



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Circulation #2

SUBJECT: Membership

POLICY REPLACING: Circulation #2  
Membership October 12 , 2011

BOARD APPROVAL DATE: February 9, 2016

PAGE: 1 OF 2

### RATIONALE:

The Bracebridge Public Library extends borrowing privileges, programs and services to taxpayers of the Town of Bracebridge and the District of Muskoka, as well as persons who do not reside within these jurisdictions. The library maintains a database of persons who meet the criteria for membership below. This policy is intended to safeguard our resources and validate the identity of our members, while allowing equitable treatment for all.

### POLICY STATEMENT:

Permanent residents or property owners in the District of Muskoka and their dependents to the age of 25 are eligible for a free library card. This entitles the bearer to borrowing privileges and all library services.

A \$50.00 annual non-resident membership fee will be charged to all persons who do not permanently reside or own property within the District of Muskoka. This amount is based on the library's per capita tax rate. A library card so issued will entitle the bearer to borrowing privileges and all library services for one year from date of issue. These patrons will be required to provide proof of local and permanent addresses.

A \$25.00 membership fee will be charged to persons who are temporarily (up to 6 months) residing in this jurisdiction. Borrowing privileges will expire at 6 months from date of issue. These patrons will be required to provide proof of local and permanent addresses.

Special privileges may be extended to permanent residents or property owners in the District of Muskoka who are physically or developmentally handicapped, or have a learning disability or visual impairment that may affect their ability to adhere to the circulation rules of the library.

Bracebridge Public Library does not offer institutional memberships.

Address verification is required annually but documentation is not necessary unless there is a change of address. BPL cards "expire" every 3 years, at which time ALL patrons must show documentation as mentioned below.

Patrons are required to present documentation to verify identity AND residency or property ownership in the District of Muskoka. Acceptable documentation includes:

- Valid Ontario Driver's license



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Circulation #2

SUBJECT: Membership

POLICY REPLACING: Circulation #2  
Membership October 12 , 2011

BOARD APPROVAL DATE: February 9, 2016

PAGE: 2 OF 2

- Secondary school student card
- College & University student card
- Current passport
- Certificate of Canadian Citizenship
- Social Insurance Card, if offered
- Age of Majority, Senior's card
- Health card – if offered
- Property tax or rent receipt
- Utility bill
- Personalized cheques
- Personal mail with recent date

Children, who have not yet begun high school, must be registered by a parent or legal guardian with identification as listed above.

Students who reside outside the District of Muskoka, including exchange students who attend school in the District, are eligible for a library card upon presentation of a student card, valid for the current term of the semester/student year.

A Library member shall:

- Present his/her library card each time the patron record is accessed in the library. Telephone transactions will require the library card number and the verification of the cardholder.
- Return library materials by the due date specified.
- Report the loss of a library card or change of address promptly.
- Be responsible for all materials borrowed on his/her card whether or not the card's use is authorized, until such date card is reported lost.
- Pay all fines and/or charges incurred for overdue, damaged, or lost library materials.
- Observe all policies of the Library Board, made by its authority under the Ontario Public Library Act.

General rules of membership will be posted/distributed in the Borrower Pamphlet.

RELATED DOCUMENTATION:  
Ontario Public Library Act