

**Lincoln Public Library Board
POLICY MANUAL**

SECTION: CIRCULATION

INDEX: E-2

TOPIC: Library Cards: Eligibility and Registration

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DATE: March 2001, July 2005

**REVISED: September 2006, November 2008,
May 2010. May 2012, September 2014; February 2016;
September 2016**

Purpose

The Lincoln Public Library provides free circulation privileges to all residents and taxpayers of the Town of Lincoln and to residents of communities with which it has a reciprocal agreement; West Lincoln, Wainfleet and Niagara Evergreen Consortium members Fort Erie, Niagara-on-Lake and Pelham and students of Niagara College. Residents of Grimsby who work or study in Lincoln with written proof are eligible for membership. For residents of communities outside of Lincoln, where no reciprocal borrowing agreement exists and where the preceding work or study situation does not apply, will be charged an annual fee of \$35.00 per person.

Policy Statement

1. Registration

- i. There is no fee for library membership cards for residents and taxpayers of Lincoln. No fee will be assessed to those residents who live in communities with which the Lincoln Public Library has a reciprocal borrowing agreement.
- ii. Residents of communities outside of Lincoln where no reciprocal borrowing agreement exists and residents of Grimsby who do not work or study in Lincoln will be assessed an annual fee of \$35 per person.
- iii. Non-profit educational institutions which are located in Lincoln are eligible for membership card.
- iv. Patrons must complete the registration process and sign a library card upon joining the library.
- v. A parent or guardian's signature acknowledging responsibility is required for registration of children 15 years or younger. An additional signature is required for Internet access.
- vi. Proof of name and address must be presented upon registration. A secondary school student card is acceptable proof of identification, along with proof of

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address such as a utility bill, piece of mail, etc. from home. For residents of communities with which the Library has a reciprocal borrowing agreement, the patron must also present a valid library card from his or her home library.

vii. A replacement charge will be charged for lost cards. (*See Appendix Fine Schedule Policy*)

viii. Patron registration is updated every two years. Identification must be shown when updating library cards.

2. Card Categories

Child: 0-12 years

Teen: 13-15 years

Young Adult: 16-17 years

Adult: 18-64 years

Senior: 65 years and over

Institution

3. Collection of Personal Information

The Lincoln Public Library collects personal information of members under the authority of s. 23(2) of the Public Libraries Act, R.S.O. 1990, c. P. 44 for the purposes of registration and administration of material circulation. See Policy E8 - Privacy

Related Policies

E3 - Loans

E5 - Fees and Fines

E8 – Privacy

Fines and Fees Schedule