

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

|                          |                         |
|--------------------------|-------------------------|
| Policy Type: Operational | Policy: OP-05           |
| Policy Title: Membership | Approval Date: 02/10/26 |
| Chairperson: V. Duke     | Review Date: 05/28      |

**INTENT**

The Muskoka Lakes Public Library (herein after referred to as the Library) recognizes that a primary objective outlined in the Ontario Public Libraries Act, RSO, 1990, Chapter P.44 (hereinafter referred to as the Act) is to ensure equal access to Library resources for all citizens, regardless of their ability to pay or the nature of the format.

**REGULATIONS**

Section 23(4) of the Act authorizes the Library to set rules for the use of Library services.

**PROCEDURES****Membership**

All persons who live, work, attend school or own property in the Township of Muskoka Lakes (herein after referred to as the Township), are entitled to become a member of the Library without charge.

1. A resident is a person who has a Township address or who owns property in the Township and is the primary cardholder. Power of Attorney has the power to act on behalf of the resident.
2. Others residing at the same address, either permanently or temporarily, may register for membership and obtain their own Library cards as a secondary cardholder. They must be accompanied by the resident who verifies that the person resides at the same address and confirms that as the primary card holder, the resident will be responsible for any items that are lost or damaged by the secondary cardholder.
3. Students who reside outside the Township, including exchange students who attend school in the Township are eligible for a Library card upon presentation of proof of attendance for the current term.
4. Individuals who work in the Township and can provide proof of employment in the Township are entitled to a Library card at no cost.
5. Any educator, with proof of current employment, at an education facility in the Township is eligible for an Educator Card. This includes K-8 classroom teachers in public and private schools as well as educators in licensed daycare centres. The Educator card, which is separate from the personal Library card is valid for 1 year from date of registration and

needs to be renewed annually. With this card, which is to be used by the card holder only and is not transferable, the educator may:

- i. Check out most items for a 6 week loan period.
- ii. Renew most items once unless the item is reserved for another member.
- iii. Check out bestsellers for the same loan period as a regular member

As per the Library’s Youth Services Policy OP-21, children will be encouraged to have their own Library card. For children under fourteen years of age, parents/caregivers will be responsible for their child’s behaviour in the Library and responsible for their child’s membership. Youth, fourteen years of age and older, can provide their own identification and apply for a Library card without parental consent.

All non-residents are charged a fee of \$25 for a six-month Library membership. Non-resident cards are renewable every six months for \$25, provided overdue materials are returned and outstanding accounts are settled.

The Library has reciprocal borrowing arrangements with the other libraries in the District Municipality of Muskoka and residents of these communities are treated as permanent residents:

- Town of Bracebridge
- Township of Georgian Bay
- Town of Gravenhurst
- Township of Lake of Bays
- Town of Huntsville

### Identification

Proof of name and address is required to obtain a Library card.

Documents are used to verify name and address only. No other information on the document(s) presented is kept on record.

A valid Ontario Driver’s License is acceptable as a single document. In other cases, 2 documents showing acceptable identification and proof of current address/employment is required.

| Acceptable Identification        | Acceptable Proof of Address/Employment             |
|----------------------------------|----------------------------------------------------|
| • Health card with photo         | • Government benefit statement/cheque              |
| • Citizenship card               | • Lease/rental agreement/mortgage                  |
| • Passport                       | • Bill or invoice                                  |
| • Student ID card                | • Utility bill                                     |
| • Employee ID or benefit card    | • Motor vehicle permit                             |
| • Landed immigration certificate | • Property tax assessment or bill                  |
| • Social Insurance Card          | • Insurance policy                                 |
| • School timetable               | • Employer record (pay stub/ letter from employer) |
| • Report Card                    |                                                    |
| • Ontario Photo Card             |                                                    |



## Conditions of Membership and Card Use

1. Membership is not transferable to other individuals.
2. Members will be issued a Library card without charge.
3. An individual is entitled to only one Library card. Lost or damaged cards will be replaced for a fee.
4. The card is the property of the Library and must be returned on request.
5. Lost or theft of a card must be reported immediately; members are responsible for any materials borrowed on their cards until loss or theft is reported.
6. Change of address, name or phone number must be reported immediately.
7. Renewal requires in person verification of the member's name, address, telephone number and payment of outstanding monies owed to the Library. To support accessibility and equitable service, the CEO or designate may approve alternative verification methods when in-person attendance presents a barrier (e.g., video call or home visit).

## Suspension

Membership can be suspended for:

1. violating or being unwilling to comply with Library policies, in accordance with the Library's Code of Conduct OP-01.
2. failing to return materials or make recompense for the loss or damage of Library materials. Privileges will be reinstated when all items are returned and all outstanding accounts are settled.

## RELATED DOCUMENTS

MLPL OP-01 – User Code of Conduct

MLPL OP-02 – User Records

MLPL OP-03 – Protection of Privacy, Access to Information and Messages under CASL

MLPL OP-04 – Circulation

MLPL OP-06 - Safety and Supervision of Children

MLPL OP-13 – Fee Schedule

MLPL OP-21 – Youth Services

