MEMBERSHIP POLICY

1. Registration

1.1. Residents of the Township of Tay are entitled to free membership at the Tay Township Public Library. A resident is defined as someone who lives in or pays taxes to the Township of Tay.

1.2. Anyone wishing to become a member of the Tay Township Public Library must present identification with current name and address.

1.3. Children under 16 must have their membership form signed by a parent or guardian. The adult signing for a child is responsible for all materials taken out on that child's card***. A Computer and Internet Use Permission Form must be completed for each child under 16 in order to access the internet resources.***

1.4. All members must sign the back of their library card committing them to abide by the regulations of membership.

1.5. All members must notify the library staff of changes of address and/or telephone numbers.

1.6. A member who loses or damages a library membership card will be charged a replacement fee of $5.00.

1.7. Members must present their library cards to take out materials. Upon presentation of identification with name and address, items may be borrowed if the library card is forgotten. This is allowed twice a year and is noted on the patron's record.

1.8. A member's library card is not transferable and is the property of the Tay Township Public Library.

2. Non-resident memberships

2.1. A non-resident is defined as anyone who does not reside in or pay taxes to the Township of Tay. This includes anyone renting a cottage for the summer or renting at a trailer park or marina. Non-residents wishing a membership will be charged a membership fee

according to the current approved fee schedule.

3. Seasonal Membership

3.1. Seasonal members must provide both a local address and a permanent address.

4. Temporary Membership

4.1. Temporary members must provide both a local address and a permanent address.

4.2. A temporary membership is any membership issued for less than a year.

5. Membership Agreement

5.1. Upon signing the Tay Township Public Library card, the member agrees to:

5.1.1. Present their card each time material is borrowed

5.1.2. Report changes of address or loss of card promptly (Replacement charge applies)

5.1.3. Be responsible for materials borrowed by self or children

5.1.4. Be responsible for any fines incurred

6. Confidentiality Of Membership Information

6.1. All information contained in or developed from the Library's database that pertains to membership records or that identifies individuals and their borrowing records is confidential. Please refer to the *Confidentiality of Patron Records Policy*.