



## Membership Policy

Policy Number: 18-81

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Policy Review Date: September 2021

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### **Policy**

The Huntsville Public Library Board recognizes that a primary objective of the Ontario Public Libraries 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**

All persons who live, work, attend school, or own property in the Town of Huntsville are entitled to become a member of the Library without charge.

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.

1. A resident is a person who has a Town of Huntsville address, or who owns property in the Town of Huntsville. This includes taxpayers 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. Non-residents may pay a \$20 annual (12 months) fee to become a member.
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. Individuals who work in the Town of Huntsville and can provide a record of employment are entitled to a Library card at no cost.
5. 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

6. 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

7. Types of Memberships:

- a. Full Access – access to all library resources
- b. Virtual – access to library computers and e-resources (e-books, e-audiobooks, streaming tools, and online databases)
- c. Visiting Library Service (VLS) – created by the Coordinator Programs, Outreach & Partnerships for use in service to those who cannot visit the Library due to challenges.
  - i. No Late Fees; Lost charges on items do apply.
  - ii. Six Week Loan Period
  - iii. Bestseller and high demand DVD titles are not included until 6 months after publication
- d. Institutional - for group organizations such as assisted living spaces and nursing homes:
  - i. No Late Fees; Lost charges on items do apply.
  - ii. Six Week Loan Period
  - iii. Bestseller and high demand DVD titles are not included until 6 months after publication
- e. Educator - Any educator currently working at an education facility in the Town of Huntsville is eligible for an Educator Card. This includes K-12 classroom teachers in public, separate and private schools as well as certified daycare centres:
  - i. Check out most items for six week loan period
  - ii. Renew most items 1 time (Renewal is unavailable if the item is reserved for another user)
  - iii. Bestseller and high demand DVD titles are not included until 6 months after publication
  - iv. No late fees (Payment is required for lost or damaged items)

- v. Personal library card and educator card accounts are totally separate
- vi. Limits
  - a. Proof of employment
  - b. An educator card expires June 30 and needs to be renewed annually
  - c. The card is non transferable: can only be used by the card holder for education purposes

## 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)
- Letter from Employer or Pay Stub (confirmation of employment in Huntsville)

If you do not 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 (examples):

- birth certificate
- citizenship card
- 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

\*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 two (2) items may be checked out. The Library will mail the Library card to the user. Upon receipt by mail, the user may begin using the card. Receipt of the card confirms the address on record.
3. Individuals may complete and submit a Property Ownership Confirmation for Huntsville Public Library to the Town of Huntsville at 37 Main St. E. in Huntsville | 2<sup>nd</sup> Floor, for proof of ownership of property in the municipality of the Town of Huntsville.

Persons under 13 years of age require a parent/guardian consent 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 \$15.00. 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.
- Failure 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

Fee Schedule

Property Ownership Confirmation for Huntsville Public Library

Privacy Policy

Technology @ HPL Policy

### **History**

Approved by the Huntsville Public Library Board September 17, 2018 | Motion: 18-81

June 11, 2018 | 18-63.

March 14, 2016 | Motion 16-17.

June 9, 2014 | Motion: 14-43.

April 14, 2014 Motion 14-36.

December 16, 2013 Motion 13-82.

January 21, 2013 Motion 13-4.

May 17, 2012 Motion 12-42.

March 12, 2012 Motion 12-26.

February 21, 2012 Motion 12-21.

June 15, 2011 Motion 11-32.