

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 and Borrowing

1. No fee will be charged for 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 name and current address. See Schedule A for acceptable documentation.
3. Children under the age of 16 must have their registration form signed by a parent or legal guardian who 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. Only members of the library in good standing, with no current fines, overdue, or history of repeatedly losing library materials, will be allowed to borrow library materials.
6. The library board may from time to time enter into reciprocal agreements with neighbouring libraries to permit membership in the Meaford Public Library in return for membership in good standing at the neighbouring libraries.
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 \$2.00.
2. Membership expires annually. Renewal requires verification of the member's name, address, telephone number, and email address if applicable.
3. Membership is suspended when fines exceed \$5.00 and will be re-instated when all outstanding accounts are settled.
4. Membership can be suspended for violating library policies.

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.
 - b) Members are responsible for materials while on loan to them.
 - c) Local history materials (at the Meaford Museum), current issue magazines, and newspapers are not available for loan.
 - d) Library materials not available in the Meaford Public Library may be requested through interlibrary loan as long as these materials are more than six months old.
2. Renewals
 - a) Library materials may be renewed for up to two loan periods provided the items are not on reserve for someone else, the items are not in high demand, and/or the member has not reached the limit of overdue fines or charges. No renewals are allowed on movies or technology and equipment. Renewals can be requested in person, by telephone, email, or online 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 through the library website.
 - b) When the item becomes available, the member will be notified and asked to pick up the item.
 - c) Hold materials will be held for three (3) days.
4. Returns
 - a) Materials borrowed may be returned to the library at the circulation desk or in the drop-box (unless otherwise specified).
 - b) Members are required to return materials on or before the due date.

Section 4: Charges

1. Damaged/Lost Items
 - a) The library will charge replacement costs for items that are overdue by 60 days or for items that are damaged or lost.
 - b) The replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item.
 - c) Replacement of the item will be left to the discretion of the Library CEO or the Technical Services Coordinator, in keeping with the library's selection policy.

2. Overdues and Fines
 - a) The board establishes fines as a deterrent to the late return of materials. See Schedule B.
 - b) Overdue items and claimed returned items revert to "Lost" after 60 days and members are billed accordingly. Members are charged the replacement cost plus a \$5.00 processing fee.
 - c) Fines may be waived for unusual or serious circumstances at the Library CEO or Technical Service Coordinator's discretion.

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 and Fines

Material Type	Loan Period	Fines Per Day
Books except New Releases	21 days	\$0.25
New Release Books	14 days	\$0.25
Audio Books	21 days	\$0.25
Music CDs	21 days	\$0.25
Magazines	7 days	\$0.25
Interlibrary loans	21 days	\$0.25
DVDs	7 days	\$1.00
New Release DVDs	3 days	\$1.00
Technology & Equipment	From 3-21 days	\$1.00 or \$5.00
Kits of all types	7 days	\$1.00

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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