
Lanark Highlands Public Library



Policy Type:	Operational	Policy Number:	OP-09
Policy Title:	Joining the Library	Initial Policy Approval Date:	September 2019
		Revised Date:	January 2023
		Date of Next Review:	January 2026

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, attend school or are visitors in the Township of Lanark Highlands
- Lanark Highlands Public Library has reciprocal borrowing agreements with Perth, Mississippi Mills, Drummond/North Elmsley Township and Tay Valley Township

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:

Schools/Agencies/Organizations:

A classroom card will be issued to a teacher. 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.

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.
- Proof of identification will be required to replace lost or damaged cards.
- Library cards worn out by use over time will be replaced for free.
- Library cards are 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 **OP-10: Borrowing Library Resources** for applicable fees.
- Library card use will be suspended for violating other Library policies. For example: **OP-07: Internet Services** and **OP-04: Code of Conduct**.

5. Privacy and Personal Information:

- The library respects the privacy of individuals and will safeguard their personal information. See **OP-08: Privacy, Access to Information and Electronic Messages under CASL Policy**
- 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 Patron ID & Password.
- Parents of children (under 14 years of age) may access information on their child's library account.
- Active card holders become "inactive" after two years of no usage and will be permanently deleted from the database after a 5-year period.

Section -3 Adoption and review of the policy

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

Related Documents:

Lanark Highlands Public Library ***OP-07: Internet Services Policy***

Lanark Highlands Public Library ***OP-10: Borrowing Library Resources***

Lanark Highlands Public Library ***OP-04: Code of Conduct***

Lanark Highlands Public Library ***OP-08: Privacy, Access to Information and Electronic Messages under CASL***

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	Membership Fee	Expiry Term	Borrowing Limits/ Loan Periods	Late Fees	Replacement Fees for Lost/Damaged Books
Lanark Resident & Children	Free	2 years	100 items/3 weeks	Yes, where applicable	Yes
Non-Resident	Free	2 years	100 items/3 weeks	Yes, where applicable	Yes
Student/Teacher/Social Service Provider – Lanark	Free	2 years	100 items/6 weeks	No	Yes
Home Library Service	Free	2 years	100 items/6 weeks	No	Yes