

Town of Beaverlodge Library Board Policies

Policy Name	Library Membership
Policy Number	08
Legislative Authority	Libraries Regulation AR 141/1998 s.7(2)(e) Bylaws of the Town of Beaverlodge Library Board

Purpose To ensure standard membership requirements and responsibilities for all Library members.
 To provide equitable public library service guided by the Library’s values of access, accountability, quality service and excellent resources.

Definitions Library means Beaverlodge Public Library
 Bylaws means the 2017 Bylaws of the Town of Beaverlodge Library Board

Policy **1. Membership**

1.1 To obtain a library card, prospective members must complete the application form as prescribed in Appendix A and show photo identification with their legal name and a current address. For children without school ID cards, a health card will be sufficient identification.

1.2 All children under the age of 16 are required to have a parent/ guardian accept responsibility for their borrowing privileges by signing their application form.

1.3 Membership fees are applicable as set forth in Bylaws Schedule C (see Appendix B Annual Membership Fees).

2. Borrowing Resources

2.1 Members are responsible for all items taken out on their library card.

2.2 Library card holders must not lend their library cards to anyone.

2.3 Members may only borrow resources that correspond with their type of membership, e.g. Temporary or Resident.

2.4 It shall be the parent’s/guardian’s responsibility to monitor their child’s borrowing habits.

2.5 Items must be returned or renewed on or before their due date.

2.6 The lending period for Library resources shall be as set forth in Bylaws Schedule A (see Appendix B Lending Library Resources).

2.7 Extended due dates of Library items may be granted at the discretion of the Library Manager or their designate in the event of extended absences, e.g. travel, hospitalization.

2.8 eResources may be borrowed for the period of time as stipulated by the content provider, e.g. Hoopla, Overdrive.

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- 2.9 The loan period for Interlibrary Loan items including renewals, may vary as stipulated by the loaning library.
- 2.10 Items in the reference collection or items deemed by the Library Manager to be irreplaceable may not be borrowed.

3. Fines and Penalties

- 3.1 Borrowing privileges may be suspended for fines over \$10.00.
- 3.2 If items are returned after the due date, fines shall be applied as set forth in Bylaws Schedule D (see Appendix B Fines and Penalties).
- 3.3 Damaged and/or lost items shall be billed as set forth in Bylaws Schedule D (see Appendix B Fines and Penalties).
- 3.4 The Library Manager may wave fines and fees at their discretion.

4. Renewal of Borrowed Items

- 4.1 Members may renew borrowed items in one of four ways: by accessing their library account online, by phoning the library, by emailing the library, or in person at the library.
- 4.2 Items generally shall not be renewed more than twice. Items will not be renewed if they have been requested by another patron, or if the member has more than \$10.00 in accumulated fines.

Original Effective Date:	January 2014		
Reviewed and Revised Effective Date:	May 16, 2018	Chairperson's Signature	Chairperson's Name
Review Due Date:	May 2020		

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Policy 08 Appendix A

Shaded Areas Staff Use Only			
		Membership Application	
		Type	Name
1st Cardholder (Adult)		Barcode 201020000	
Last Name		First Name	
Mailing Address			Town Country
Home Phone		Cell Phone	Notification
Email			Newsletter
2nd Cardholder (Adult)		Barcode 201020000	
Last Name		First Name	
Home Phone		Cell Phone	Notification
Email			Newsletter
Child Cards (under 16)	Name (First and Last)	Year of Birth	Barcode
			201020000
			201020000
			201020000
Initial	TERMS AND CONDITIONS FOR OBTAINING A LIBRARY MEMBERSHIP		
	In acquiring this (these) card(s), I understand that I am responsible for all material borrowed, including fees associated with overdue, lost or damaged items.		
	I understand that I must keep my contact information current.		
	I understand that giving a child a library card gives them unrestricted access to ALL library material including internet access. Staff will not restrict access to any library material borrowed on any card.		
	I understand that by giving my child a library card I also am giving them their right to privacy under the Freedom of Information and Protection of Privacy Legislation.		
	I understand that personal information collected by the Beaverlodge Public Library is used to provide library services at participating member libraries of TRAC and The Alberta Library. It may be shared with these libraries to verify membership and to collect fines or debts owing, to provide information about library services and for statistical purposes. It is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and it is protected under this act. If you have any questions on disclosures or use of this information, please ask your library manager.		

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Annual Membership Card Fees	
Residents within the Municipal and rural area of the County of Grande Prairie	Free
Temporary membership: Adult and Family	\$30.00. \$20 refundable upon return of card and if account is in good standing. Restrictions: card is good for 6 months. Lending limits as per Schedule A.

Lending Library Resources			
A. For Probationary Memberships			
Limit of 3 items at one time.			
Garden Tools and other objects are not available.			
B. For Resident Memberships			
Resources	# of Resource Limit (after 3 mo. probation)	Loan Period	Renewal
Books and audiobooks	no limit	3 weeks	2
Magazines	no limit	1 week	1
Music CDs, and DVDs except TV series	10	1 week	2
DVD television series	3	2 weeks	1
Garden Tools	2	2 business days	1
Other Objects	As determined by Library Manager		
C. For Temporary Memberships			
Resources	# of Resource Limit	Loan Period	Renewal
Books and audiobooks	3	3 weeks	2
Magazines	3	1 week	1
Music CDs, and DVDs except TV series	3	1	2
DVD television series	1	2	1
Garden Tools	0	0	0
Other Objects	As determined by Library Manager		

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Fines and Penalties	
Overdue Resources	\$0.20/day for books, audiobooks, DVDs, CDs
	\$1.00/day for magazines
	\$3.00/day for garden tools
	Fees determined by Library Manger for other resources.
Damaged/Lost Resources	Purchase/replacement cost
Accumulated Fines in excess of \$10.00	Must be paid in full prior to borrowing additional library resources.
Revoking of Membership Card	The Library Manager has the authority to revoke a membership card for habitual abuse of borrowing privileges and/or unacceptable behaviour within the library.
Fines and Renewal of Membership Card	All fines must be paid in full before the member's card can be renewed.
Serious Dereliction	In the event of serious dereliction, the penalty may include all those listed above plus all associated legal fees.