

Policy Name	Library membership	Policy #:	C1
Version History: Approval April 23, 1987; Revised April 5, 2000; November 16, 2006; September 16, 2010; October 18, 2012; September 21, 2023			

Purpose

The purpose of this policy is to explain the privileges, requirements and responsibilities of library membership.

Policy Statement

1. General

- 1.1. Port Moody Public Library's service area includes: all residents of the City of Port Moody, the Public Library InterLINK area, and regions participating in the BC OneCard program.
- 1.2. When special demands by groups or individuals become excessive, such services may be limited wherever the staff's ability to serve the general public is compromised.

2. Port Moody Residents

- 2.1. All Port Moody residents may have a library card which entitles them to library services. Persons are required to supply satisfactory proof of residence.
- 2.2. Cards are issued to persons under the age of thirteen for use in the library on receipt of the signature of the parent or guardian accepting responsibility for the choice of books and materials, as well as for the loss of or damage to items borrowed on the card.

3. Reciprocal Borrowing - Public Library Interlink

- 3.1. Persons living within the Public Library InterLINK region may register with the Port Moody Public Library for a Port Moody card, upon satisfactory proof of identification.
- 3.2. InterLINK patron cardholders from any Public Library InterLINK library may register their "home library card" and borrow materials from Port Moody Public Library. When presenting their "home library card," patrons need to present two pieces of identification to register their card at Port Moody Public Library.

4. Reciprocal Borrowing – BC OneCard: Service To Patrons Residing Beyond Public Library Interlink

- 4.1. Members of libraries participating in the BC OneCard program (outside of the Public Library InterLINK region) may join Port Moody Public Library without charge upon presentation of satisfactory identification and proof of membership with their own library.
- 4.2. BC OneCard members are restricted from placing holds or requesting interlibrary loans.

5. Service to Non-Residents

- 5.1. Persons residing outside the City of Port Moody but owning property or paying for a current business license within the City may join the library without charge, as long as they produce evidence of eligibility for a free library card on such grounds.
- 5.2. With the exception of the categories of non-resident borrowers covered in the preceding paragraphs, non-resident adults will be charged an annual fee.
- 5.3. BC residents living in out of service areas that are not paying taxes for library services (such as Anmore, Belcarra, Lions Bay and University Endowment Lands) will be charged an annual fee.
- 5.4. The single base rate fee for non-resident users will be no less than the yearly per capita grants from the City and the Province. This rate will be established on an annual basis by the director, based on the current year per capita grant.

6. Service to Persons with Barriers to Access

- 6.1. Persons without a fixed address or insufficient proof of residency including but not limited to refugees, homestay students, or unsheltered people may join the library for free, and be eligible for a low barrier library card.
- 6.2. Adults under the care of a social agency or another adult who are not able to apply for library membership on their own may join the library for free, and be eligible for a low barrier library card.
- 6.3. Low barrier library cards will allow for patrons 13 years of age and older to borrow up to five (5) items regardless of format.
- 6.4. A low barrier card not incur fines, but borrowing privileges may be suspended if items are not returned. Low barrier cards must be renewed after one year.

7. Institutional Membership

- 7.1. Any business or organization with a current business license in the City of Port Moody may receive an institutional membership free of charge.
- 7.2. Responsibility for borrowed materials rests with the institution. Such responsibility must be authorized by a signing officer of the business or organization.

8. Service To Visitors

- 8.1. Visitors to Port Moody living outside of the Public Library InterLINK and BC OneCard areas, and who will be in the City for not less than one month, can obtain a three (3) month library membership upon payment of a deposit fee. This deposit fee will be equal in amount to the single non-resident fee. One-half of the deposit fee is refundable if all material is returned on time and in good condition.

9. Responsibility of Membership

9.1. The holder of a library card shall be responsible for all use made of the card.

10. Children's Access

- 10.1. The free use of the Public Library is a right of every child. To meet the informational needs of children today, all library materials in the adult departments must be easily available regardless of the child's age or grade. While some parents may feel secure knowing their child is confined to a restricted area, it is not the role of the librarian to censor the reading of the child. The responsibility for the type of materials, as well as for the materials themselves, must be taken by the parent in the same manner in which they control television watching or any other activity of their child.
- 10.2. Port Moody Public Library will therefore not prevent those children wishing to do so from using the adult department.
- 10.3. A parent's signature is required to ensure that the parent understands his or her responsibility relating to the child's use of the public library.

11. Circulating Material

- 11.1. In order to ensure that all readers have equal access to all circulating materials, and in order to help students with enough resources for school assignments, it may be necessary to limit items per subject at certain times of the year.
- 11.2. Loan periods may vary from time to time depending upon the type of material loaned.

12. Confidentiality Statement

- 12.1. Access to an individual's personal information will be provided in accordance with provisions of the Provincial Freedom of Information and Protection of Privacy Act, and in recognition of the library's support of the principles outlined in the Canadian Charter of Rights and Freedoms.
- 12.2. No personal information regarding an individual is to be given to any agency or individual without a court order or subpoena unless otherwise specified under the Freedom of Information and Protection of Privacy Act. All such requests must be referred to the director.