

# Membership Policy

<b>Policy Number:</b>	PS-004
<b>Policy Category:</b>	Public Service
<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	CEO or Designate
<b>Approval Date:</b>	
<b>Effective date:</b>	
<b>Next Review Date:</b>	<b>2027</b>
<b>Supersedes:</b>	Membership Policy effective October 23, 2020

## Purpose:

The purpose of this policy is to facilitate and maximize access to collections, services and programs for all customers in a fair and consistent manner and to ensure stewardship of assets.

## Scope:

The policy applies to all users of Oakville Public Library. It covers the criteria used to determine eligibility for a library card, the types of memberships available, membership privileges and terms of use associated with the use of a card.

## Policy Statement:

A library card is not required to enter the library or use most resources within the library. A library card is required to access many library services including, but not limited to, borrowing materials, using digital collections and resources.

### Eligibility and types of library cards:

#### **Full privileges cards:**

A library card is free for individuals who are residents of Oakville, work in Oakville, pay taxes to the Town of Oakville or are students attending an educational institution in Oakville. The identification required to register for a library card is outlined in the *Acceptable Forms of Identification Chart*. The Library will not copy and retain any of the identification presented.

A child up to and including the age of 12 can obtain a card with a parent's / legal guardian's consent and proof of identity.

Teen cards are issued to individuals ages 13 to 17 with some limitations such as Wi-Fi hotspots and A/V materials rated 18+.

**Limited privileges cards:**

Individuals that have limited identification can obtain an Easy Access card with limited borrowing privileges for physical materials but full access to digital collections.

**Reciprocal membership cards:**

Members of Burlington, Milton and Halton Hills Libraries who present a valid library card from their home library with acceptable identification may register, at no charge, as Halton reciprocal members for a card with restricted privileges. Examples of restrictions are digital collections, Wi-Fi hotspots and interlibrary loans.

**Non-resident membership cards:**

Non-residents can purchase a full privileges annual library membership. Those who qualify for a reciprocal membership card, but want to have access to OPL's digital collections may wish to pay the annual fee for the non-resident card.

**Library Card Holder Responsibilities:**

Signing the library card implies the card holder's acceptance of and adherence to the rules and regulations of the Oakville Public Library.

Library card holders are responsible for the materials they have borrowed, for promptly reporting the loss or theft of the library card and for reporting changes in their contact information to the library. Returning items on time enables others to enjoy the library's collection. Fines may be charged for lost or damaged materials or other reasons as outlined in the Loans, Limits and Fees [information on the OPL.ca website](#).

Library cards are subject to renewal based on type of membership.

A library membership can be suspended for customers who have fines and/or overdue materials over the limit threshold or who have failed to follow the rules and regulations of the library.