



Meaford Public Library

Membership and Circulation Policy

Policy-3

November 2024

The Meaford Public Library makes materials widely available to the community, in an equitable manner, in order to maximize the use of the collections. The Meaford 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.

Section 1: Library Membership

1. No fee will be charged for membership or admission to the library.
2. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her/their name and current address. See Schedule A for acceptable documentation.
3. Membership registration forms for children under the age of 16 must be signed by a parent or legal guardian, who then accepts financial responsibility for all materials borrowed on that card.
4. In keeping with the Ontario Library Association's *Children's rights in the public library: Guidelines for service*, there are no restrictions on the material borrowed by children. While the library staff can advise children on reading interests, the material selected by the child is the responsibility of the parent or guardian.
5. The library board may from time to time enter into reciprocal agreements with neighbouring libraries to permit membership at the Meaford Public Library in return for membership in good standing at the neighbouring libraries.
6. Any and all residents of Meaford with a valid Meaford Public Library membership card, shall enjoy full access to the materials and services of the Owen Sound and North Grey Union Public Library (OSNGUPL) and shall, upon compliance with such rules and regulations as the OSNGUPL Board may establish, enjoy full privileges of membership in the OSNGUPL as per the Library Services Agreement.
7. Personal information collected will be subject to the Meaford Public Library Board **Policy-1A, Privacy, Access to Information and Electronic Messages under CASL.**

Section 2: Conditions of Membership and Card Use

1. A membership card is required to check out materials. The original card is supplied free of charge. Replacement cards are \$5.00.
2. Membership expires annually. Renewal requires verification by acceptable identification of the member's name, address, telephone number, and email address if applicable. See Schedule A.
3. Membership is suspended when there are outstanding charges of over \$5.00 and will be re-instated when all outstanding accounts are settled.
4. Only members of the library in good standing, with no charges, overdues, history of repeatedly losing library materials, or breach of library policies, will be allowed to borrow library materials. Membership privileges may be waived for unusual or serious circumstances at the Library CEO or designate's discretion.

Section 3: Borrowing

1. Loans
 - a) A standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. See Schedule B and Policy 25 - Technology and Equipment Lending.
 - b) Members are responsible for materials while on loan to them.
 - c) Library materials not available in the Meaford Public Library may be requested through interlibrary loan as long as these materials are more than one year old.
2. Renewals
 - a) Library materials may be renewed for up to two loan periods (equal to one renewal), provided the items are not on reserve for someone else, the items are not in high demand, and/or the member has no outstanding fees on their account. No renewals are allowed on movies or technology and equipment. Renewals can be requested in person, by telephone, email, or by patrons via the Library's online catalogue.
3. Holds/Reserves
 - a) Library materials not available on the shelves may be reserved in person, by telephone, by email, by catalogue access in the library or by patrons through the library's online catalogue.
 - b) When the item becomes available, the member will be notified and asked to pick up the item.
 - c) Held materials will be held for three (3) business days.

4. Returns

- a) Materials borrowed may be returned to the library at the circulation desk or in the dropbox (unless otherwise specified).
- b) Members are required to return materials on or before the due date.

Section 4: Charges

1. Damaged/Lost Items/Overdues

- a) The library will charge replacement costs for items that are overdue by 30 days or 14 days for technology and equipment, and for items that are damaged or lost.
- b) The replacement cost will be assessed by the library and will include the purchase cost and a \$5.00 processing cost per item.
- c) The library will charge 25 cents per day per item in late fees for overdue interlibrary loan items.
- d) Replacement of the item will be left to the discretion of the Library CEO or designate, in keeping with the library's selection policy.

Schedule A - Acceptable Identification to verify name and address for Membership Registration.

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver's License is acceptable or a combination from the list below:

Acceptable Identification

- Ontario Photo Card
- Citizenship card
- Employer-issued photo ID card
- Student ID card
- OAS (senior's card)
- Passport

Acceptable Proof of Address

- Any Benefit Statement issued by the Government of Canada
- Bank account statement
- Utility bill (telephone, hydro, water, gas, cable TV)
- Motor Vehicle Permit
- Mortgage, rental or lease agreement
- Property tax assessment or bill
- Insurance policy (property, auto, life)
- Employer record (pay stub or letter from employer)
- Secondary school, college or university report card or transcript

Schedule B – Loan Periods

Material Type	Loan Period
Books except New Releases	21 days
New Release Books	14 days
Audio Books including DAISY Books	21 days
Music CDs	21 days
Magazines	7 days
Interlibrary loans	21 days
Movies	7 days
New Release Movies	3 days
Technology & Equipment	From 3 - 21 days
Kits	21 days
Pickleball Kits	7 days
Snowshoes	7 days
Fishing Rods	3 days

Schedule A or B will be updated as necessary.

Related Documents:

Meaford Public Library, ***Policy 7 Interlibrary Loans***

Meaford Public Library, ***Policy 25 Technology and Equipment Lending***

Meaford Public Library, ***Technology and Equipment Lending Agreement***

Meaford Public Library, ***Policy 1-A Privacy, Access to Information and Electronic Messages under CASL***

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