

Definitions

Permanent Resident: a person who has a Township of Lake of Bays address, or who owns property in the Township of Lake of Bays. This includes tax payers and those residing at the same address.

Seasonal Resident: A person who owns property in the Lake of Bays Township but does not maintain a permanent residence in the Lake of Bays Township

Non-resident: A person who does not reside in the Township of Lake of Bays, or does not pay municipal property taxes in the Township of Lake of Bays.

The Lake of Bays Township Public Library has reciprocal borrowing with the District Municipality of Muskoka and Haliburton County Libraries and residents of these communities are treated as permanent residents.

Policy

The Lake of Bays Township Public Library Board recognizes that a primary objective of the Ontario Public Library Act, RSO, 1990, Chapter P.44 is to ensure equal access to Library resources for all citizens, regardless of their ability to pay or the nature of the format.

Membership

Membership with the Library is free of charge to permanent residents or property owners in the District of Muskoka and Haliburton County.

Identification

Proof of name and address is required to obtain a card. Proof of name and address may be the same document if the identification has a photograph:

- Driver's license
- Ontario Health Card (version with address on the back) · Ontario Photo ID Card (ages 16 and up)

If you don't have any of the above you may present one piece of ID from each of the following categories. Expired documents or self-written name and address are not acceptable. Bills, leases, and legal documents must have been issued within the last two months of the date of registration or renewal.

The Library will create a Library card for the user which must be signed.

Seasonal residents must provide proof of both their permanent residence as well as the property in the Township of Lake of Bays.

Persons under 14 years of age require a parent/guardian signature and the parent/guardian must be present when the child receives the card.

Responsibilities of Library Users

Users:

- Must comply with Library policies.
- Must present their Library card or identification each time they borrow materials
- Must notify the Library promptly of a change of address or loss of their Library card.
- Are financially responsible for materials borrowed on their card and for any fines or other fees assessed in accordance with Library policy. Unsettled accounts will result in the loss of borrowing and Internet privileges.

Parents or guardians who register children under 14 years:

- By signing the membership form and the Library card agree to guide their child's use of the Library, including use of the Internet and his or her choice of reading and listening materials.
- Are responsible for the return of all materials borrowed by their children as well as for any charges or loss incurred through the use of their child's library card.
- Must not leave children unsupervised in the Library. (Unattended Children Policy).

Suspension of Library Privileges

All privileges will be suspended when users:

- Have fines and/or overdue materials in excess of \$25.00. Privileges will be reinstated when charges are paid. Annually all monies owed to the library must be paid in full before a library card may be renewed.
- Fail to return materials or make recompense for the loss or damage of Library materials. User privileges will be suspended until all items are returned and all outstanding accounts settled.

Policy Lake of Bays Township Public Library Board

Date approved: Aug. 28th 2017

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Title: Membership Policy

Date reviewed: Aug 2021

- Are unwilling to comply with Library policies.
- Destroy or damage Library property.
- Act in a manner which interferes with the general public's enjoyment and use of the Library's facilities.

Lost Cards

You are responsible for any item borrowed on your Library card.

Your Library card is non-transferable and replacement cost is \$3.

Related Documents

Circulation & Fines Policy

Sharing Library Space Policy

Programming Policy

Unattended Children Policy

Privacy Policy

Technology Policy

Approved: August 28th 2017

Review: August 2021

Signature of the Chairperson _____