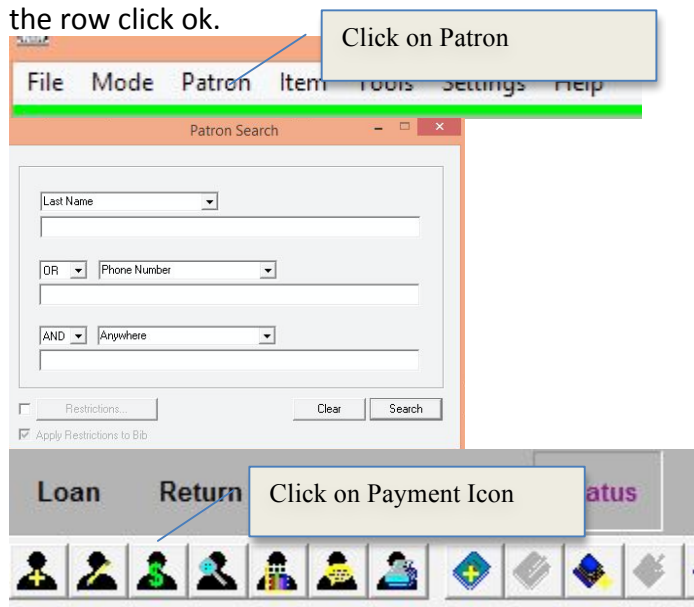


Procedure – Issuing a Child’s Library Card

As per the library’s Membership Policy children 12 and under must have parental/guardianship signature before a library card is issued to a child. The account of the parent or guardian signing for a child’s library card must be in “good” standing before a library card can be issued. There will be no family memberships; each family member must have their own library card.

How do I know if the parent or guardian’s account is in good standing?

In circulation go to Patron type in last name, if they are in the system their name will come up. Highlight the row click ok.



When you click on payment \$ icon another box will appear it will tell you if patron has fines owing. You can then base the decision to proceed with a child’s card if the parent or guardian is under the limit of \$20

Spouses/Common Law Partners are not responsible for their spouses’/partner’s account. Under the privacy legislation and the Library Board’s privacy policy we cannot disclose any information regarding their account unless we have written permission to do so.

If you have to refuse child membership you can say:

I am sorry it looks like you have outstanding fines, I am unable to issue you a card for your child at this time. If you would like to make a payment I would be happy to issue you a card. If they do not and do not like this refer them to me.