

	Membership Policy	Policy # OP-03
		Policy Type: Operational
		Approved Motion: 2026-22
		Review Date: 2030

PURPOSE

The purpose of this policy is to establish clear, consistent, and equitable guidelines governing membership at the Ramara Township Public Library. This policy defines eligibility requirements, membership categories, responsibilities of members, borrowing privileges, restrictions, and conditions of use.

This policy ensures that access to library services is administered fairly, in compliance with applicable legislation, and in alignment with the library’s commitment to intellectual freedom, privacy, accountability, and responsible stewardship of public resources.

SCOPE

This policy applies to all individuals who register for a Ramara Township Public Library card and to all individuals who access or use Library services, collections, digital resources, facilities, or equipment, regardless of membership status.

All members and users are expected to comply with this policy and all other policies adopted by the Ramara Township Public Library Board.

DEFINITIONS

Good Standing: A member whose library account has no active blocks resulting from overdue materials, unpaid charges, or violations of library policy.

Non-Resident: A fee-based membership available to individuals who do not qualify for a Regular Membership.

Reciprocal Borrowing: A partnership agreement between the Ramara Township Public Library and participating library systems that allows residents of Ramara and residents of designated reciprocal communities to obtain a library card at either library. Cardholders may access services, collections, programs and resources in accordance with the lending library’s policies.

POLICY STATEMENT

In accordance with the *Ontario Public Libraries Act, Section 23*, public library boards shall allow residents of the municipality for which the board is established to reserve and borrow circulating materials free of charge.

The Ramara Township Public Library Board is committed to providing equitable access to library services for residents of the Township of Ramara and, where agreements exist, residents of reciprocal borrowing communities.

By obtaining a library card or using Library services or facilities, individuals agree to abide by all policies established by the Ramara Township Public Library Board, including but not limited to the policy *OP-04 Code of Conduct* and related Library policies.

The library reserves the right to verify eligibility, apply borrowing limits, impose replacement charges, and suspend or revoke membership privileges in accordance with approved Board policies.

MEMBERSHIP ELIGIBILITY

Types of Memberships:

TYPES OF MEMBERSHIPS	QUALIFICATIONS REQUIRED	RESTRICTIONS/ LIMITATIONS
Resident		
Regular Membership	<ol style="list-style-type: none"> 1. Resides in or pays property taxes to the Township of Ramara with proof of a permanent address; OR Provide proof they are a current student or staff member at a school located within the Township of Ramara OR Is a current employee of the Ramara Township Public Library or the Township of Ramara and provides proof of employment. 2. Applicants aged 13 and older, must provide one piece of government-issued photo identification or two pieces of identification if photo ID is not available. 3. All identification must be original documents. Photocopies or reproductions are not accepted. 	<ol style="list-style-type: none"> 1. Membership expires every two (2) years. Proof of continued eligibility is required for renewal. 2. Borrowing limit: ten (10) items at one time. 3. DVDs/Blu-rays/audiovisual material are limited to five (5) at one time.

	<p>4. Parent or guardian consent is required for children aged 12 and under. Individuals aged 13 and over may obtain a library card without parental or guardian consent.</p>	
Reciprocal Borrowing	<ol style="list-style-type: none"> 1. Must have a card in good standing at the reciprocal borrowing location. 2. A permanent address is required, and the user must reside within the reciprocal borrowing borders. 3. Applicants aged 13 and older, must provide one piece of government-issued photo identification or two pieces of identification if photo ID is not available. 4. All identification must be original documents. Photocopies or reproductions are not accepted. 5. Parent or guardian consent is required for children aged 12 and under. Individuals aged 13 and over may obtain a library card without parental or guardian consent. 	<ol style="list-style-type: none"> 1. If a reciprocal borrowing agreement is removed, all members will be revoked access of their Ramara Library Card. 2. Ramara Township users who are utilizing reciprocal libraries must abide by their reciprocal library's policies and procedures. The Ramara Library is not responsible for any incidents, issues, or concerns that occur while utilizing another reciprocal library's resources and services. 3. Membership expires every two (2) years. Proof of continued eligibility is required for renewal. 4. Borrowing limit: ten (10) items at one time. 5. DVDs/Blu-rays/audiovisual material are limited to five (5) at one time.
Non-Resident		
Annual Memberships	<ol style="list-style-type: none"> 1. Resides outside the Township of Ramara and outside reciprocal borrowing communities. 2. Pays the annual non-resident membership fee as set by the Library Board (see Policy <i>FN-01 Fees Schedule</i>). Fees are non-refundable. 3. Proof of a permanent address is required. 	<ol style="list-style-type: none"> 1. Membership expires annually. Proof of continued eligibility is required for renewal. 2. Borrowing limit: ten (10) items at one time. 3. DVDs/Blu-rays/audiovisual material are limited to five (5) at one time.

