







## MEMBERSHIP INFORMATION – GUIDELINES

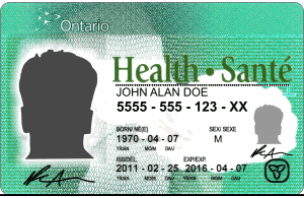

All applicants for library memberships, except children in grade 8 or younger, must present identification with **current name and address** to obtain, or renew, a membership.

Name and address with photo (no other ID required):

- Driver’s license
- Ontario health card (version with address on the back)
- Ontario Photo ID card (ages 16 and up)

If the applicant does not have any of the above, they are required to present *two pieces* of identification: one from the Name Identification list, and one from the Address Identification list:

NAME IDENTIFICATION	ADDRESS IDENTIFICATION
<p>Driver’s license</p> 	<p>Driver’s license</p> 
<p>Birth Certificate</p> 	<p>Motor vehicle permit</p> 
<p>Current Bill or Invoice</p>	<p>Ontario Health card (version with address on the back only)</p>
<p>Current Lease</p>	<p>Current bill or invoice</p>
<p>Current Legal Document (subpoena, parole, or bail)</p>	<p>Current government cheque</p>
<p>Hospital Card</p> 	<p>Current lease or mortgage agreement</p>
<p>Landed Immigrant Certificate or Citizenship card</p> 	<p>Current legal document</p>

<p>Ontario Health card</p> 	<p>Realty tax bill in the name of the person, not a company</p>
<p>Major credit card or bank card</p>	<p>Ontario Identification Card</p> 
<p>Passport</p> 	<p>Official rent receipt, with address</p>
<p>Social Insurance Card</p> 	<p>Bill with address</p>
<p>Student Card (not handwritten, name listed on card)</p>	<p>Mail, addressed envelope with recent postmark (2 months or less)</p>
<p>Employer issued ID card (not handwritten, name listed on card)</p>	<p>Pay stub, with address</p>
<p>Armed Forces card</p>	<p>Insurance policy</p>
<p>Ontario Identification card</p> 	<p>School report card or transcript (for young adults between 13-17 years old)</p>
<p>Indian Status Card (government issue only)</p> 	

Unacceptable Identification:

- Any handwritten identification
- Bills, leases, and legal documents older than two months of the date of registration or renewal
- Expired documents

1. All children, 12 years of age and younger, need permission of a parent or guardian before a library card will issued.
2. All membership cards issued are non-transferable.
3. Non resident fees are set annually by the Library Board.
4. The library membership card must be presented each time items are borrowed. Upon presentation of identification with name and address, items may be borrowed if the library card is forgotten.
  - a. If patrons come in with their spouse's card or children's cards, they may use the card as it is considered "given consent" to check out materials
  - b. A note may be placed on both of the spouse's cards to say they may check out materials for each other on their own cards
5. A replacement fee is charged for a lost or damaged card. The library member is responsible for reporting a lost card, and changes in address, email, and telephone number.
6. The parts or guardian of a child under 18 years of age is responsible for materials borrowed by the child.
7. A patron cannot borrow materials if he/she owes more than \$10.00, has more than 10 overdue items, or has 3 or more "claims returned" items on his/her account.