

## Membership and Circulation Policy

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### *1.0 Purpose*

The Greater Sudbury Public Library (GSPL) provides equitable access to a wide range of resources and services. This policy outlines the conditions of use for these resources and services.

### *2.0 Responsibility of Membership*

Members have the following responsibilities:

- Present their Library card each time materials are borrowed and, upon request, for other services as applicable
- Be responsible for all materials borrowed
- Pay all fees incurred for damaged or lost items
- Observe all policies and rules and regulations established by the Library Board
- Report the loss of a card or change of address as soon as possible (members are responsible for all materials borrowed with their cards until loss or theft is reported)

The CEO and Chief Librarian is authorized by the Greater Sudbury Public Library Board to withhold Library membership privileges of anyone who has failed to comply with Library policy. Decisions to withhold membership privileges may be appealed to the Greater Sudbury Public Library Board.

### *3.0 Membership Types*

GSPL provides two membership types: Passport and Access.

#### *3.1 Access*

An Access membership allows members to access library computers and some electronic resources. Access members may borrow one (1) circulating library material at a time.

A free Access membership is available to any individual; proof of residency is not required for this membership type.

Access memberships automatically expire after one year.

### 3.2 Passport

A Passport membership allows members to borrow circulating library materials and to access library computers and electronic resources.

A free Passport membership is available to any individual that meets one or more of the following criteria:

- A resident of the City of Greater Sudbury
- A member of Aitkameksheng Anishnawbek
- A member of the Wahnapiatae First Nation
- An active student of a post-secondary institution within the City of Greater Sudbury

A Passport membership may be purchased by anyone who does not meet the above criteria at the cost of \$5.00 per month or \$20.00 per year.

Valid proof of address is required at the time of registration. Acceptable forms of identification are outlined in Section 3 (Identification Requirements) below. Members may be required to provide valid identification on an on-going basis in order to maintain this membership type.

All GSPL users, regardless of membership type, agree to comply with this and all other policies of the Greater Sudbury Public Library. All registrations must be made in-person at any GSPL location.

### 4.0 *Identification Requirements*

Valid identification is required to apply for or renew a GSPL Passport membership. Valid identification must be presented at the branch during the application process or at the request of GSPL staff for card renewal.

Acceptable forms of identification are listed in **Table 1** below. We require either a single piece of Type 1 identification or a combination of one Type 2 identification and one Type 3 identification.

All identification must be current (i.e., not expired). Type 3 documents must be dated and issued within the last 2 months.

Library members are required to produce their library card or verify their identity in order to borrow library materials.

A parent or guardian is required to provide valid identification for children under the age of 13 who wish to obtain a Passport membership.

**Table 1: Identification Types**

<b>Type 1 (Government Issued)</b>	<b>Type 2 (Name)</b>	<b>Type 3 (Address)</b>
Driver's License	Birth Certificate	Bill or Invoice
Ontario Photo ID Card	Citizenship Card	Government Cheque
	Passport	Current Lease
	Current Lease	Legal Document
	Current Legal Document (Subpoena, Parole, or Bail)	Personally addressed mail
	Employee ID or Benefit Card	
	Hospital Card	
	Landed Immigration Certificate	
	Ontario Health Card	
	Major Credit Card	
	Status Card	
	Student Card	

## 5.0 *Member Records*

Members are expected to communicate a change of address, name, or phone number as soon as possible.

Library circulation and member records will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Member accounts will be deleted after 4 years of inactivity. Members in good standing may request that their account be deleted at any time.

## 6.0 *Circulation of Library Materials*

Library materials are available for circulation to members. Non-circulating materials include but are not limited to reference materials, story hour materials and newspapers.

### 6.1 *Restricted Materials*

DVDs rated "R" (Restricted) are not circulated to minors and may only be borrowed by library members 18 years of age or older.

GSPL assumes no parental responsibility for monitoring or restricting a child's use of library materials. GSPL and its staff will not restrict a child's borrowing privileges in any way beyond the restrictions identified in this policy.

Remote access to electronic products may be restricted based on licensing agreements.

## 6.2 Renewals

Most circulating items may be renewed twice if there are no active reserves with the exception of non-reservable materials. Renewals may be further limited on certain material types according to demand.

## 6.3 Notification

Members will be notified of overdue material by email or telephone. Members are responsible for ensuring that the email address or telephone number provided are accurate.

## 7.0 Fees

### 7.1 Replacement Fees

Members are responsible for all items borrowed on their card. Members will be billed for lost and damaged items at an amount equal to the replacement cost of each item.. An additional processing fee will be added to the replacement costs for each lost or damaged item.

If an item for which replacement costs have been charged is returned in good condition within a period of six months, and if the Library has not already purchased a replacement of the item, the replacement costs will be reimbursed. Processing fees will not be reimbursed.

Items with missing parts are considered damaged.

### 7.2 Outstanding Fees

A member's account is blocked from borrowing, renewing or placing new holds when \$10 or more is owed; and blocked from databases, computer use, and digital library use when \$50 or more is owed.

Members with accounts owing \$50.00 or more will be referred to a debt collection agency. Members will receive a multiple notices regarding overdue materials before the account is referred to a debt collection agency. An additional administrative fee will be added to the accounts of members referred to debt collection.