

<b>Policy Number</b>	<b>5.6</b>
<b>Title</b>	<b>Membership Policy</b>
<b>Section</b>	<b>5: Services</b>
<b>Effective Date</b>	<b>November 27, 2002</b>
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## **Membership Policy for Residents of Cobourg**

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 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 Cobourg Public Library will serve all permanent residents of Cobourg. People residing outside of the geographical area of Cobourg, but who own residential or commercial property in Cobourg are considered to be residents.
2. The Library's services will be available for free and equal use by all permanent residents of the community regardless of race, language, place of origin, gender, age, appearance, economic status or disability. No fee will be charged to permanent residents of Cobourg for admission to the Library, for the 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 resident of Cobourg may apply for membership at the Library and must furnish verification of address and identity by showing a document bearing his/her name and current address (e.g. driver's license, student's card, etc.). A resident of Cobourg may only have one membership with the Library at any point in time.
4. A juvenile resident of Cobourg may apply for his or her own library card at the age of 14 or when enrolled in grade nine. If a child is under the age of 14, or not enrolled in grade nine, a parent or guardian must apply for a library card on their behalf. In order to make an application, on behalf of a dependent juvenile, the parent/guardian's cards must be in good standing.

### **Other Membership Categories (All rules and regulations regarding membership apply to all membership categories)**

#### **1. Residents of Hamilton Township membership**

The Cobourg Public Library will provide library service to persons with a permanent residence in Hamilton Township, or to any individual who owns residential or commercial property in Hamilton Township, at no cost to individual members. This service is provided in contract and in exchange for an annual monetary contribution from the township.

#### **2. Residents of the Municipality of Port Hope reciprocal borrowing membership**

Residents of the Municipality of Port Hope are eligible to become members of the Cobourg Public Library at no cost to individual members. This service is provided through a reciprocal borrowing agreement between the Port Hope Public Library Board and the Cobourg Public Library Board. Applicants must furnish proof of identity and current address.

### **3. Employees of the Town of Cobourg, including Cobourg Police Services, and the Township of Hamilton**

Employees of the Town of Cobourg, including Cobourg Police Services, and the Township of Hamilton are eligible to become members of the Cobourg Public Library at no cost to individual members. Applicants must furnish proof of employment and current address.

### **4. Non-Resident membership**

Persons who do not have a permanent residence, or do not own residential or commercial property in the Town of Cobourg, or in Hamilton Township, or, who are not residents of the Municipality of Port Hope, will be charged a fee for library service. (See Schedule A - Membership Policy Fees) Non-resident fees are not refundable.

Employees of the Cobourg Public Library are eligible for a library membership at no cost.

### **5. Visitor's membership**

Memberships may be granted to individuals living in Cobourg or in Hamilton Township on a temporary basis. Visiting members will be charged for their membership. Visiting members must furnish proof of both their temporary and permanent addresses. (See Schedule A - Membership Policy Fees)

### **6. Student membership**

In order to provide academic support to all local students, the Cobourg Public Library may provide free membership to non-resident students attending post-secondary, secondary or elementary schools in Cobourg. A current student card is required at the point of registration. Non-resident student memberships are intended for the use of the student only. Misuse of a student membership may lead to the loss of the free membership.

### **7. 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. There is no membership fee for institutions located in Cobourg or Hamilton Township. However non-resident institutions will be charged an annual non-resident membership fee.

### **8. Homebound Patrons**

Homebound patrons are patrons who are permanently, or temporarily (for periods more than three months) unable to leave their homes. Homebound patrons are eligible to receive the delivery of library materials to their homes. Service is provided to homebound patrons as per the Cobourg Public Library's *Extension Services Policy*.

### **9. Computer-User Cards**

Memberships to access our public computers and online resources may be granted to anyone without proof of address at no cost. These memberships do not allow for the placing of holds or the borrowing of materials. If desired, the membership may be upgraded to a borrowing membership by providing photo

ID and proof of address. Non-resident fees may apply. (See Schedule A - Membership Policy Fees) Non-resident fees are not refundable.

## **10. E-Cards**

Persons wishing to access our online resources may apply for an E-Card online at no cost. These memberships do not allow for the placing of holds or the borrowing of materials. If desired, the membership may be upgraded to a borrowing membership by providing photo ID and proof of address. Non-resident fees may apply. (See Schedule A - Membership Policy Fees) Non-resident fees are not refundable.

***The CEO is authorized by the Cobourg Public Library Board to consider exceptions to these membership definitions on an individual basis.***

## **Membership Renewal**

A Cobourg, Hamilton Township or Port Hope Library membership may be renewed for three years. All outstanding fines and charges must be paid in order to renew a membership card. Parents/guardians must pay off their own fines and charges, as well as the fines and charges on all cards that they have obtained for dependent juveniles.

To renew, all members must verify their current address, phone number and email (if applicable). Lost or damaged library cards will be replaced at a cost to the Library member. (See Schedule A - Membership Policy Fees)

## **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
- Be responsible for all materials borrowed with their 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
- Report the loss of a card as soon as possible
- Report change of address, phone number and/or email 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 (CEO) 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; any other conduct on library premises deemed inappropriate by library staff.

Schedule A – Membership Policy Fees

Non-resident membership

Household Membership		Single Membership	
1 Year	\$65.00	1 Year	\$40.00
6 months	\$40.00	6 months	\$25.00

Membership card replacement \$ 3.00