

REPORT

Oakville Public Library Board

Meeting Date: February 20, 2025

FROM: Oakville Public Library

DATE: February 11, 2025

SUBJECT: Membership Policy – February 20, 2025

RECOMMENDATION:

That the Membership Policy be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Membership Policy was previously approved on October 23, 2020 (Appendix B).
- The Membership Policy has been updated with minor edits for clarity (Appendix A).
- At the Library Board meeting on October 17, 2024, it was requested that OPL consider a revision to the policy title to provide clarity to all Oakville residents that a library card is complementary and is not purchased.
- After completing a review of policies at nearby public libraries, it is recommended that the title Membership Policy best aligns with the current scope of the policy.

BACKGROUND:

All policies are regularly reviewed to ensure that they reflect the values, intentions, and practices of the Oakville Public Library.

In 2020, the Membership Policy (which was previously named the Library Cards Policy) underwent significant edits to better support the consistent application of practices across the organization and outline the framework for how OPL manages library memberships.

COMMENT/OPTIONS:

After review, only minor edits to improve clarity are required at this time. All edits are clearly indicated via track changes for board review and consideration.

At the Library Board meeting on October 17, 2024, it was requested that OPL consider a revision to the policy title to provide clarity to all Oakville residents that a library card is complementary and is not purchased.

Following Board feedback, a review of policies at nearby public libraries revealed that numerous policy titles are in effect.

- Toronto Public Library uses the title of Membership Policy.
- Mississauga Public Library uses the title of Customer Use Policy.
- Milton Public Library uses the title Circulation Policy.
- Burlington Public Library, Halton Hills Public Library, and Hamilton Public Library all use the title of Borrowing Policy.

The current title of Membership Policy best aligns with the current scope of the policy, which includes complementary resident library cards as well as non-resident library cards that can be purchased annually. Additionally, library membership offers privileges beyond borrowing materials, such as using digital resources and booking complimentary work and study spaces.

The naming and scope of this policy will be reviewed again in 2027 to ensure that it aligns with the growth of OPL services, spaces, and collections.

APPENDICES:

Appendix A – PS-004 Membership Policy (2024)

Appendix B – PS-004 Membership Policy (2020)

Prepared by:

Caitlyn Hicks, Director, Customer Experience

Submitted by:

Tara Wong, CEO