



ELGIN COUNTY PUBLIC LIBRARY

POLICY: PATRON REGISTRATION FOR THE PURPOSES OF ISSUING A LIBRARY CARD

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Purpose

This policy establishes requirements for the registration of new patrons to the Elgin County Public Library system for the purposes of issuing an Elgin County Library Card with all its rights and privileges.

Eligibility

Elgin County Public Library cards are free to anyone who lives or owns property within the County of Elgin. Cards are also free to County staff. Registrations will furthermore be honoured for cardholders of the St. Thomas Public Library and London Public Library under reciprocal borrowing agreements. Children up to grade 8 require permission of their parent or legal guardian in person at the time of registration. For all other patrons, guest user cards may be issued for services available in the library only (such as Internet access).

New Registrations - Acceptable Identification

New registrations must be made in person at any branch of the Elgin County Public Library system or main office. Patrons must provide one of the following types of identification:

- One piece of valid photo identification showing current address; OR one piece of valid photo identification and one piece of official correspondence issued within the past 60 days showing current address;
- Two pieces of identification showing current residence within the County of Elgin; OR two bills and/or official correspondence issued within the past 60 days showing current address within the County of Elgin;

- A valid St. Thomas Public Library card or London Public Library card along with one piece of photo identification showing current address.

Registrants who are not able to conform to the terms of this policy will be reviewed on a case by case basis upon the recommendation of the Branch Supervisor to the Director of Community and Cultural Services.

Patrons may request a copy of the Elgin County Public Library's Privacy Statement which outlines how information collected at the time of registration is used.

Approved by Elgin County Council: January 27, 2009