

## Topic: Collection Development and Management – Circulation

### 3.4 Membership Registration and Membership Cards

Board Motion Number:	24.039
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	April 23, 2024
Date of Next Review:	2028
Attachments:	Application

Signature of Board Chairperson (and Date):

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#### Policies

The North Kawartha Public Library will maintain a record of all members of the Library to identify those who are authorised to borrow Library materials, to follow-up on overdue materials, to provide notification of the availability of holds, and to gather statistics on the user population.

#### Procedures

1. A new Library borrower will complete an Application Form (attached).
2. A new Library borrower will furnish verification of address and identity by showing a driver's licence or other Photo identification bearing a current name and address.
3. After checking that the borrower is not already registered the staff member will prepare a Library Card for eligible borrowers.
4. A unique borrower identification number is assigned to the borrower and entered into the Library Software. The date the Library Card is issued is also recorded.
5. Lost or damaged Library Cards may be replaced with the payment of a fee of \$2.00 with verification of identity.
6. The CEO/Librarian is authorized by the Board to withhold library privileges to anyone refusing to comply with Library policy, such as failure to return borrowed materials; warning by library staff has been given and ignored by the user; or any other conduct on library premises considered objectionable by Library staff.
7. Children under 13 must have a Parent or Legal Guardian come to the Library to sign the membership application.

# **Borrower Application Form**

## **North Kawartha Public Library**

### **Application for a Library Card**

Please Print

This information is being collected under the authority of the Public Libraries Act, Revised Statutes of Ontario, 1990, chapter p.44 for the purpose of maintaining control of circulating library materials, and to assist the library board and staff in the planning of library services. Any questions about this can be directed to the CEO/Librarian of the North Kawartha Public Library at (705) 656-4333.

Name: \_\_\_\_\_  
(Given name & Initial) (Surname)

Local Address: \_\_\_\_\_  
(Street) (City) (Postal Code)

Township: \_\_\_\_\_ Tel #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**If you are a seasonal resident please complete the following:**

Permanent Address: \_\_\_\_\_  
(Street) (City) (Postal Code)

Tel #: (Res) \_\_\_\_\_

#### **Patrons Under the Age of 13 Years**

Name of Parent/Legal Guardian: \_\_\_\_\_. As the parent/guardian of the Applicant, I hereby apply for a library card on his/her behalf and accept the responsibility for the selection, use and return of my child's library materials.  
Signature of Parent/Legal Guardian: \_\_\_\_\_.

When I sign this application form, I agree:

- 1 To be responsible for all materials borrowed with this card.
- 2 Abide by the rules of conduct posted in the Library.
- 3 Pay all costs for damaged or lost library material. A penalty for lost or damaged materials will be charged equivalent to the replacement value of the materials.
- 4 Report the loss of a card or change of address as soon as possible.
- 5 Be responsible as above for my child(ren) under the age of 13.
- 6 Pay \$2 for replacement of lost or damaged library cards.
- 7 Patrons must present their own library card at each visit to borrow materials or to use the Library's computers. Library cards may not be shared.

I have read the rules of the North Kawartha Public Library and agree to abide by them.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_