

Policy No.: P24

Policy Title: Pickering Public Library Membership

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Point of Contact: Director, Corporate Services & Collections

POLICY STATEMENT

The purpose of the Pickering Public Library (the “Library”) Membership Policy is to:

- Provide criteria for library membership in order to get a library card;
- Ensure that Pickering Public Library provides equitable access to library collections, programs, and services;
- Protect intellectual freedom and respect individuals' rights to privacy and choice; and,
- Ensure stewardship and maximum use of materials and services.

POLICY PRINCIPLES

1. Eligibility

- This policy defines who is eligible for a Library card and under what terms. A library card is not required to enter the library.
- Any person who lives, works, attends school, or owns property in the City of Pickering is eligible for membership without charge, upon presentation of acceptable identification, and is entitled to use the Library's services. All children who are 13 years of age and under, require the signature of a parent or guardian to get a library card.
- Reciprocal membership is available for any resident of Durham Region without charge upon presentation of acceptable identification.
- A **Non-Resident** is an individual who does not live, work, attend school or own property in Pickering may access services and borrow physical materials only

from the Pickering Public Library by paying a non-refundable fee. Payment of this fee entitles each member of the non-resident household to library membership. Non-resident privileges can be purchased for a 3-month, 6-month or 12-month period.

2. Library Membership – Conditions and Use

- To obtain a library membership, applicants must present acceptable identification to library staff or demonstrate their eligibility through the online registration process.
- A library membership must be renewed every two years with confirmation of relevant information. All outstanding fines and fees must be cleared at time of renewal.
- Clients aged thirteen and over must sign the physical card upon registration unless unable to do so due to a disability. For online registration, the applicant must signify their agreement to Library policies.
- The parent/guardian of a child (from birth up to and including age 12) must present identification to register the child for a library membership and sign the child's card. If the parent/guardian is not present, the child will be given a registration form for the parent/guardian to complete and authorize.
- In signing the card, the signer accepts responsibility for the choice, use and return of all materials borrowed and for charges on items that are overdue, lost or damaged.
- A client must present their library card to borrow materials and access some collections, services and programs.
- A client must check material out properly, treat it with care, and return it on time so that material will be available to other clients.
- A library membership is not transferable (i.e. library privileges apply to individuals only and may not be transferred from one individual to another).
- Clients are entitled to one library card only. A second library card may be issued for children of divorced/separated parents, a separate card for use with each parent/guardian.
- The library card is the property of the Pickering Public Library Board.
- Loss or theft of a library card must be reported immediately. Members are responsible for any materials borrowed on their cards until loss or theft is reported.
- Change of name, address, phone number or email address must be reported immediately.

3. Limits

- The number of items which a client may borrow may be limited on the basis of local demand and material supply.
- Remote access to electronic products may be restricted based on licensing agreements.
- Pickering Public Library establishes and reviews periodically, the maximum number of items and allowable holds that are available to a client at any one time. For details consult our [Borrowing Guide](#).

4. Membership Types

- Full-Service
 - For adults, children and teens who live, work, go to school or own property in Pickering.
 - Requires name and address identification and other documentation as appropriate (e.g., proof of work location) and disclosure of other personal information.
 - Provides access to all library services and collections, including digital and physical collections.
 - Children and Youth cards: In keeping with the Library's The Rights of Children and Teens in the Public Library Policy, there is no restriction on collection materials borrowed by children. Parents/guardians and caregivers are responsible for the selection, use and safe return of borrowed materials. There are some limits on services that children can access (for example they may not borrow Makerspace loanables).
- Access
 - For clients who are experiencing homelessness or who are precariously housed and unable to provide permanent address identification.
 - Requires name identification and disclosure of other personal information.
 - Provides full access to library services, including those available through digital channels.
 - Borrowing limit of five physical items at a time.
- Reciprocal
 - For clients that reside in other Durham municipalities.
 - Requires name and address identification and disclosure of other personal information.
 - Provides full access to library services, including those available through digital channels.

- Corporate
 - For corporations located in Pickering including businesses, day cares, schools, and group homes.
 - Requires name and address identification from authorized individual.
 - Provides access to the physical collection only.
- Visitor
 - For clients who do not meet the eligibility requirements for a library membership and who do not wish to pay the non-resident fee.
 - Requires name identification and disclosure of other personal information.
 - Provides access to in-library services, such as computers, printing, photocopiers.
- Temporary
 - For Pickering residents who have a permanent address but can only provide name identification.
 - Full borrowing privileges granted upon presentation of full identification requirements.
 - May borrow one item on the initial visit with the exception of some items such as Makerspace loanables.
- Non-resident
 - For non-residents who live outside of Durham Region and are not eligible for a free Pickering Public Library membership.
 - Requires name and address identification and other documentation as appropriate plus a fee of \$50 for an annual membership, \$27 for a six-month membership or \$15 for a three-month membership.
 - Provides full access to library services, including those available through digital channels.
 - Extended Access to our Claremont Library is not included with the Non-resident card.

RELATED POLICIES & PROCEDURES

- Freedom of Information and Protection of Privacy Policy
- The Rights of Children and Teens in the Public Library Policy

Alternate formats of this document are available upon request.
Please speak to Library staff for assistance.