



# CASSELMAN PUBLIC LIBRARY



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Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-01</b>
Policy Title:	<b>User Cards</b>	Initial Policy Approval Date:	November 1, 2012
		Last Review/Revision Date:	September 14, 2020
		Year of Next Review:	

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The Library is readily accessible to all. However, proof of identity will be required when registering.

The Casselman Public Library will accept the following as proof of identity:

A valid Ontario Driver's license is acceptable proof as a single document. In some instances, a recognized identity document or a proof of current address may be required.

#### **Accepted proof of identity**

- . Citizenship card
- . Passport
- . Student card
- . Senior's card
- . Employer's identity card with photo
- . BYID card, prepared by the LCBO
- . Driver's Licence

#### **Accepted proof of current address**

- . Any Government of Canada proof of income
- . Bank account statement
- . Public services invoice (telephone, electricity, water, gas, cable)
- . Mortgage, rental contract
- . Property tax evaluation or invoice
- . Insurance policy (property, automobile, life)
- . Employment recognition (pay stub, letter by the employer)
- . High school, college or university diploma or statement

Each person will receive a valid membership card, for which the information will be updated each year. This membership card is required to borrow all types of library material or to use library services. All registered members are not allowed to loan their card and understand that they must inform the Library of any change of address or in cases where the card may be lost or stolen.

Children, including young children starting kindergarten, may have their own card which must be submitted by the child at each library visit. The parent or caregiver for children under the age of 18 must sign the registration form and accept responsibility for the children's loans and incurred fees.

**Loss of privileges :**

After a first warning, any person refusing to respect the library's rules and regulations or who demonstrates aggression or misconduct towards the library staff may lose his or her access privileges, at the CEO's discretion.

A person using another library user's card to borrow any type of library material may also lose his or her privileges.

**Dispute of loss of privileges:**

A person, who has lost his or her library privileges, may appeal in writing to the Library Board.

**Card replacement costs: \$5**