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| Title: | Membership Policy | |
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| Approval By: | Resolution Number RB 2017-01-16 | |
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| Review Date: | March 2026 | |

PURPOSE:

This policy explains the registration requirements; the membership types, the duties, responsibilities, privileges, and restrictions.

SCOPE:

This policy applies to all individuals using library services. This policy does not apply to Visiting Library Services.

DEFINITIONS:

Good standing - a member whose library account does not have any “blocks” imposed on it.

Institutional membership - both free and fee based memberships are available to any organization, institution or local board in Sault Ste. Marie. This excludes any organization, institute or board that receives municipal, provincial or federal funds to operate its own library.

Materials - includes all Library collections and items acquired through Interlibrary Loans.

Non-resident membership - fee based membership available to persons not eligible for a Regular Membership.

Regular membership - a free membership available to persons residing or paying property taxes in the City of Sault Ste. Marie, contracting communities, Garden River or Batchawana reserves, or is an Indigenous Person or a student residing outside these communities.

POLICY STATEMENT:

The Library offers five types of memberships:

- Regular Membership
- Non-Resident Membership
- Institutional Membership
- Digital Memberships
- Other Memberships

Fee based memberships are determined annually by the Board.

Refer to Appendix A for procedure for obtaining Library memberships.

A valid Library membership is required to borrow Library materials and to access some Library services.

All patrons may borrow circulating items regardless of the patron's age with the exception of "R" rated DVDs which are restricted to persons 18 years of age and over.

Materials have borrowing periods and limits based on material type, demand or special circumstances, such as accessibility needs.

Library materials are circulated free of charge in accordance with the Ontario Public Libraries Act and Regulation 976.

The Library may impose replacement costs for damage to or loss of materials.

The parent(s) or guardian(s) of a child are responsible for the choice of all materials borrowed by the child. The Library and its employees will not assume parental responsibility for monitoring or restricting the child's use of library materials, nor accept request by parents to restrict their child's borrowing privileges in any way.

A parent(s) or guardian(s) wishing to cancel a child's library membership shall submit a written request to the CEO.

Any Library member may have his or her membership suspended, revoked or restricted for failure to observe or comply with library rules and policies. Members may have their privileges reinstated by the CEO or designate.

Accountability for membership and lending services is vested in the office of the CEO.

Individuals having a concern regarding application of this policy may request the matter to be reviewed by the CEO.

Confidentiality of all personal information held by the Library is governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Access to Information and Protection of Privacy Act.

Related Policies

200-06 Fees Policy

300-02 Access to Information and Protection of Privacy Policy

300-07 Exclusion, Reinstatement and Appeals Policy

300-08 Visiting Library Service Policy

Appendix A
Procedures for obtaining Library memberships

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| Regular Membership | |
| Annual Membership | Reside in or pay property taxes in the City of Sault Ste. Marie |
| | Reside in a township, municipality or unorganized area that is a contracting community |
| | Reside in Garden River or Batchawana reserves or is an Indigenous Person |
| | Students |
| | A permanent address is required for all Regular Memberships. |
| | Must provide one piece of photo I.D. or two pieces of identification if photo I.D. is not available |
| | All identification must be original documents, photocopies or reproductions are not acceptable |
| Non-Resident | |
| Annual Membership | Reside outside of the City of Sault Ste. Marie, any contracting communities, and Garden River and Batchawana reserves. |
| | A permanent address is required for all Annual Non-Resident Memberships. |
| | Fees are set annually by the Library Board and are not refundable. |
| | Annual Non-Resident Memberships will provide all the benefits and privileges afforded with a Regular Membership. |
| Monthly Membership | Reside outside of the City of Sault Ste. Marie, any contracting communities, and Garden River and Batchawana reserves. |
| | Persons without a permanent address, temporarily residing a group home, recovery home, hotel or any such institution/residence are eligible. |
| | Fees are set annually by the Library Board and are not refundable. |
| | Limit of five (5) items per loan at any one time. |
| Digital Membership | |
| | Reside in or pay property taxes in the City of Sault Ste. Marie |
| | Reside in a township, municipality or unorganized area that is a contracting community |
| | Reside in Garden River or Batchawana reserves or is an Indigenous Person |
| | Registered online through the Library's website |
| | Limited to accessing eResources and online collections. |
| Institutional Membership | |
| Free | The organization, institution or local board must be within the limits of the City of Sault Ste. Marie, any contracting community, or Garden River and Batchawana reserves. |

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| | A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO |
| | May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed. |
| Fee Based | The organization, institution or local board is not within the limits of the City of Sault Ste. Marie, any contracting community, or Garden River and Batchawana reserves. |
| | A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the Library CEO |
| | Fees are set annually by the Library Board and are not refundable. |
| | May be limited and/or restricted on the number of and type of library items that may be borrowed. Other restrictions and/or limits may also be imposed. |
| Other Membership Types | |
| Social Service | Residing in Sault Ste. Marie without a permanent address |
| | Requires a letter of support from a Social Agency |
| | Valid for 365 days |
| | Limited to 5 check outs |
| | Unlimited Online Access |
| Transient | Residing in Sault Ste. Marie without a permanent address |
| | Valid for 30 days |
| | Limited to 5 check outs |
| | Unlimited Online Access |