

## 1 Membership Outline

- 1.1 Membership in the Oshawa Public Libraries is a prerequisite for borrowing privileges.
- 1.2 Membership is normally intended to be limited to legal residents of Ontario.
- 1.3 Application for membership constitutes agreement to comply with the policies and regulations of the Oshawa Public Libraries.
- 1.4 Membership is considered to be extended to other libraries to whom Oshawa Public Libraries materials are sent as part of the interlibrary loan service.
- 1.5 The Oshawa Public Library is committed to gathering and using the personal information of our customers in a respectful manner. Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, chapter P44, section 23, subsection 4.
- 1.6 The collection of personal information is regulated by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Through MFIPPA standards for the collection, use, disclosure, retention and disposal of personal information are legislated to protect the privacy of individuals.
- 1.7 Membership information and transactions made on library cards are confidential and are protected under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

## 2 Requirements for Application for Membership

- 2.1 An applicant for membership must provide two pieces of proof of his or her legal name, complete principal address and complete current address if different from principal address, full date of birth and telephone number and/or email address. Government ID is the preferred method for this proof.
- 2.2 A member who changes address, or begins using a different legal form of name, is responsible for providing the Library with this information as soon as possible; failure to do so may invalidate the membership.
- 2.3 Until the age of 16, children require the permission of a parent or legal guardian to become a member of the Oshawa Public Libraries. "Legal guardian" includes an authorized representative of a legal entity which has custody of a minor child.
- 2.4 The Library reserves the right to require an eligible minor applying for adult membership to provide the name and address of an adult who has legal responsibility for him or her.



### 3 Membership Responsibility

- 3.1 Legal responsibility for use made of an Oshawa Public Libraries card, including financial responsibility for lost and damaged materials, is accepted by the signer of the library card, or the organization for which an authorized representative signs an application form, as applicable, unless and until a card which has been lost or stolen is so reported to the Library.
- 3.2 An individual may have one valid Library card at a time.

### 4 Membership Duration

- 4.1 Membership is active for the duration of activity by the member. Membership is considered expired if the member is inactive (no transactions with the library) for a period of 1 year.
- 4.2 Membership must be renewed after one year of inactivity using the requirements outlined in 2.1.
- 4.3 Membership expires if a violation of 1.3 or 3.1 occurs.