



SUBJECT: MEMBERSHIP & BORROWING POLICY

Policy No: 2026-12

Date: April 20, 2026

Review Date: April 2027

Pages: 9

PURPOSE

The purpose of the Membership & Borrowing Policy is to:

- Promote universal access to a broad range of human knowledge, experience, information and ideas;
- Protect intellectual freedom and respect individuals' rights to privacy and choice;
- Ensure stewardship of materials;
- Make materials widely available to the community;
- Maximize use of collections and services;
- Facilitate requests for materials; and
- Retrieve overdue materials and collect fees as required.

The Innisfil Public Library Board recognizes that a primary objective of the Ontario Public Library Act, RSO, 1990, Chapter P.44, is to ensure equal access to library resources for all citizens, regardless of their ability to pay or the nature of the format.

Personal information is collected by the library under the guidance of the Public Library Act, RSO, 1990, Chapter P.44, and the Municipal Freedom of Information and Protection of Privacy Act. As such, all collected information is protected as laid out in the Acts.

POLICY

Application

The policy applies to all users of the Library. It covers the registration of library users and the borrowing of library collections and services. It sets:

- Conditions and use of library membership;
- Borrowing privileges, responsibilities and restrictions;
- Fees and fines related to use of materials, memberships, and services as outlined in the Library Fees and Charges Schedule

Definitions

An ***Account in Good Standing*** is one that has:

- Less than \$25.00 in fees;
- No overdue items;
- Has not expired;
- Has not been blocked;
- Individual has not been banned or trespassed from Library property, in accordance with the Rules of Conduct Policy.

Adult means individuals aged 18 years and older.

Dependent Adult means a person aged 18 years or older who is under the legal guardianship of an individual or institution.

Children means individuals aged 0-11 years of age.

Youth means individuals aged 12-17 years of age.

Cost Recovery refers to the fee charged to the Library by established vendors, plus an administrative charge to offset administrative costs.

Library Card is a unique identifier issued by the Library to an account holder. It may be provided as a physical card or as a digital barcode available through approved library applications.

Library of Things means a collection of items outside traditional library materials. This includes accessible devices, technology, equipment, toys, and more.

Member/Account Holder means the individual to whom the library account is issued and in whose name the account is registered.

Permanent Resident refers to a person who maintains their residence located within the geographic boundaries of the Town of Innisfil.

TYPES OF MEMBERSHIPS

Full Membership

This type of membership allows individuals to borrow all materials offered by the Library, with only those limitations stipulated in the appendices to this Policy. The following individuals qualify for a full membership:

- Permanent residents of Innisfil;
- Students attending a school located in Innisfil;
- Those who work at a business, organization, or institution located in Innisfil;
- Those who own property in Innisfil;
- Indigenous, Metis, and Inuit persons residing in Ontario;
- Individuals who qualify for a membership through a valid Reciprocal Borrowing Agreement.

Each year the membership will expire, blocking the account until staff can confirm contact information and obtain any required updates.

Access Membership

Those who reside in Innisfil and do not have stable long-term housing may be issued an Access Membership. This type of membership provides full access to the Library's Digital Collection, and limits borrowing of physical materials to three (3) items at any given time.

Access Memberships do not qualify for use of the Interlibrary Loan Service, and restrictions may be placed on borrowing some items from the Library of Things collection.

Photo ID is not required to register for an Access Membership; however, proof of name is necessary.

Non-Resident Membership

Non-residents who do not qualify for any of the above membership types may purchase a membership. Photo identification and proof of address is required.

MEMBERSHIP CONDITIONS & USE

Individuals may only register themselves or an individual for which they are the legally assigned guardian for a Library membership. Memberships are not transferable; however, some exceptions may apply.

Members may only have one account at a time; however, separate accounts may be created for children or dependent individuals who reside in more than one household or who are under the guardianship of two or more adults, with each account administered under the oversight of an assigned guardian.

