

# Membership and Circulation Policy

Policy Number: 04-2017

Policy Type: Operational

Review Period: 4 years

Approval History: May 24, 2012, July 6, 2021

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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 Membership Types

GSPL provides two membership types: Passport and Access.

### 2.1 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.

### 2.2 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
- 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.

### 3.0 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**

Type 1 (Government Issued)	Type 2 (Name)	Type 3 (Address)
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)	
	Employee ID or Benefit Card	
	Hospital Card	
	Landed Immigration Certificate	
	Ontario Health Card	
	Major Credit Card	
	Status Card	

### 4.0 Patron Records

Passport members are expected to communicate any change of address, name or phone number as soon as possible.

Loss or theft of a library card must be reported to any GSPL location as soon as possible. Card holders are responsible for any materials borrowed on their cards until the loss or theft is reported.

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

## *5.0 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.

### *5.1 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.

### *5.2 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.

### *5.3 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.

## *6.0 Fines and Fees*

### *6.1 Fines*

Fines accumulate in accordance with the schedule outlined in **Table 2** below to a maximum of \$10.00 per item, with the exception of snowshoes (\$25.00 per item).

### *6.2 Replacement Fees*

Members are responsible for all items borrowed on their card. Members will be billed for lost and damaged items at the replacement cost plus any outstanding fines/charges owing on the material.

If an item for which replacement costs have been charged is returned in good condition within a period of six months the replacement costs will be reimbursed. Any associated fines owing will remain outstanding; fines paid will not be reimbursed.

Items with missing parts are considered damaged.

### 6.3 Exemptions

Members registered as a Homebound Client are exempt from fines.

Fines may be reduced or waived at the discretion of the Manager of Libraries and Heritage Resources or the Manager of Citizen Services (or their designate).

### 6.4 Outstanding Fines and Fees

A member will not be able to check out materials if they:

- Owe \$10.00 or more in fines or invoiced accounts
- Have billed items

Reserves cannot be placed for members with a blocked account.

Outstanding members with accounts in the amount of \$50.00 or more will be referred to a credit bureau. Members will receive a warning letter before the account is referred to the credit bureau.

## 7.0 *Schedule of Library Fines and Fees*

**Table 2: Fines, Lending Periods, and Item Limits**

<b>Material Type</b>	<b>Lending Period</b>	<b>Fine</b>	<b>Renewal Limit</b>	<b>Item Limit*</b>
Books, paperbacks, audiobooks	21 days	\$0/day	2	None
Children's books, paperbacks, audiobooks	21 days	\$0/day	2	None
Magazines	7 days	\$0/day	2	None
Children's magazines	7 days	\$0/day	2	None
CDs	7 days	\$0/day	2	None
DVDs	7 days	\$0/day	1	10
Express Books	7 days	\$0/day	0	None
Express DVDs	2 days	\$0/day	0	3
Interlibrary Loan	Varies	\$0/day	0	6
3D Objects	7 days	\$0/day	0	1

Snowshoes	7 days	\$0/day	0	1
Board Games	7 days	\$0/day	0	None
Arts Pass	7 days	\$0/day	n/a	1
Chromebooks	7 days	\$0/hour	2, if there are no holds	1
Wi-Fi Hotspot	7 days	\$0/day	2, if there are no holds	1
<b>Replacement Charges</b>				
Snowshoes				\$100.00
Chromebooks				\$473.00
Wi-Fi Hotspot device				\$200.00
Wi-Fi Hotspot case				\$40.00
Adult, Teen, Child Library Card				Free
<b>Non-Resident Membership (per person)</b>				
12 months				\$20.00

1 month	\$5.00
<b>Photocopying / Printing (letter and legal size paper, per side)</b>	
Black and White Photocopying/Printing (single-sided)	\$0.15
Black and White Photocopying/Printing (double-sided)	\$0.20
Colour Photocopying/Printing (single-sided)	\$0.25
Colour Photocopying/Printing (double-sided)	\$0.40
<b>Faxing (per sheet)</b>	
Within Canada	\$1.00
Local faxing of resumés	Free
<b>Head Sets</b>	
Ear bud head sets (1 pair)	\$1.50
<b>Interlibrary Loan</b>	
Microfilm	\$2.00/reel

### Photographs

Digitization	\$20.00/image
Digital Reproduction	\$10.00/image
Print Reproduction (5" x 7")	\$10.00/image
Print Reproduction (8.5" x 11")	\$10.00/image

### Makerspace

3D Printer Filament	\$0.10/gram
Vinyl (24" roll)	\$0.25/linear inch
Vinyl (12" roll)	\$0.15/linear inch
T-Shirt Vinyl	\$5.00/sheet
Iron-On Transfer Paper	\$1.50/sheet
Button Blanks	\$5.00 for 20
	\$10.00 for 50



\*Limits apply to Passport membership type only. Access membership is limited to one (1) item at a time.

**Table 3: Meeting Room Rentals**

<b>Library Meeting Rooms</b>	<b>Capacity</b>	<b>Equipment</b>	<b>Charge (per hour)</b>
<b>Capreol Library</b>			
Room 1	5	Public PC (monitor, keyboard, mouse, webcam, speakers)	\$7.00
Room 2*	40		\$8.00
Room 3*	40		\$8.00
<b>Chelmsford Library</b>			
Room 1	12	LCD Monitor	\$13.00
		Public PC (monitor, keyboard, mouse, webcam, speakers)	
<b>Garson Library</b>			
Room 1	10	Public PC (monitor, keyboard, mouse, webcam, speakers)	\$8.00
<b>Main Library</b>			
Room 1	40	Smart TV	\$20.00
		Public PC (monitor, keyboard, mouse, webcam, speakers)	
Room 2	12	Public PC (monitor, keyboard, mouse, webcam, speakers)	\$8.00
Makerspace	25	LCD Monitor	\$20.00
<b>New Sudbury</b>			
Sinclair Room	16-24	LCD Monitor	\$15.00
		Public PC (monitor, keyboard, mouse, webcam, speakers)	
<b>South End Library</b>			
Conference Room	16-24	TV / DVD	\$20.00
		Public PC (monitor, keyboard, mouse, webcam, speakers)	
Meeting Room A+B	16-24	Smartboard / Projector	\$20.00
Meeting Room A	8-12	Smartboard / Projector	\$15.00
Meeting Room B	8-12		
<b>Valley East</b>			
Multipurpose Room	60	LCD Monitor	\$25.00