of Conduct Policy

Privacy Policy

Technology @ HPL Policy

History

Approved by the Huntsville Public Library Board, March 14, 2016 | Motion 16-17.

Revised & Adopted June 9, 2014 | Motion: 14-43

Revised & Adopted April 14, 2014 Motion 14-36

Revised & Adopted December 16, 2013 Motion 13-82

Revised & Adopted January 21, 2013 Motion 13-4

Revised & Adopted May 17, 2012 Motion 12-42

Revised & Adopted March 12, 2012 Motion 12-26

Revised and Adopted February 21, 2012 Motion 12-21

Revised & Adopted June 15, 2011 Motion 11-32