

OP-02	MEMBERSHIP		
APPROVED	19 January 2022	EFFECTIVE	1984
AMENDED	1985, 1988, 1991, 1993, 1995, 1997, 1999, 2001, 2003, 2006, 2011, 2015, 2016, 2021	NEXT REVIEW	2026

## 1. PURPOSE

To set out basic conditions of membership with the Library.

## 2. SCOPE

People who wish to become, or are, members of the Library are subject to this policy. Library employees are responsible for administering it.

## 3. DEFINITIONS

**Member** – An individual or institution that has an active account with the Library.

**Service Area** – The City of Cranbrook and RDEK Electoral Area ‘C’, where property owners support the Library’s operations through their property taxes.

## 4. GENERAL

- a. The Library provides access to its resources and services to any individual who wishes to use them within the facility. To borrow material, the individual must be a Member in good standing.
- b. Membership is free for residents of the Library’s Service Area, Cranbrook and RDEK Area ‘C’, upon proof of residency, and reciprocal borrowers who present a valid library card from another BC public library. Non-residents can get a membership for a non-refundable fee.
- c. An individual is deemed to be a Member in good standing if they possess a current membership with no issues or outstanding fees above thresholds set by the Library.

## 5. MEMBERSHIP TYPES

- a. **Resident** – An individual is a permanent resident in the Library’s Service Area, or who is a taxpayer for property owned within the Service Area.
  - i. An individual who is a permanent resident in the Library’s Service Area, but who cannot meet the identification requirements for a regular resident membership, may get a low barrier membership with limited borrowing privileges.
- b. **Non-Resident** – An individual who is not a resident within the Library’s Service Area, and who does not have a valid library card from another BC public library.
- c. **Reciprocal** – A non-resident individual who has a valid library card from another BC public library. Also known as a BC OneCard member.
- d. **Other** – At the discretion of the Library, memberships with exceptions to regular borrowing privileges may be issued for institutions, organizations, and specific groups of people.

## 6. REGISTRATION REQUIREMENTS

- a. An individual can join the Library when they present a piece of photographic identification showing their current address, or a piece of photographic or non-photographic identification along with proof of current address.

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- i. Low barrier memberships with limited borrowing privileges are available to residents of the Service Area who cannot provide a current piece of identification and/or proof of current address.
- b. A non-resident can pay an annual fee to join as non-resident member to get full borrowing privileges.
  - i. Non-resident memberships with a duration of less than 12 months may be made available at a pro-rated fee. Some borrowing restrictions may apply to these membership types.
- c. Individuals wishing to register as reciprocal borrowers must show their home library's membership card in addition to identification.
- d. Acceptable types of identification and proof of address are identified in the appendix titled Identification Requirements for Membership.

## 7. MEMBERSHIP PERIOD

- a. Memberships expire after a set period to enable the Library to maintain current and accurate information about its members.
  - i. Membership periods may be different for the different membership types.
- b. Membership may be renewed for another period upon verification of the member's information and the payment of outstanding fees.
- c. Memberships that expire and are not renewed may be deleted seven years after the expiration date.

## 8. MEMBERS UNDER 19 YEARS

- a. Children ages 13 and under must have a parent/guardian take responsibility for the child's membership. If the child does not have a piece of identification, the parent/guardian's identification shall be used.
- b. Youth ages 14 to 18 may apply for a membership upon presenting a piece of valid identification and the contact information of a parent/guardian.
  - i. The requirement of contact information for a parent/guardian is waived with proof that the youth no longer resides with the parent/guardian.

## 9. SUSPENSION OF PRIVILEGES

- a. Library privileges may be suspended when a Member:
  - ◆ exceeds the prescribed limits for overdue, claimed returned and/or lost items;
  - ◆ has outstanding fees on their account exceeding a set amount and/or a number of days; and/or
  - ◆ violates Library policies.
- b. A Member's Library privileges may be reinstated when the account is cleared, or the terms of the suspension are fulfilled.

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**RELATED POLICIES**

OP-A01 Identification Requirements for Membership