Responsibility of Members

By registering for a membership with the Library, members agree to:

- Assume responsibility for all activity on the account;
- Present their Library card at the request of Library Employees, including to borrow and renew materials, and to access some services and programs;
- Return materials in good condition;
- Return materials by the due date, or renew items when this option is available;
- Pay the replacement fee for damaged and lost materials;
- Report loss or theft of a Library Card as soon as possible;
- Update the account with change of name, address, phone number, and email address as soon as possible;

Suspension of Services

The Library has the right to suspend a member's account, and block borrowing privileges and access to digital resources under the following conditions:

- Total outstanding fees on the account exceed \$25.00;
- There are items overdue on the account;
- Extensive history of long overdue, damaged, or lost items;
- Misuse or destruction of Library property;
- Breaching the Library's Rules of Conduct Policy.

Verification

Adults aged 18 and older are required to provide proof of their name and address to register. Only one of the following forms of identification is required:

- Valid Ontario driver's license, with current address;
- Valid Ontario photo card, with current address;
- Metis Nation of Ontario photo card, with current address.

If an individual does not possess any of the above forms of identification, they must present one of the following from each of these two categories:

1. Name

- a) Valid Ontario driver's license, with previous address
- b) Valid Ontario photo card, with previous address
- c) Metis Nation of Ontario photo card, with previous address
- d) Permanent Resident Card
- e) Canadian Citizenship Certificate
- f) Secure Certificate of Indian Status card
- g) Birth Certificate
- h) Social Insurance Card
- i) Passport

2. Address

- a) Current lease or rental agreement
- b) Utility bill (less than 3 months old)
- c) Employer pay stub
- d) Motor vehicle ownership or insurance policy slip
- e) Any benefit statement issued by the Government of Canada or the Government of Ontario (less than 3 months old)

Children

There is no minimum age requirement to apply for a membership.

Children must have a legal guardian complete the Child Membership application form, and guardians must provide proof that they qualify for a membership, or that the child attends school in Innisfil.

Guardians assume responsibility for the account, including but not limited to: overdue and lost items, damaged items, and replacement fees.

Youth

Youth aged 12 -17 may apply for a membership independently by showing proof of residency or school registration, in which case a student ID is acceptable. Youth who are unable to provide proof must have a legal guardian complete the Child Membership Application form instead.

Dependent Adults

Dependent Adults must be registered by their Legal Guardian who assumes responsibility for the account, including but not limited to: overdue and lost items, damaged items, and replacement fees.

BORROWING CONDITIONS & USE

Borrowing Materials

Account holders may borrow materials from any of the Library's service points, provided their account is in good standing. They must present their Library card in order to borrow materials.

Borrowing some items from the Library of Things collection requires current photo ID in addition to a valid library card.

Loan Periods

Loan periods vary by format, demand, and collection size. The CEO or designate may adjust loan periods as necessary to ensure the efficient management of the Library's collections. Physical materials must be returned to any location with a return box operated by the Library. See *Schedule A - Loan Periods, Limits, and Renewals*.

Reserving Materials

Members may reserve materials, also known as "placing a hold" on an item. Holds will be permitted on most circulating materials.

Renewals

The member's account must be in good standing to renew items. When there is a hold on an item, it will not be renewed. Renewals may not be permitted on some items.

Limits

There are limits to the number of items an individual or household can borrow at a time.

Library of Things items are limited to one per account. However, Library Employees may make an exception when multiple items are needed. See *Schedule A - Loan Periods, Limits, and Renewals*.

Non-Circulating Items

Some items may only be used at the Library, including items in the following collections:

- Reference;
- Local History;
- In-Library use technology (e.g. computer).

Members may still be required to check items out on their account for in-library use.

Interlibrary Loans

Interlibrary loan services are provided to patrons in accordance with our participation in resource sharing partnerships with other libraries. See Resource Sharing (Interloan) Policy.

Fees Overview

In accordance with the *Ontario Public Library Act, RSO 1990, c. P.44, s. 23(1)*, the Library does not charge fees for borrowing physical or digital materials. Fees may be charged for certain services, materials, programs, and equipment, based on cost recovery and operational requirements, and are outlined in the *Library Fees and Charges Schedule*.

