

OP-A01	IDENTIFICATION REQUIREMENTS FOR MEMBERSHIP		
APPROVED	19 January 2022	EFFECTIVE	1984
AMENDED	1985, 1988, 1991, 1992, 1993, 1995, 1997, 1999, 2001, 2006, 2011, 2015, 2016, 2021	NEXT REVIEW	2026

## 1. BASIC IDENTIFICATION REQUIREMENTS

- a. All identification must be provided in its original form, reproductions will not be accepted except as set out in section 1. c.
- b. Identification is provided for Library employees to confirm the identity of the prospective member. The Library does not record the type of identification presented nor any information displayed on it.
- c. **Low Barrier Membership**
  - i. A prospective member may apply for a low barrier membership if they meet one of the following conditions:
    - ◆ Can provide a piece of identification, but no proof of residency;
    - ◆ Can provide proof of residency, but no piece of identification with a signature;
    - ◆ Can provide only a photocopy of identification, with or without proof of residency;
    - ◆ Cannot provide either identification or proof of residency, but has someone who is a Library member in good standing, or an employee of a social service agency, to vouch for them.
  - ii. An individual who gets a low barrier membership will have limited privileges to enable them to use the Library's services and programs immediately in a limited capacity.
  - iii. Low barrier memberships will be converted to a regular resident membership type when the member is able to meet identification requirements.

## 2. PREFERRED FORM OF IDENTIFICATION

- a. Whenever possible, a prospective member should produce a piece of identification showing the person's name, signature and current address.
  - ◆ BC Driver's License
  - ◆ BCID card
  - ◆ BC Services card
  - ◆ Combined BC Driver's License/Services card
- b. If the identification does not show the individual's current address, the prospective member must provide one of the proof of residential address documents listed in section 4. b. in addition to the piece of identification.

## 3. OTHER ACCEPTED FORMS OF IDENTIFICATION

- a. If a prospective members does not have a piece of identification listed in section 2. a., they must provide one piece of personal identification, either photographic or non-photographic, which must show their signature, plus a document which shows their current residential address.
- b. **Other Acceptable Personal Identification**
  - ◆ BC Care Card
  - ◆ Credit card
  - ◆ Bank card (debit card)

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- ◆ Passport
- ◆ Permanent resident card
- ◆ Student card (secondary and post-secondary institutions)
- ◆ Out of province driver's license
- ◆ Out of province health card
- ◆ Aboriginal status card

#### 4. PROOF OF RESIDENCY

- a. If the prospective member's identification does not show their current residential address they must present a proof of residency document along with their identification.
- b. The following proof of residency documentation must be dated and be issued within a month of, or be valid for a period that includes, the date a prospective member wishes to join:
  - ◆ Automobile registration
  - ◆ Rental agreement (officially signed)
  - ◆ Bank statement
  - ◆ Utility bill (print or digital)
  - ◆ Personal mail with current postmark
  - ◆ Hotel or motel receipt that shows a stay of at least one month
- c. A personal cheque showing the prospective member's name and current address is also a valid proof of residency document.

#### RELATED POLICIES

OP-02            Membership