

Lib-02-003

Section: Library Patrons

Title: Memberships

Approval Signature: _____
_____, Chair, Tofield Library Board
Latest Revised Date: _____

1. The Tofield Municipal Library serves any person who wishes to use the library services, with or without a membership.
2. Service will not be denied or curtailed because of religious, racial, social, economic, marital, or political status.
3. Non-members may not borrow materials from the Tofield Municipal Library; however, they are entitled to use materials within the library.
4. Library materials may only be borrowed by members.
5. Membership entitles the patron to the full range of library services. Membership fees must be paid annually.
6. To acquire a membership card, an application must be made in writing on the prescribed form, signed by the applicant, and must be accompanied by the membership fee.
7. Any resident of the Tofield Municipal Library region is eligible to apply for membership.
8. A membership may only be used by the person to whom it is issued.
9. It is the responsibility of members to:
 10. notify the Library Manager of change in name, address, or telephone number,
 11. take proper care of any library items entrusted to his care,
 12. return any library item to the library on or before the due date provided.
13. Members are responsible for all materials charged out on their membership card.
14. If an item is lost or returned damaged or overdue, the member must pay the fines or fees before any other items may be borrowed (See policy Lib-03-004).
15. TRAC members have the same borrowing privileges as any member of the Tofield Municipal Library (See policy Lib-00-001).
16. Patrons are charged for a membership (See Lib 03-004).