

Topic: Collection Development and Management – Circulation

3.4 Membership Registration and Membership Cards

Board Motion Number:	17.045
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	June 27, 2017
Date of Next Review:	2019
Attachments:	Application

Signature of Board Chairperson (and Date):

Policies

The North Kawartha Public Library will maintain a record of all members of the Library to identify those who are authorised to borrow Library materials, to follow-up on overdue materials, to provide notification of the availability of holds, and to gather statistics on the user population.

Procedures

1. A new Library borrower will complete an Application Form (attached).
2. A new Library borrower will furnish verification of address and identity by showing a driver's licence or other Photo identification bearing a current name and address.
3. After checking that the borrower is not already registered the staff member will prepare a Library Card for eligible borrowers.
4. A unique borrower identification number is assigned to the borrower and entered into the Library Software. The date the Library Card is issued is also recorded.
5. Lost or damaged Library Cards may be replaced with the payment of a fee of \$2.00 with verification of identity.
6. The Librarian/CEO is authorized by the Board to withhold library privileges to anyone refusing to comply with Library policy such as failure to return borrowed materials warning by library staff has been given and ignored by the user; or any other conduct on library premises considered objectionable by Library staff.
7. Children under 13 must have a Parent or Legal Guardian come to the Library to sign the membership application.

Borrower Application Form
North Kawartha Public Library
Application for a Library Card

Please Print

This information is being collected under the authority of the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter p.44 for the purpose of maintaining control of circulating library materials, and to assist the library board and staff in the planning of library services. Any questions about this can be directed to the Librarian/CEO or the Director of Technical Services of the North Kawartha Public Library at (705) 656-4333.

Name: _____
(Given name & Initial) (Surname)

Local Address: _____
(Street) (City) (Postal Code)

Township: _____ Tel #: _____

E-Mail Address: _____

If you are a seasonal resident please complete the following:

Permanent Address: _____
(Street) (City) (Postal Code)

Tel #: (Res) _____

Patrons Under the Age of 13 Years

Name of Parent/Legal Guardian: _____. As the parent/guardian of the Applicant, I hereby apply for a library card on his/her behalf and accept the responsibility for the selection, use and return of my child's library materials.
Signature of Parent/Legal Guardian: _____.

When I sign this application form, I agree:

- 1 To be responsible for all materials borrowed with this card.
- 2 Abide by the conduct rules of the Library (posted on the door).
- 3 Pay all fines incurred for overdue, damaged or lost library material. A penalty for lost or damaged materials will be charged equivalent to the replacement value of the materials.
- 4 Report the loss of a card or change of address as soon as possible.
- 5 Be responsible as above for my child(ren) under the age of 13.
- 6 Pay \$2 for replacement of lost or damaged library cards.
- 7 Patrons must present their own library card at each visit to borrow materials or to use the Library's computers. Library cards may not be shared.

I have read the rules of the North Kawartha Public Library and agree to abide by them.

Signature of Applicant: _____ Date: _____