

Section of Manual Gravenhurst Public Library	Effective Date
Subject Membership	Policy No. 40

POLICY

Borrowing of materials from the Gravenhurst Public Library requires that patrons be issued a membership card and registered in the computer.

PURPOSE

To ensure that patrons have easy access in borrowing of materials.

PROCEDURE

- If a patron is without their card, but is registered in the computer, showing valid identification will suffice.
- A patron without a library card will be registered and a membership card will be issued upon presentation of two pieces of identification (one to include an address).
- If membership cards are lost, replacement cards may be purchased for \$3.00.
- The patron agrees to report the loss of the card and any changes in address or telephone number.
- Children under fourteen (14) may be issued their own membership card with the understanding that the parent or guardian accepts responsibility of its use.