

Title:	Membership Policy	Policy Number: 300-05
Policy Type:	Operational	
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PURPOSE:

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

SCOPE:

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

DEFINITIONS:

Good standing - a membership holder whose library account which 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 items in the SSMPL collections and acquired through Interlibrary Loans.

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

Regular membership - persons residing or paying property taxes in the City of Sault Ste. Marie and contracting communities and full-time students.

POLICY STATEMENT:

The Sault Ste. Marie Public Library offers three types of memberships:

- Regular Membership
- Non-Resident Membership
- Institutional Membership

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. All patrons may borrow circulating items regardless of the patron's age. Children may use resources in the Adult Department except for 'R' rated DVDs which are restricted to persons 18 years of age and over.

Materials may be borrowed for established periods of time, depending on material type, demand or special circumstances, such as accessibility needs.

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

The Library may impose fees and fines for late returns, 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 SSMPL 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/Director of Public Libraries.

Any member of the SSMPL may have his or her membership suspended, revoked or restricted for failure to observe or comply with library rules and policies.

Accountability for membership and lending services is vested in the office of the CEO/Director of Public Libraries.

Individuals having a concern regarding application of this policy may request the matter to be reviewed by the CEO/Director of Public Libraries

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

Appendix A
 Procedures for obtaining Library memberships

Regular Membership	
	Reside in or pay property taxes in the City of Sault Ste. Marie and able to show proof
	Reside in a township, municipality or unorganized area that is a contracting community
	Full-time student
	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 and any contracting communities.
	A permanent address is required for all Annual Non-Resident Memberships.
	Fees are set annually by the Sault Ste. Marie Public 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 and any contracting communities.
	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 Sault Ste. Marie Public Library Board and are not refundable.
	Are limited to five (5) items per loan at any one time.
Institutional Membership	
Free	The organization, institution or local board must be within the limits of the City of Sault Ste. Marie or any contracting community
	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the CEO/Director of Public Libraries
	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 or any contracting community
	A completed Institutional Membership Form must be completed by a representative of the organization, institution or board and signed by the CEO/Director of Public Libraries
	Fees are set annually by the Sault Ste. Marie Public 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.