

Hanover Public Library POLICIES

Policy Title: **Policy 2 MEMBERSHIP POLICY**

Policy type: Operational

Revision date:

Signature of Chair:

The Hanover Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Hanover Public Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the **Public Libraries Act. R.S.O. 1990, c. P44.**

POLICY STATEMENT

This policy will provide a mechanism for ensuring the fair use of collections and services as well as ensuring equitable access.

This policy will establish rules that protect Library collections and services in a manner that is consistent with the principles of financial accountability and the Library's responsibility to its stakeholders.

Membership of the library is not required for use of materials or services provided within the library.

No fee will be charged for admission to the Library.

One membership card will be issued per person in order to ensure accuracy of performance measures.

In order to ensure fair access to materials for all users, while acknowledging the support of local taxpayers, the library will apply fair conditions for library membership to non-residents.

Section 1: Library Membership and Borrowing

Resident

Library service is provided to those people who live or pay taxes within the Town of Hanover.

1. Membership will be granted to individuals who provide verification of address and identification by showing documents bearing his/her name and current address. Acceptable documents include a Photo Identification (preferred), and a current Utility Bill or Tax Bill.
2. Children 12 and under must register accompanied by a parent or adult guardian who presents identification with name and address, and signs for responsibility for fines, and damaged or lost items.
3. Children 13 and older may apply for membership with appropriate I.D. In the event of no proof of address, no materials may be borrowed until address is verified.

Hanover Public Library POLICIES

Non-resident

Persons living outside of the Town may use the Library Services within the Library but must pay a non-resident fee to borrow materials.

Annual membership fees for non-residents will be based on per capita cost to Hanover taxpayers of the library service. See current fee schedule.

1. Membership will be granted to individuals on payment of current non-resident membership fees and provision of verification of address and identification by showing documents bearing his/her name and current address. (see appendix 1)
2. One membership card will be issued to the applicant. If a full year membership is paid for, then each child in the same household may be granted a membership at the student rate, with borrowing restricted to print materials.
3. Non-resident students in attendance at area schools may apply for membership at a reduced student membership fee upon presentation of ID and proof of student status. (Student ID Card, report card). Borrowing on student rate cards is restricted to print materials.
4. Temporary membership for a three month term is available for people without a permanent address in the area.

Non-Resident Owns Property in Town

People residing outside of the boundaries of the Town of Hanover, but owning property in Hanover shall be considered residents.

1. Membership will be granted to individuals who provide acceptable verification of identification and permanent home address, and a current copy of a Property Tax receipt from the Town of Hanover.
2. Applicants will be asked to provide both their home address and the address of the owned property on their application form.
3. Owners of businesses, who are not property owners in Hanover, do not qualify as residents for membership at the Library.

No group or institutional memberships are permitted.

Section 2: Conditions of Membership and Card Use

1. Membership is not transferable to other individuals. Patrons are responsible for all materials borrowed on his/her library card whether or not its use is authorized.

Hanover Public Library POLICIES

2. Members will be issued a library card without charge.
3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a modest fee.
4. The card is the property of the Hanover Public Library and must be returned on request.
5. Loss or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported immediately.
7. Membership expires annually. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
8. Library members must present his/her card, or photo ID, each time they borrow material from the library.
9. Library members will return library materials by the due date specified.
10. Library members will pay all fines or charges incurred for overdue, damaged or lost materials.
11. Some library programs and services, over and above basic library service, may be charged for.
12. Members must be in good standing in order to borrow library materials. Borrowing will be suspended when fines exceed the current posted limit. Membership privileges will be re-instated when fines are paid off to below posted limit and overdue items are returned.
13. Library members will observe all policies of the Board made by its authority under the Public Libraries Act.

The Librarian is authorized by the Board to withhold library privileges from anyone refusing to comply with Board Policy.

Section 3: Renewal of Membership

Membership of the library may be renewed annually, provided any outstanding charges are paid in full and all overdue materials have been returned:

- a) On presentation of an expired library card
- b) On confirmation that the contact information on file is still valid
- c) On payment of non-resident fee if required

Hanover Public Library POLICIES

Appendix 1:

Acceptable picture ID:

- Government Issued Photo I.D. including Driver's License or Health Card.
- Passport.
- Student or employee ID with photograph.

Acceptable proof of address:

One of the following, dated no more than 2 months old:

- Tax receipt
- Utilities bill
- Bank Statement
- Pay stub
- Credit card bill
- Rental agreement
- School report card

In cases where people have no acceptable identification, library staff will pursue options to verify address details.

Appendix 2:

Membership types:

Full resident membership, valid for one year.

Full non-resident membership, valid for one year. See current published rates.

Temporary membership, valid for 3 months. See current published rates.

Student/child membership, to borrow print materials only, valid for one year