

MEMBERSHIP POLICY

Approved: August 21, 2002

Revised: Jan. 19, 2006; Oct. 17, 2006; Oct. 21, 2008; Jul. 7, 2009; Aug. 18, 2009

Who Can Be a Member

Membership will not be denied because of religious, racial, social, economic or political status and will be granted as follows:

Resident Memberships

1. A borrower's card for children and/or adults may be issued free of charge to all permanent residents, and/or non-resident property owners in the City of Trail and the Village of Warfield.
 - 1.1 Staff, and recently laid-off staff, will receive free library cards if not residents of Warfield or Trail.

Non-Resident Memberships

2. A person not residing in the above areas may become a member upon payment of an annual fee determined by the Board (see **APPENDIX A - Fee Schedule; 1**).
 - 2.1 Before becoming members, non-resident property owners are required to produce adequate evidence of property ownership to obtain a free library membership.

Temporary Hospital Memberships

3. Temporary visitors to Trail will be granted free temporary hospital cards upon presenting proof of health care visit and identification. Borrowing will be limited to 2 items and membership granted at the discretion of the Library Director.

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Organizational Memberships

4. An organization may acquire a library membership upon presenting a letter from an authorized signatory such as a director. The card will allow staff or client groups listed on the letter to borrow items from the Library. The organization is responsible for any lost, damaged or overdue materials and must pay any penalties incurred. This membership will expire on the one-year anniversary of the issuance of the membership.

Identification

- 6.1 Resident members: Before becoming a member, an individual must show proof of residency. This proof must include one of the following:
 - A B.C. driver's license with current street address or a B.C. driver's license with a box number and another piece of identification with a street address.
 - Personal cheque along with a piece of ID
 - Lease agreement or utility bill along with a piece of ID
 - A business-related letter as well as one other piece of personal identification
 - Other identification deemed suitable by the librarian
- 6.2 Temporary and Non-resident members must show acceptable identification as above. If a non-resident individual is residing in a temporary accommodation such as a mental health facility or a women's shelter, he or she may be sponsored for membership from the organization in which he or she is residing (see **5. Organizational Memberships**) or he or she may purchase a temporary or non-resident membership. If the applicant has no identification, he or she may present a letter from the facility in which he or she is residing.

Lost Cards

7. Lost cards will be replaced for a fee (see **APPENDIX A - Fee Schedule; 2**).

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Registration forms

8. Library staff will fill in all the registration forms.
 - 8.1 A parent or guardian must sign the registration forms for children 12 and under acknowledging responsibility for materials borrowed on that card.

Suspension of membership

9. Membership may be suspended for due cause, including, but not limited to: outstanding fines or overdues.
 - 9.1 Members will not be able to use their cards to borrow materials if they owe \$10.00 or more in fines or fees.
 - 9.2 A borrower's membership will be suspended when materials are two months overdue and remain suspended until the materials are returned and the maximum fine paid.