
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A1-Library Card Policy

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OBJECTIVE: To establish guidelines for issuing library cards at the Township of Uxbridge Public Library.

DATE OF APPROVAL: November 18, 2004

MOTION: 04-69

DATE OF AMENDMENT AND MOTION: October 18, 2007 Motion 07-78

Policy Statement

The Township of Uxbridge Public Library issues free library cards to residents of the Township of Uxbridge.

Policy Practices

1. ELIGIBILITY

- 1.1 Library cards are available free of charge to all persons who are residents of the Township of Uxbridge. A library card must be presented for all library transactions and participation in programs.
- 1.2 Reciprocal Borrowers who possess a library card in good standing from a Durham Region Public Library may use that card to obtain library cards in the Township of Uxbridge. The Township of Uxbridge Public Library reserves the right to restrict services available for patrons using out of region library cards.

2. OWNERSHIP

Library cards are the property of the Township of Uxbridge Public Library and must be surrendered upon request. The Township of Uxbridge Public Library reserves the right to refuse or retain the cards of any person who abuses library regulations or behaves in an inappropriate manner.

3. RESPONSIBILITY OF PATRON

- 3.1 Failure to report a change in address or name, retention of library materials beyond the loan period or non-payment of fines or charges may result in the suspension of the library card. In serious or repeated cases, library cards may be cancelled.
- 3.2 Library cards are not transferable and may be used only by the person to whom they were issued. Library staff may request further identification at any time to confirm the identity of a user.
- 3.3 Any lost or stolen library card must be reported to the Township of Uxbridge Public Library as soon as possible. Users remain responsible for use of a lost or stolen library services card until notification is received by the Township of Uxbridge Public Library.
- 3.4 Any change of address must be reported to the Township of Uxbridge Public Library within 30 days.
- 3.5 A \$2.00 fee and presentation of a photo I.D. are required for card replacement.

4. APPLICATION

4.1 Adults and Young Adults (14 – 18 years of age)

Applicants must provide positive proof of personal identity and residency in the Township of Uxbridge.

4.1.1 Acceptable proof of identity consists of:

i) one (1) piece of government issued photo ID (eg., driver's license, passport, firearms card, or OHIP Card) with a current address.

Or

ii) one (1) piece of non-photo ID (eg., car registration, school ID, utility bill or bank statement) with a current address.

AND

iii) one (1) piece of identification with photo and name.

A credit card or Social Insurance card is not acceptable as a piece of identification.

- 4.2 **Children (under 14 years of age) may apply for their own library cards.** An Ontario Health Services card is required as proof of identification for the child. The parent or legal guardian must show proof of address and sign the library card. The parent or legal guardian must have a Township of Uxbridge Public Library library card in good standing at the time of signing for an under age applicant. The parent or legal guardian is responsible for all use made of the library services card, and uncollected charges/materials will be billed to the parent or legal guardian.

4.3 Reciprocal Borrowers

- 4.3.1 People who live outside the Township of Uxbridge who hold a valid card from another library are eligible to get a library card from the Township of Uxbridge Public Library.
- 4.3.2 Library cards must be obtained for each family member for whom you would like to have a Township of Uxbridge Public Library library card.

4.4 Institutional Cards

- 4.4.1 Institutions (other than libraries), may have a library card. The chief financial officer should complete and sign the registration form. Other institution employees may register for an institutional card, but the person who signs the card will be responsible for all items that are checked out on that card. The registration information should be entered under the Institution's name.

5. TERMS AND CONDITIONS

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- 5.1 The terms and conditions for use of a library card may be changed at any time by the Township of Uxbridge Public Library. Posting of notice of changes shall constitute proper notice. Use of a library card after such posting shall constitute acceptance of any changes.
- 5.2 Library cards must be presented in order to borrow materials. They are issued to individuals and are not to be used by another family member or person. Cards may not be honoured, and can be confiscated, if found to be used by someone other than the person named on the card.
- 5.3 The Library places no age restrictions on materials. All patron information, including titles of items checked out or on reserve, is confidential and will only be released to the person named on the card.