



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-04  
Title: Library Membership & Circulation

Category: Operational  
Policy Replacing: OP-05- Fines and Fees (2024) and OP-04: Membership, Circulation and Collection Use

Board Approval Date: February 2025

Year of next review: 2026

### PURPOSE:

The Bracebridge makes physical and digital library materials widely available to the community, in an equitable manner, to maximize the use of the Library collection. The Bracebridge Library Board ensures fair conditions for library membership and borrowing privileges while protecting resources in a responsible manner and in accordance with the **Public Libraries Act**. R.S.O. 1990, c. P44.

### POLICY STATEMENT:

#### Section 1: Library Membership and Borrowing

1. No fee will be charged for admission to the library.
2. Any person may be a member of the library with borrowing privileges provided that they are a permanent resident or property owner in the District of Muskoka.
3. Membership will be granted to individuals who provide verification of address and identification by showing a document bearing his/her name and current address. **See Schedule A for acceptable documentation.**
4. Membership will be granted to an individual who is unable to provide identification verifying address; in this case borrowing is limited to one item on the initial visit and the verification of address will be required for any subsequent loans.
5. In the case of new residents the Library may mail an address confirmation card to a new member whose identification does not show their new address. They may return this card to the library upon receiving it in the mail as verification of their address.
6. Children under the age of 14 must register for membership accompanied by a parent or guardian who presents identification with name and address, and signs for responsibility for charges, damages, or lost items.

7. Only members of the library in good standing will be allowed to borrow library materials.
8. Materials may be borrowed by either presenting the membership card or valid identification. **See Schedule A.**
9. Personal information collected will be subject to the Bracebridge Library Policy at ***OP-36 Privacy, Confidentiality, Access to Information and Electronic Messages***

## **Section 2: Conditions of Membership and Card Use**

1. Membership is not transferable to other individuals.
2. Members will be issued their first library card without charge.
3. An individual is entitled to only one library card. Lost or damaged cards will be replaced for a nominal fee.
4. The library card is the property of the Bracebridge Library and must be returned on request.
5. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported immediately.
7. Membership expires every year. Renewal requires verification of the member's name, address, telephone number and payment of outstanding monies owed to the library.
8. Borrowing privileges may be suspended when charges exceed \$10.00 and will be re-instated when all outstanding accounts are brought below that level.
9. Membership and/or borrowing privileges can be suspended for violating library policies.

## **Section 3: Borrowing**

1. Loans
  - a) a standard loan period of three weeks exists for materials borrowed, except those materials for which special loan periods have been established. **See Schedule B**
  - b) reference works, local history materials, and newspapers are not available for loan.
  - c) the total number of items on loan to any one member will not exceed 25 items.
2. Renewals
  - a) library items may be renewed in person, by telephone or online. **See Schedule B for renewal schedule.**
  - b) items on hold for other members cannot be renewed.

3. Holds/Reserves
  - a) library items may be reserved in person, by telephone, or online.
  - b) when the item becomes available, the member will be notified and asked to pick-up the item within a 5-day period, after which time the item will be reshelved.
  
4. Returns
  - a) physical materials borrowed may be returned to the library at the circulation desk or in the external drop-box.
  - b) members are required to return materials on or before the due date.
  
5. Circulation Records
  - a) Library Circulation and membership records will be used in accordance with ***Privacy, Confidentiality, Access to Information and Electronic Messages under CASL (OP-36)***.

#### **Section 4: Charges**

1. Damaged/Lost Items
  - a) the library will charge replacement costs for items which are overdue by 60 days or for items which are damaged or lost.
  - b) the replacement cost will be assessed by the library and will include the purchase cost and the processing cost of the item. It may not be possible to replace a specific item with an identical one.
  - c) charges will be applied based on the cost of a substitute item or the current library market price of materials when an item is not replaced.
  - d) replacement of the item will be left to the discretion of the Chief Executive Officer or designate, in keeping with the library's collection development policy at ***OP-09 Collection Development Policy***.
  
2. Overdue Materials and Charges
  - a) the Bracebridge Library does not charge late fines for overdue materials.
  - b) charges may be waived for unusual or serious circumstances, as deemed appropriate by the CEO or their designate.

**Previous Revisions:** OP-05: Fines and Fees (2024), OP-05: Fines and Fees (2023), OP-05: Fines and Fees (2022), OP-05: Fines and Fees (2021), *Circulation Policy #5 - Fines & Fees (2003)*; OP-04: Membership, Circulation and Collection Use (2023)

**Related Documents:** OP-36 - *Privacy, Confidentiality, Access to Information and Electronic Messages*; OP-09 - *Collection Development*

## OP-04: Library Membership & Circulation Schedules

### Schedule A

Acceptable Identification to Verify Name and Address for Membership Registration.

A valid Ontario Driver's License is acceptable as a single document. Otherwise, acceptable identification and proof of current address is required.

Acceptable Identification	Acceptable Proof of Address
<ul style="list-style-type: none"> <li>• Driver's license</li> <li>• Health card with photo</li> <li>• Citizenship card</li> <li>• Passport</li> <li>• Student ID card</li> <li>• OAS (senior's card)</li> <li>• Employer-issued photo ID card</li> <li>• Ontario Identity Card</li> <li>• Correctional Centre Release</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any Benefit Statement issued by the Government of Canada</li> <li>▪ Bank account statement</li> <li>▪ Utility bill (telephone, hydro, water, gas, cable TV, internet)</li> <li>▪ Motor Vehicle Permit (driver's license)</li> <li>▪ Mortgage, rental, or lease agreement</li> <li>▪ Property tax assessment or bill</li> <li>▪ Insurance policy (property, auto, life)</li> <li>▪ Employer record (pay stub or letter from employer)</li> <li>▪ Secondary school, college or university report card or transcript</li> <li>▪ Letter of ID from a shelter or other social housing facility</li> <li>▪ Library address verification sent by regular mail</li> </ul>

### Schedule B

Loan Periods

Material Type	Loan Period	Optional Renewals
Books	21 days	2
Audio Books	21 days	2
Magazines	21 days	2
Kits of all types	21 days	2
DVDs	7 days	2
Video Games	7 days	2
Cool Things to Borrow	7 days	2

## Schedule C

### Fees

Room rental fees and associated charges are exempt from this policy. For room rental fees please see OP-19: Library Room Rentals.

Type	Fee
<b>Lost Items</b>	Billed at direct item replacement cost, plus \$10.00 processing fee
<b>Damaged Items</b>	
Mending fee *if item can be mended by the library*	\$5.00
Irreparable damage	Billed at direct item replacement cost, plus \$10.00 processing fee
<b>Lost or damaged library card</b>	\$3.00