

## Goal

Ontario's public libraries are required by law to adhere to the *Public Libraries Act*, Revised Statutes of Ontario, 1990, chapter P.44 which states in Section 23: that libraries are to be open to the public; that every board shall allow the public to reserve and borrow circulating materials free of charge; and, that the public shall use, without charge, a level of reference and information services that the board considers practicable. The public includes all residents within the municipality for which the Library Board is established. The *Act* further indicates that the Board may impose such fees as it considers proper for, the use of Library services by persons who do not reside in the area of the board's jurisdiction.

## Objective

To specify the policies regarding Ajax Public Library membership.

### 1. Membership for Permanent Residents of Ajax

The Ajax Public Library will serve all permanent residents of Ajax. People residing outside of Ajax, but who own commercial or residential property in Ajax are considered to be residents. Membership is free of charge to Ajax residents upon presentation of acceptable forms of name and address identification. Acceptable identification includes:

Only one piece of the following identification is required if one of the following is provided:

- Valid Driver's license – with current address
- Valid Ontario Photo Card – with current address

Customers that **do not** possess a Driver's License or Ontario Photo Card must present one document from each of the two following categories:

#### **For Verification of Name:**

- Birth Certificate
- SIN Card
- Canadian Citizenship Certificate
- Passport
- Permanent Resident Card
- Secure Certificate of Indian Status

#### **For Verification of Address:**

- Bank Account Statement
- Motor Vehicle Ownership/ Insurance Policy Slip
- Employer Pay Stub
- Secondary School/College/University Report Card/Transcript (Current year, or last semester taken in previous year)
- Utility Bill (not more than two months old)
- Current Lease or Rental Agreement
- Tax Receipt
- Any Benefit Statement issued by the Government of Canada (Note: Documents must be no more than three months old)

Members may only have one Library membership.

## 2. Computer Use Card

Customers can choose to apply for a Computer Use Library Card. The privilege associated with the Computer Use Card is limited to the use of the Library's public Internet workstations. Customers applying for a Computer Use Card will be required to produce name identification. Acceptable Identification to obtain a Computer Use Card are:

### For Verification of Name:

- Any form of printed or electronic identification that shows the customer's name

## 3. Child Membership

The legal parent/guardian of a child aged fifteen (15) and under, must apply for a Library card on behalf of his/her child. The parent/guardian must sign their child's card. By signing the Library card, the parent/guardian accepts responsibility for the child's card, for the selection, use and return of all materials borrowed, and for the charges on items that are overdue, lost, or damaged.

## 4. Youth Membership

Youth, aged sixteen (16) and seventeen (17), must show proof of age at the time of registration. Youth members must sign their Library card upon registration. Nonetheless, the parent/guardian of a youth is deemed responsible for the youth's card, its use and for the selection, use, and return of all materials borrowed, and for the charges on items that are overdue, lost, or damaged

## 5. Senior Membership

Individuals, sixty five (65) and older, upon presentation of an acceptable form of identification indicating age, are exempt from overdue fines.

## 6. Books on Wheels Customers

Books on Wheels membership and services are extended to customers who are unable to leave their homes.

## 7. Other Membership Categories

### 7.1 Residents of Durham Region reciprocal borrowing membership

Residents of Durham Region are eligible to become members of the Ajax Public Library at no cost to individual members. Applicants must furnish acceptable proof of identity and current address.

### 7.2 Non-Resident membership

Individuals who do not have a permanent residence within Durham Region (save and except Temporary members as per section 7.3) or, who do not own residential or commercial property in the Town of Ajax, or who do not have a temporary residence in the Town of Ajax, will be charged a fee for Library service. (See

Schedule A - Membership Policy Fees.) Non-residents who are employed by businesses located in the Town of Ajax will not be required to pay fees, but will be required to provide proof of their local employment. Non-resident fees are not refundable. Applicants must furnish acceptable proof of identity and current address.

### 7.3 Temporary membership

Memberships may be granted to individuals living in Ajax on a temporary basis. Temporary memberships will be effective for three months from the time of registration and are renewable for subsequent three month blocks (proof of the temporary address must be provided at each renewal). Membership is free of charge to an individual upon presentation of acceptable forms of identification. Acceptable identification includes one piece of photo identification including name, as per section one (1) of this Policy; and proof of the temporary address. If a permanent address is available, this information will also be captured at registration.

Temporary members may have a maximum of three items on their card at any one time.

### 7.4 Student membership

In order to provide academic support to all local students, the Ajax Public Library will provide free membership to non-resident students attending post-secondary, secondary or elementary schools in Ajax. A current student card, along with acceptable proof of identity and current address is required at the point of registration or at membership renewal.

### 7.5 Institutional Membership

Organizations may apply for an institutional membership for the use of Library services by their employees/members for work-related purposes. The principal officer of the organization (the owner, Board trustee, school principal, etc.) must sign the membership application form and the Library card. By signing the Library card, the principal officer accepts responsibility for the selection, use and return of all materials borrowed with the card, and for the charges on items that are overdue, lost or damaged.

## 8. Membership Renewal

A Library membership is renewed every 2 years (save and except for Temporary members, as per section 7.3). All outstanding fines and charges must be paid in order to renew a membership card. Members must verify their contact information at the time of renewal. Lost or damaged Library cards will be replaced at a cost to the Library member.

## 9. Responsibilities of Membership

Fair and equitable access to the services of the Library for all Library members, depends on the fair use of such services by Library users. Members have certain responsibilities and a Library member shall:

- Present their Library card each time materials are borrowed and, upon request, for other services as applicable;
- Be responsible for all materials borrowed with his/her card;
- Pay all fines and charges incurred for overdue, damaged, or lost Library material;
- Observe all policies and rules and regulations established by the Library Board; and,
- Report the loss of a card or change of address as soon as possible (members are responsible for all materials borrowed with their cards until loss or theft is reported).

The Chief Librarian and Executive Officer (CLEO) is authorized by the Board to withhold Library membership privileges to anyone refusing to comply with Board policy. The use of the Library or its services may be denied for due cause. Such cause may be failure to return borrowed materials or to pay penalties; destruction of Library property; disturbance of other patrons; and/or any other conduct on Library premises deemed inappropriate by Library staff.

**Schedule "A" – Membership Policy Fees**

Non-resident membership	\$35.00 per year; \$20.00 for six months (minimum six months' fee)
Membership card replacement	\$0.50