Monthly Membership	<ol style="list-style-type: none"> 1. Resides outside the Township of Ramara and outside reciprocal borrowing communities. 2. Pays the monthly non-resident membership fee as set by the Library Board (see Policy FN-01 Fees Schedule). Fees are non-refundable. 3. Individuals without a permanent address, including those temporarily residing in a group home, recovery home, hotel, or similar residence, are eligible. 	<ol style="list-style-type: none"> 1. Membership expires monthly. 2. Borrowing limit: Five (5) items at one time. 3. Library of Things items are not available to monthly members. 4. No access to ILLO services
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Types of Identification Accepted:

<p>Personal Identification</p> <p>Driver's License Health Card Student Card (if under 18) Birth Certificate Assessment Notice Passport Canadian Citizenship Card Permanent Residence Card Indigenous Status Card Old Age Security Identification Card Canadian Armed Forces Identification Card Canadian Firearms License Ontario Photo Card</p>	<p>Current Address Verification</p> <p>Driver's License Utility Bill (<i>Hydro, Gas, Water, Phone, Cable</i>) School or University Identification Card Property Tax Bill Government Cheque Rental/Lease Agreement</p>
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MEMBERSHIP RULES

1. Account Rules

- 1.1. A valid membership in good standing is required to borrow materials. Members must present their library card at each checkout. Photo identification may be used in place of a library card up to three (3) times. After three instances, the member must present their library card or pay the replacement fee for a lost card.
- 1.2. Parents or guardians are responsible for the selection and use of materials borrowed by children aged 12 and under. The Library does not assume responsibility for monitoring a child's reading, viewing, or listening

choices, nor will it restrict borrowing privileges at the request of a parent or guardian.

- 1.3. Individuals aged 13 and over are responsible for the selection, use, and return of all materials borrowed on their account, including any applicable charges, unless another responsible party formally accepts responsibility for the account.
- 1.4. Membership privileges may be suspended, revoked, or restricted for failure to comply with Library policies. Privileges may be reinstated at the discretion of the Chief Executive Officer (CEO) or designate. See policy *OP-04 Code of Conduct*.
- 1.5. Members are responsible for promptly reporting lost cards and any changes to personal information, including mailing address, telephone number, and email address.
- 1.6. By providing an email address, members consent to receive notices related to holds, overdue materials, expiring memberships, auto-renewals, and other service-related communications. Members may request removal or modification of their email address at any time.

2. Collection Rules

- 2.1. Members must be in good standing in order to check out materials.
- 2.2. Materials have borrowing periods and limits based on material type, demand, and special circumstances such as accessibility needs. Please see or request a date due slip or email to know when an item is due back.
- 2.3. The library may charge replacement costs for lost or damaged materials. The member to whose account the item is checked out is responsible for all lost or damaged materials, regardless of whether they loaned the materials to another person.
- 2.4. A refund for paid replacement costs will be provided if the item is returned in acceptable condition within thirty (30) days of payment. Refunds after six months are not guaranteed.
- 2.5. All members may borrow circulating materials regardless of age, except for 'R'-rated DVDs, which are restricted to individuals aged 18 and over.
- 2.6. If the library does not have an item available in the required accessible format, or does not have the item at all, a member may submit a request for purchase if the item was published within the past one (1) year or request an interlibrary loan if it was published more than one (1) year ago. All requests are subject to the *Collections Policy*.

3. Interlibrary Loan (ILLO)

- 3.1. Requests are subjected for approval by the *Collections Policy*.
- 3.2. The library reserves the right to limit the number of ILLO requests.
- 3.3. Any charges incurred by borrowing from the lending library (overdue fees, lost/damaged replacement costs) are the responsibility of the borrower. This includes fees imposed by the Ramara Township Public Library that can be found on the *Fees Schedule*.
- 3.4. The library reserves the right to restrict or remove user access to Interlibrary Loan at any time.
- 3.5. Only Regular Memberships (including reciprocal borrowers) and Non-Resident Annual Memberships are permitted to access ILLO services.

4. Request for Consideration

- 4.1. Individuals having a concern regarding application of this policy may submit a written request for review to the CEO.
- 4.2. A parent or guardian wishing to cancel the membership of a child aged 13 or over must submit a written request to the CEO.

CONFIDENTIALITY

The Ramara Township Public Library Board is committed to protecting the privacy and confidentiality of member records in accordance with applicable privacy legislation.

To uphold this commitment:

- Account information will be disclosed only to the library cardholder or to a designated responsible party listed on the account.
- Members may authorize another individual to access their account through documented mutual consent.
- Members are identified by a unique library card number.
- Members establish a Personal Identification Number (PIN) to access digital resources and self-service functions.
- The library will not disclose personal information except where required by law or where there is an immediate risk of harm to the individual or others.
- The library will use account information, such as mailing address, telephone number, or email address, solely to communicate relevant account information, including but not limited to available holds, overdue items, account expiry, or notification of damaged materials. Members may choose to remove either their email address or telephone

number from their account; however, at least one method of contact must be maintained to receive account notifications.

- Library members may request their account to be deleted. Please allow for 5-10 business days for this to be completed.
- To maintain accurate records, accounts will be deleted eight (8) years after the date of expiry. Members who return to the library after this period may create a new account. Accounts with outstanding fines or charges may be retained beyond this period with approval from the Chief Executive Officer.