



<b>Section:</b>	Board Policies	<b>Policy No.:</b>	OP-08
<b>Sub-Section:</b>	Operational	<b>Effective Date:</b>	October 18, 2018
<b>Version:</b>	3	<b>Review Date:</b>	October 2022
<b>Policy Name:</b>	Membership Policy		

## OVERVIEW

The branches of the Oshawa Public Libraries (“the Library”) are free and open to the public. Borrowing privileges are available to all residents of Ontario. The Library reserves the right to charge fees on late items in accordance with the *Public Libraries Act*, R.S.O. 1990, Chapter P44, section 23. Members are responsible for all items taken out on their account and any associated overdue fees.

Membership at the Library is a prerequisite for borrowing privileges. Additionally:

- Membership is limited to legal residents of Ontario, with the exception of Temporary Resident and Net Only Cards.
- Application for membership constitutes agreement to comply with the policies and regulations of the Library.
- The 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.
- 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.
- 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).

### Requirements for Application for Membership

- An applicant for membership must provide a valid Driver’s Licence or Ontario Identification card, OR two pieces of ID with at least one piece showing the applicant’s current address. We accept e-statements and e-invoices, either printed or shown on a mobile device.
- Members are responsible for keeping their account information up-to-date (e.g. name, address, phone number, etc.).
- Children under 12 require the permission of a parent/legal guardian to become a member of the Library. “Legal guardian” includes an authorized representative of a legal entity which has custody of a minor child.

### Membership Responsibilities

- A Library card holder, or their parent/legal guardian, has financial responsibility for lost, damaged or overdue materials.
- An individual may have one valid Library card at a time.
- Members must abide by the [Library Use Guidelines](#).



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- 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. Membership must be renewed after one year of inactivity.

## **DOCUMENT CONTROL**

**Revision Dates:**           October 2018  
                                      June 15, 2011

**Creation Date:**            April 1999