The Library does not charge overdue fines for books, audiobooks, DVDs, Blu-Rays, video games, or magazines returned late. Late fees may be charged for items from the Library of Things collection and will vary depending on the item.

Replacement fees may be applied when items are lost, assumed lost, or returned damaged beyond normal wear. Items are considered lost when they are three (3) weeks overdue, at which time the replacement fee is applied. If the item is returned in good condition before payment is made or the record is deleted, the replacement fee will be waived. Library Employees will determine whether damage is the result of normal wear or negligence and whether missing or damaged components render an item unusable.

Fees may be charged for programs, particularly when space is limited and the program is offered on a cost-recovery basis. All attendees, including parents or caregivers, may be required to pay a program fee. Program fees will be waived for a mediator or caregiver accompanying a person with a disability or other support needs.

The Library also charges fees for the use of equipment and materials in the HackLAB. These fees are based on cost recovery for materials and to help offset maintenance costs.

Related Policies

Book Club Policy

Children & Youth Services Policy

Collection Management Policy

HackLAB Policy

Home Library Service Policy

Program Policy

Resource Sharing (Interloan) Policy

Related Documentation

Library Fees and Charges Schedule

Approved by the Innisfil Public Library Board, April 21, 2026

Motion Number: 2026.23

Supersedes Policy #2025-06, approved March 24, 2025; Motion #2025.16; and Policy #2024-09, approved March 18, 2024, Motion #2024.24; Policy #2010-16 (Borrowing Policy), approved June 15, 2020, Motion #2020.49; & Policy #2019-10, approved April 15, 2019, Motion 2019.37; &

Policy #2017-07, approved March 20, 2017, Motion #2017.27; &

Policy #2013-17, approved November 18, 2013, Motion #2013.101; &

Policy #2010-18, approved October 12, 2010, Motion #2010.64; &

Policy #2006-06, approved March 20, 2006, Motion #2006.24; &

Policy #2002-34 (Lost/Damaged/Overdue Materials), approved November 11, 2002, Motion #2002.52; &

Policy #2002-33 (Patron Borrowing), revision approved November 11, 2002, Motion #2002.51; &

Policy #2002-32 (Circulation), approved November 11, 2002, Motion #2002.49; &

Policy #2002-31 (Fees & Fines), approved December 9, 2002, Motion #2002.63 & Motion #2002.64; &

Policy #2002-28 (Seasonal & Temporary Residents), approved December 9, 2002, Motion #2002.62; &

Policy #2002-25 (Fees & Fines Schedule), approved October 15, 2002, Motion #2002.43; &

Policy #2001-16 (Circulation), approved November 11, 2002, Motion #2002.49;

Policy #2001-14 (Lost/Damaged/Overdue Materials), approved January 14, 2002, Motion #2002.07;

Policy #2001-01 (Patron Borrowing), approved October 12, 2000, Motion #2000.36; &

Policy #12 (Overdues), issued May 26, 1993, Motion #93.36;

Policy #07 (Circulation), issued September 11, 1995, Motion #95.38

Policy #6 (Borrowing), issued July 15, 1991.

Policy #5 (Overdues), issued June 24, 1991.

Schedule A - Loan Periods, Limits, and Renewals

ITEM	LOAN PERIOD	LIMITS	RENEWALS
Books, Audiobooks	3 weeks	50 total	3
DVD and Blu-Ray (movies)	1 week	10 total (movies and TV series)	1
DVD and Blu-Ray (TV series)	3 weeks	10 total (movies and TV series)	1
Video Games	1 week	3 per account	1
Magazines	1 week		1
Library of Things Items (laptops, maker kits, etc.)	1 to 3 weeks	1 per account, with some exceptions	1 or 3
eBooks and eAudiobooks	1,2, or 3 weeks, as selected by the customer	Holds: 10* Checkouts: 15*	3*

*Subject to change without notice due to high demand

All Replacement Fees and other fees are outlined in the Library Fees and Charges Schedule.