
**BARRIE PUBLIC LIBRARY
MEMBERSHIP POLICY**

MOTION #16-34

Revised June 23, 2016

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1. MEMBERSHIP

- 1.1 Barrie Public Library services shall be available to those persons residing or owning property within the boundaries of the municipality of the City of Barrie or contracting municipality and in municipalities with whom Barrie Public Library has reciprocal borrowing agreements.
- 1.2 In the spirit of cooperation, the Barrie Public Library Board may establish mutually agreeable reciprocal borrowing arrangements with other towns and cities in Simcoe County whose per capita expenditure in each of the past three years has been no less than 75% of the per capita expenditure in Barrie. The CEO shall determine the terms of such reciprocal borrowing, seeking ratification from the Board when an agreed arrangement is settled. The Barrie Public Library may terminate an agreement for reciprocal borrowing with notice if the per capita expenditure of the other Board is less than 75% that of Barrie for two consecutive years.
- 1.3 The Barrie Public Library also has a reciprocal agreement with Georgian College regarding student use of the Library and library member use of Georgian College information resources.
- 1.4 Non-Resident Fees are as follows: \$75.00 for (1) year. (For persons who are not residents or paying taxes to the City of Barrie or contracting municipality).
- 1.5 Non-resident student memberships for \$25.00 per year are issued to students attending a K-12 school in the City of Barrie but not living in the City of Barrie.
- 1.6 On payment of the non-resident fee, additional cards will be made available, on request, to those in the immediate family of the non-resident member and these additional cards will be available for a flat administrative fee of \$10.00 each.
- 1.7 Corporate membership is established for corporations, businesses, and non-profit institutions with facilities in the City of Barrie and any contracting municipality. This membership shall allow the chief officer of a business or non-profit institution to authorize individuals employed by the corporation to borrow materials in the corporation's name for the corporation's use. The chief officer is responsible for any and all charges incurred by individuals using the card.
- 1.8 In instances of customers having been determined to be of no fixed address or unable to produce acceptable identification, staff will be authorized to issue a temporary card that expires in 6 months with access to two items for the regular loan period and public computers.
- 1.9 Visitor memberships shall be available for a period of three (3) weeks to temporary residents (e.g. those staying in hotels, renting summer cottages etc.) in the City of Barrie and contracting municipalities and a deposit of \$20.00 shall be held by the library upon issuing such a temporary card. If all library materials are returned prior to or on the

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expiry date of the card or if proof of a permanent address within the City of Barrie or contracting municipality is established prior to or on the expiry date of the card, then the deposit fee shall be refunded.

2. REGISTRATION

- 2.1 All applicants for library membership must present acceptable identification with current name, address, and birthdate to obtain a membership. Children age 12 and under must have a parent or guardian's signature when applying for a Library Card.
- 2.2 The borrower's card is for the sole use of the registered member. The card holder is responsible for all items borrowed on their account and any associated fines or charges.
- 2.3 The library membership card must be presented each time items are borrowed. Upon presentation of identification with name and address, items may be borrowed if the library card is forgotten. This is allowed twice a year and is noted on the patron's record.
- 2.4 A replacement fee is charged for a lost or damaged card. The library member is responsible for reporting a lost card and changes in address and telephone number.
- 2.5 All registrants are responsible for notifying library staff of changes of address and/or telephone numbers, email addresses and other contact information they have provided.
- 2.6 All registrants must sign the back of their borrower's card committing them to abide by the Regulations of the Barrie Public Library.
- 2.7 All registrants will be assigned a PIN number that enables online access to resources and self-serve options.
- 2.8 Registrants may jointly agree to link their accounts. Linked accounts allow linked registrants to view and change any information in either account with the exception of the PIN. They may also check out holds or other materials on any linked account. All linked individuals must be physically present to create the link but any individual may choose to sever the link at any time by notifying Library staff.

3. CONFIDENTIALITY OF MEMBERSHIP INFORMATION

- 3.1 All membership information will be managed in accordance with the Privacy Policy.

4. INTERLIBRARY LOANS

- 4.1 Interlibrary loan services are provided to customers in accordance with the Canadian Library Association Interlibrary Code of Canada

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4.2 Charges levied by the lending institution will be charged to the user. Payment must be made in full before material can be loaned to the user. The amount charged will be in accordance with the rates of the lending institution.

5. CIRCULATION OF MATERIALS

5.1 A valid Barrie Public Library borrower's card must be presented on each occasion to borrow material and is to be presented each time items are borrowed.

5.2 The member accepts responsibility for the card and all items borrowed and agrees to report the loss of the card and any changes in contact information.

5.3 The borrower's card is issued to a child under 18 with the understanding that the parent or guardian accepts responsibility of its use.

5.4 The borrower will be held responsible for any loss or damage to items signed out by them or borrowed on their cards.

5.5 There will be no charge for the use of non-print materials.

5.6 The CEO shall have discretionary power to determine the number of items which may be borrowed.

5.7 The regular loan period for materials is three (3) weeks, unless otherwise specified. The loan period may vary based on format and demand for materials.

5.8 The regular renewal limit for materials is three (3) renewals, unless otherwise specified. The renewal limit may vary based on format and demand for materials.

5.9 The CEO/ Administration have discretion to charge fines.

5.10 All borrowing privileges will be suspended when items are long overdue. All overdue material must be returned and fines addressed before privileges are reinstated.

5.11 If material is lost, full replacement & processing value must be paid before privileges will be reinstated.

5.12 All borrowing privileges may be suspended when 3 items are claimed returned.

5.13 The library may charge patrons the replacement & processing cost for materials and peripheral items that are lost or damaged beyond repair.

5.14 Reimbursement cost of lost items-found and lost processing fees will be made if the item is returned along with the original receipt within a 6 (six) month period.

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6. VISITING LIBRARY SERVICE

A visiting library service using volunteers from the community will deliver library materials to homebound seniors, nursing homes and to citizens of Barrie and contracting townships who

- are registered with the library;
- are confined to their homes due to physical disability, age or temporary immobilization due to illness, accident or surgery.

7. HOURS OF OPERATION

7.1 The hours that the Library shall be open will be determined by the Board. The public shall be notified of changes other than those caused by emergencies.

7.2 The Library shall be closed on the following holidays:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Christmas Day
Victoria Day	Boxing Day
Canada Day	

and on any day proclaimed as a holiday by the Federal, Provincial or Municipal governments; and any other days as the Board shall direct.

7.3 The Library will be closed the Sunday immediately preceding a holiday.

7.4 The Library will close on Christmas Eve and New Year's Eve at 1:00 p.m. when they fall on a normal operating day.

7.5 The authority to close shall be vested in the CEO.

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