

## **Pahkisimon Nuyeqáh Library System POLICY SYSTEM LIBRARY CARD**

### **STATEMENT OF INTENT**

Reciprocal borrowing is a provincial agreement that extends borrowing privileges to any person who presents acceptable evidence of membership in another Saskatchewan public library system. This evidence is mainly provided through a library card issued from the user's home library. The Pahkisimon Nuyeqáh Library System has joined other libraries in the province to provide services to our users through a single integrated library system. In order to provide a common user experience and make reciprocal borrowing easier under the new system for everyone, PNLS agrees to provide patrons from all member communities with a System Library Card.

### **CONDITIONS**

The library card may be given to any direct patron in good standing (not suspended due to lost items).

Direct mail patrons or patrons from communities with no public library can apply directly to PNLS for a library card.

The system library cards that have local library branding (barcodes and logo) will be issued to member public libraries to give to local patrons. SILS generic library cards may be issued by PNLS and its member libraries to residents of other parts of Saskatchewan and from outside the province.

The borrower is responsible for all material checked out on the system library card, and will be required to pay for the cost of repairing or replacing material lost or damaged while on loan to the borrower. Saskatchewan public libraries, and in particular the Pahkisimon Nuyeqáh Library System, are not responsible for any damage or loss to persons, property or equipment sustained as a result of using or consulting any Saskatchewan library material.

The SILS consortium members recognize that rules and policies will not cover every situation. While approved policies will be considered the operating norm, authorized staff can, however, override a policy when doing so is clearly appropriate based on his/her discretion. However, he/she may not forego legal obligations as noted in the policy.

The SILS consortium members have created a system library card policy with the expectation that the single integrated library system will enforce all standard policy. That

is, staff will not be expected to count the number of items out, or carry out any other manual processes.

Subject to any legal restrictions, contractual restrictions, or limits or exceptions identified in other policies, library materials in the PNLS circulating collection are available for loan to everyone who presents a valid card from a Saskatchewan public library system.

The *Public Libraries Act, 1996* states that the initial card is to be free to residents of Saskatchewan. PNLS will not charge a fee for replacement of lost cards.

The in-person experience for all people in Saskatchewan should be common, including: getting a library card, using their library card, paying their fines, communicating with the library, registration, loan rules, number of materials, limits on types, non-transferability of cards, loan periods, and fines and fees.

Identification is required in order to obtain a library card. If an institution is registering, the principal's, chief administrative officer's or chairperson's name will be required as accepting responsibility for the care and use of the items borrowed by that institution.

The Committee on Aboriginal Library Services (CALs) Proposal for Province-wide Policy on Registration and Proof of Residency (see Schedule A) is to be used for the issue of the provision of ID with the following modification: personal cheque book or cancelled personal mail is one of the acceptable methods of identification.

The terms of use relating to borrowers are spelled out in the Patron Types table in the Circulation policy.

Primary cards (adult, child and young adult) can be renewed at any location.

Cards will not be transferable.

The Pahkisimon Nuyeqáh Library System patron types will conform to the conditions agreed by the Saskatchewan Information and Library Services Consortium as described in the single integrated library system patron table.

Each agency will register any Saskatchewan resident. A resident will be a "primary patron" in the agency in which their address resides by the public library system boundaries.

## **PROCEDURES**

1. Residents can obtain a Saskatchewan public library card at any public library location in the province. A resident will be registered at any library, but their "home address" will

determine their primary agency. A “temporary card holder” is a registered patron of whatever location they are being registered at.

2. Patrons will be able to link their card with another for the purposes of enabling hold pick-up.
3. Patron cards are to be renewed once per year based on the date of patron registration.
4. Patrons will be required to pay down fees at renewal to below the fees threshold.
5. Patrons will be allowed to renew primary (adult, child and young adult) cards via telephone.
6. The PNLS circulation staff will send a system library card to direct borrowers when registering a direct borrower.

Created by the Human Resources Development Committee: 24 March 2006

Reviewed by the Services & Standards Committee: 20 March 2015

Reviewed by the Executive Committee: 21 March 2015

Approved by the Board: 18 April 2015

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Chairperson

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Date

## **SCHEDULE A**

### **Criteria for Issuing Library Cards**

#### **Committee on Aboriginal Library Services (CALs)**

#### **Proposal for Province-wide Policy on Registration and Proof of Residency**

#### **Purpose**

- To allow public library systems to move towards common registration policies and procedures, that can be provided to citizens, who do not currently have a library card.
- The Committee on Aboriginal Library Services recommends to Library directors that they consider adopting the following policies in order to provide a consistent message to First Nations people about what they need in order to obtain a library borrower's card.
- In some cases this may require a change to a particular library system's policies.

#### **Preamble**

Welcome to the Saskatchewan public libraries. With a library borrower's card, you may borrow books or any other library items, which are made available for loan, by any public library in Saskatchewan. Your library card may be used to borrow valuable library materials for which you take responsibility. Your library card should be kept in a safe place and never given to anyone else to use.

#### **Identification**

Residents of Saskatchewan who request a library card will be asked to verify who they are. The library will request that you show two pieces of identification, at least one of which must show your current address, as proof of residency.

Acceptable I.D. includes:

- Driver's License
- Passport
- Health Card (Note: libraries cannot require that citizens produce a health card. Privacy legislation specifies that a health card may not be requested for a purpose other than the one for which it was issued, e.g. to access health care services. Patrons may choose to use a health card as one form of ID, but they cannot be compelled by the library to produce it. Libraries may view any ID provided by the patron, but should not make a record of the card number for driver's license, health card, etc.)
- Treaty Card
- Student card
- Utility bill or other government correspondence that shows the current address
- For Library Card issuance on reserve, have someone from Chief and Council/Teachers/Principal to verify residency for the person on a list or in person, as a means to increase patronage. This process must coincide with

documentation signed by the parent or caregiver verifying guardianship. This person verifying, is not accountable to funds owing for loss and fines.

- That any library can issue any person a library card anywhere, once deemed to be a Saskatchewan citizen.

### **How to obtain a patron's card without identification or with identification which does not show current address.**

- If no ID can be provided, there will be a change in how to proceed and limits may be placed on the number of items that may be borrowed.
- Patrons are asked to put their name and address on an envelope, with Canada Post's cancellation stamp on it, to the library, a borrower's card can be issued.

### **How much does it cost?**

- Citizens of Saskatchewan will not be asked to pay a fee to receive a library borrower's card.
- Persons who live outside of Saskatchewan may be asked to pay a fee.

### **Children under 14**

- The library requires a parent or guardian's signature for the children under of age of 14.
- A child, who wishes to have a library borrower's card, must be accompanied by a parent or guardian, someone who has signing authority for the child.
- The parent or guardian's I.D. is used in issuing the library card. In some cases, this will result in the parent being issued a library card as well.

### **Borrowing from any public library in Saskatchewan**

- To borrow library materials from a library, other than your home library, patrons must show the library card that was issued by their home library system. Patrons may be issued an additional library card, but no fees are charged.

