

Policy Type:	Operational	Policy Number:	OP-09
Policy Title:	Joining the Library	Initial Policy Approval	September 2019
		Year of Next Review:	September 2022

Section 1: General Policy

- The Lanark Highlands Public Library (LHPL) welcomes everyone to register for a library card within the guidelines outlined below.
- The Lanark Highlands Public Library processes free library cards for all persons who live, own property or attend school in Lanark Highlands, Perth, Drummond/North Elmsley Township and Tay Valley Township.
- Non-residents of Lanark Highlands may purchase a library card for an established cost. Please see Appendix B.

Section 2: Guidelines

1. Individual Registration:

- A person must be 14 years of age and over to obtain their own library card. Individuals under 14 years of age must have a parent or legal guardian show identification and sign their library card. The parents/guardians of children under 14 are responsible for their child's fines, lost or damaged items. The parent's library account must be in good standing in order to sign for a child's library card.
- Proof of identification & tax address is required to obtain and renew library cards. See Appendix A for acceptable forms of identification.
- All patrons are required to sign the back of the library card unless unable to do so.
- A person is entitled to one library card.
- A second card may be issued to children (birth up to & including 13 years of age) of divorced or separated parents (a separate card for use with each caregiver).
- A Patron ID & password will be issued with each new library card for on-line library account access.

2. Additional Classifications of Cardholders:

Non-Residents:

- Library cards are given to people living outside the Township of Lanark Highlands, Perth & Drummond/North Elmsley & Tay Valley Township for an annual fee set by the Library Board. See Appendix B.
- Annual fees for non-residents will be reviewed by the Library Board on a regular basis.
- The non-resident fee is per a household rate. All individuals of the household may receive a library card upon payment of the established fee.
- A non-resident library card expires on December 31st of the joining year.
- A non-resident who becomes a resident of The Township of Lanark Highlands, Perth or Drummond/North Elmsley or Tay Valley Township becomes eligible for a free library card. No portion of the non-resident fee is refundable. Eligible documentation as referred to in Appendix A must be supplied.
- Non-resident students are exempt from the non-resident fee provided proof of Lanark Highland's school attendance is on record.

Schools/Agencies/Organizations:

A card will be issued to a teacher who presents a signed letter from the school principal. A copy of the letter will be kept on file at the Library. The library card will be kept at the Library for use when a class comes to visit. The school is responsible for all material borrowed, lost or damaged items on the card. Other eligible documentation as referred to in Appendix A must be supplied.

A card will be given to a person who presents a letter from a Lanark Highlands agency or organization requesting that a card be issued in the name of the organization noting the particular individual. Other eligible documentation as referred to in Appendix A must be supplied.

As above, special cardholder and/or borrowing agreements may be made at the discretion of the CEO.

Home Library Users:

Library cards will be issued or amended in the case of current cardholders to individuals who request home delivery.

Visitors:

A visitor's membership is given to a person or family that is visiting from outside of the Township limits. This includes summer residents who are renting cottages or staying with family. See Appendix B for pricing.

3. Library Card Expiry Terms and Renewals:

- Please see Appendix B for the expiry terms for the various card classifications.
- The cardholder will be requested to re-establish proof of tax address and mailing address (if different) and must provide a current phone number and/or e-mail address if applicable.
- All outstanding late items must be returned or renewed in order to renew a library card.
- All fees must be paid in order to renew a library card.

4. Library Card Use:

- A valid library card should be presented for each library transaction.
- In the event a person does not have their library card they may present other identification to enjoy Library privileges. See Appendix A.
- Library cards are not transferable to other individuals.
- A cardholder will not alter the library card in any way.
- Lost or damaged cards will be replaced for a fee of \$2. Proof of identification will be required.
- Library cards worn out by use over time will be replaced for free.
- The card is the property of the Lanark Highlands Public Library and must be returned on request.
- Change of address, name or phone number must be reported immediately.
- Loss or theft of a library card must be reported immediately.
- The cardholder named on a presented library card is responsible for all items borrowed, fees incurred and services used.
- Library card use will be suspended when late items and/or outstanding fees reach defined maximums. See Borrowing Library Resources OP-10 for applicable fees.
- Library card use will be suspended for violating other Library policies. For example: Internet Services OP-07 and Code of Conduct OP-04.

5. Privacy and Personal Information:

- The library respects the privacy of individuals and will safeguard their personal information. See Privacy, Access to Information and Electronic Messages under CASL Policy OP-08
- Customers must present their library cards in person to access their library account and personal information.
- To access their library account through our catalog, the cardholders must provide their User Name & Password.
- Parents of children (under 14 years of age) may access information on their child's library account.
- Inactive library card holder accounts will be deleted after 5-year period.

This policy will be reviewed by the Board every three years. Revisions will be made as necessary.

Related Documents:

Internet Services Policy OP-07

Borrowing Library Resources OP-10

Code of Conduct OP-04

Privacy, Access to Information and Electronic Messages under CASL Policy OP-08

*Sources: Brockville Public Library
Bruce County Public Library
Stormont, Dundas & Glengarry County Library*

Appendix A

Acceptable Documentation to Verify Name and Address

Documents are used to verify name and address only.

A valid Ontario Driver's License or a current Ontario Photo Card are acceptable as single documents.

In all other cases, two pieces of identification, one from each category below is required.

Acceptable Identification	Acceptable Proof of Address
Health Card with Photo	Bank Account Statement
Citizenship Card	Utility Bill
Passport	Motor Vehicle Permit
Student ID Card	Mortgage, rental or lease agreement
OAS (senior's card)	Property tax assessment
Employer issued photo ID card	Insurance policy
BYID (from LCBO)	Employer Record (pay stub or letter) with address
Firearms Card	School, college, university report card or transcript with address
Native Status Card	Void cheque showing name, address and phone number

*** Note that hospital cards, passports and rent receipts are not acceptable forms of proof of address.**

Appendix B

Cardholder Account Specifications

Cardholder Classification	Purchase Cost	Expiry Term	Borrowing Limits/Time per card (books)*	Late Fees
Lanark Resident & Children**	Free	2 years	50 items/3 weeks	Yes
Lanark Taxpayer & Children	Free	1 year	50 items/3 weeks	Yes

Non-Resident (family) & Non-Resident Student attending a school outside Lanark Highlands	\$20	December 31st	50 items/3 weeks	Yes
Student/Teacher/Social Service Provider – Lanark	Free	1 year	50 items/3 weeks	No
Home Library Service	Free	1 year	50 items/6 weeks	No
Visitor	\$5	No Expiry	50 items/3 weeks	Yes

*** Note that all classifications must pay for the value of missing and lost resources on their library account.**

****Perth, Drummond/North Elmsley Township & Tay Valley Township residents are not required to pay Non-Resident fees as per our reciprocal borrowing agreement.**