

## New Westminister Public Library Policy Manual

<b>Section:</b>	Membership	<b>Policy Number</b>	C3
<b>Policy Title</b>	Non-Residents & Special Categories	<b>Approval Date:</b>	August 19, 2011
		<b>Revision Date:</b>	<b>April 22, 2014</b>

### Non-Residents

#### **Reciprocal Borrowing: Public Library InterLINK Service Area**

Membership is available without charge to residents in any area which is a member of Public Library InterLINK. This includes people who live outside the InterLINK area but who have a library card at an InterLINK member library.

Two (2) pieces of identification are required for adult cards, including one (1) piece of picture identification and one (1) proof of residence.

#### **Reciprocal Borrowing: BC OneCard: Service to BC Residents outside the InterLINK Service Area**

Members of public libraries participating in the BC OneCard program (outside of the Public Library InterLINK service area) may join the library without charge upon presentation of satisfactory identification and proof of membership in their own library.

BC OneCard members are restricted from borrowing A/V materials, placing holds or requesting Inter Library Loans, and will access online subscription databases through their home library website. The Library Board may place other restrictions on BC OneCard memberships from time-to-time, and will make changes to this service as required by the BC OneCard Program.

### Special Categories

#### **Access Card**

The Access Card offers basic library services to people who do not have sufficient ID for a full library membership card. This card is intended for people residing in one of the city's temporary shelters, recovery houses, or transition homes, or facing other barriers related to address or official ID. Homelessness, mental health issues, recent incarceration are a few examples of such barriers.

Acceptable forms of ID include documents from other businesses, agencies, or government bodies containing the patron's full name. Examples may include any government document (parole papers, welfare cheque, CPP statements, etc.), prescription receipts or any addressed envelope processed by Canada Post.

The Access Card has internet and borrowing privileges with some restrictions on the number of items borrowed at any one time. Fines remain the same but staff will exercise leniency in waiving charges due to overdue fines or lost or damaged 'disposable items' such as paperbacks or magazines.



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### Students

Membership is available without charge to students who are not permanent residents of New Westminister or the Public Library InterLINK service area, but are attending an educational institution in New Westminister or an InterLINK community. Proof of identification and proof of registration at their educational institution are required

### Taxpayers

Membership is available without charge to residents outside the InterLINK service area who own property in New Westminister. Identification showing name, permanent address and proof of ownership is required. This privilege extends to immediate family members who live at the same address as the property owners.

### Institutional Memberships

Any business or organization with a current business license in the City of New Westminister may register for an Institutional Membership free of charge, including individual and group childcare providers.

Responsibility for borrowed materials rests with the business or organization, and must be authorized by a current signing officer.

### Other

Residents outside New Westminister and the InterLINK Areas who do not fit any of the above categories may purchase a Visitor Card with presentation of suitable identification. An annual non-resident membership fee is set by the Board from time to time.

### Internet Only Cards

Visitors wishing to access Public Internet stations may have a membership without charge, but with no borrowing privileges. Identification showing name is required.