

Membership Policy

Public libraries are required by law to adhere to the **Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44** (formerly called the **Public Libraries Act 1984**) which states in Section 23 that library boards shall allow the public to reserve and borrow circulating materials free of charge. The public includes all residents within the municipality for which the library board is established. Therefore:

1. The Brockville Public Library will serve all residents of Brockville. People residing outside of the geographical area of the City of Brockville but owning property in Brockville shall be considered residents and may apply for membership upon presentation of a current city property tax receipt.
2. The library will be readily accessible and its doors open for free and equal use by all members of the community regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, record of offences, marital status, family status or handicap. No fee will be charged to residents of Brockville for admission to the library, for use of the library's materials in the library, for borrowing circulating materials, or for use of the basic reference and information services.
3. A child, who meets the criteria listed in #1 above, may have his or her own library card at birth. Until a child is fourteen years old, a parent or guardian must apply for a library card on his or her behalf and accept responsibility for fines, and damaged or lost items.
4. A child aged 14 and 15 may apply for their own library card (See #4 for Proof of address requirements) with limited access to materials.
5. For a child of separated/divorced parents, each parent may have a card for each child.
6. A resident of Brockville may apply for membership at the library and must furnish verification of home address and identity by showing a document bearing his/her name and current address (e.g., driver's license, health card with picture). If unable to provide a Driver's License, we will accept other ID (e.g. birth certificate, old health card); and something which confirms the address (e.g. recent bill, personalized cheque). HOSPITAL CARDS ARE NOT ACCEPTABLE. Persons in temporary residence (e.g. Britannia House) must provide us with a home address, and proof of address and personal identity.
7. A Brockville tax payer's card is free, valid for two years, and is then renewable without charge. Any change of address, name, or telephone number must be reported immediately. Proof of current address is required for renewal of cards. (See #4 for Proof of address requirements)
8. There is a \$5.00 charge to replace a lost or damaged card.
9. No group or institutional memberships are permitted.
10. A resident member who ceases to qualify as a resident must pay a non-resident fee, and provide proof of current address and I.D. (See #4 for Proof of address requirements)
11. A non-resident who becomes a resident is eligible for a free library card. No portion of the non-resident fee is refundable. The patron must present proof of address and I.D. (See #4 for Proof of address requirements)

Circulation-3 Other membership types

1. Out-of-town membership

Persons who do not reside in the area of the board's jurisdiction, and who do not meet the requirements as stated in CIRCULATION-2, may be charged for library service.

Annual fees for non-residents will be set each year by the library board and will be based on the per capita cost to run the library for its resident patrons. Proof of address and identification is required.

2. Non-Resident Student:

A non-resident student who attends an elementary school, high school, or college in Brockville may have a library card for his or her express use only, upon payment of an annual fee (see Schedule 2). For a student under the age of 14 a parent/guardian must complete and sign the registration and borrower's card. Proof of ID and address is required.

3. Temporary, seasonal or holiday membership

Visitors to Brockville may take out a 4-month membership by completing a registration card. A non-refundable fee is charged for the household (see Schedule 2 for the annual fee). Proof of temporary and permanent address is required. *(As a public relations gesture, this membership category can be offered to those who live in Leeds/Grenville and who are reluctant/unable to pay for a full subscription; and also to those who wish to give a gift of a partial subscription. See Schedule 2 for the annual fee.)*

Circulation-4 Renewal of membership

Membership in the library must be renewed every two years from the date of issue. All outstanding fines and charges must be paid in order to renew a membership card. Lost or damaged library cards will be replaced with the payment of a fee of \$5.00. Proof of address and identification is required.

Circulation-5 Responsibilities of membership

Fair and equal access to library services and materials by all members of the library depends on the fair use of such services and materials by library users. Members have certain responsibilities and a library member shall:

- be responsible for all materials borrowed with his/her card and agree to abide by the regulations of the Brockville Public Library as stated on the membership application and borrower's card which the patron must sign.
- Present his/her library card to borrow and renew items and to get an update on patron transactions
- pay all fines or charges incurred for overdue, damaged or lost library material as per the attached schedule
- observe all policies set by the board as authorized by the Public Libraries Act
- report the loss of a card or change of address as soon as possible.

Parents or guardians of members under the age of 14 are responsible for their children's borrowing and behaviour with respect to the observance of board policy.

The Chief Executive Officer is authorized by the board to withhold library 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 after a warning by library staff has been given and ignored by the user; or any other conduct on library premises considered objectionable by library staff. In cases of emergency the police will be notified.