

<b>MEMBERSHIP</b>	
Purpose	The purpose of this policy is to set parameters for membership to the WMRL.
Scope	This policy applies to all current and prospective members of the WMRL.
Definitions	<p><b>Member:</b> any person, institution or entity that holds a library account at the WMRL.</p> <p><b>Library account:</b> a placement in the WMRL database, consisting of name and some level of contact information, allowing for Library usage privileges. The nature of these privileges varies depending on the type of membership, as outlined below. A library account is represented by a physical library card and the barcode number associated with it.</p> <p><b>WMRL service area:</b> The WMRL service area is defined as the municipalities that support the WMRL through municipal levies. This area currently consists of the following municipalities: City of Brandon; Town of Carberry; Town of Neepawa; Rural Municipality of North Cypress-Langford; Municipality of Glenboro South Cypress; and Rural Municipality of Grassland.</p>
Policy Guidelines	<p><b>LIBRARY MANAGEMENT DISCRETION:</b></p> <p>It is the responsibility of the Director of Library Services or their designate to manage the parameters of all WMRL memberships, to create or eliminate membership types, and to adjust or waive membership requirements as appropriate.</p> <p><b>MEMBERSHIP RESPONSIBILITIES:</b></p> <p>Members of the WMRL are responsible for adhering to the policies and guidelines of the WMRL. Members who borrow physical Library materials are responsible for the wellbeing of the materials that have been borrowed on their account. Where applicable, the WMRL will charge fines for materials that are returned late or damaged, or that are lost.</p> <p><b>MEMBERSHIP TYPES:</b></p> <p>The WMRL offers a variety of membership types, depending on the circumstances of the individual or group applying for membership. The following membership types are available:</p> <p><b>1.a. Standard Library Membership:</b></p> <p>Standard Library Membership is available to individuals who reside within the physical boundaries of the WMRL service area. To register for an account, individuals must present a piece of government-issued ID and proof of address. A Standard Library Membership provides access to all WMRL services and resources. A Standard Library Membership is valid for three years before requiring renewal.</p> <p><b>1.b. Standard Library Membership (Child):</b></p> <p>Individuals under the age of 13 are registered for Child Standard Library Memberships. These memberships follow the same parameters as Adult Standard</p>

	<p>Library Memberships, except that the child’s parent or guardian, rather than the child themselves, must present ID and proof of address. This adult is identified in the child’s account, will be contacted in the child’s stead, and is responsible for any fines incurred on the account.</p> <p><b>2.a. Non-Resident Library Membership:</b></p> <p>Individuals or households that reside outside of the WMRL service area may register for Non-Resident Membership. The ID requirements are the same for Non-Resident as for Standard Membership. The cost of a Non-Resident Membership is \$50 per household for one year, or \$15 per household for three months. Up to two physical library cards may be issued for one Non-Resident Membership. Minors who attend school within the WMRL service area and are able to provide proof of enrolment are eligible for individual Non-Resident Memberships free of charge.</p> <p><b>2.b. Non-Resident Taxpayer Membership:</b></p> <p>Individuals or households that reside outside of the WMRL service area and who pay property taxes to one of the member municipalities of the WMRL are eligible for Non-Resident Taxpayer Membership. The cost for this type of membership is \$15 per year, and requires proof of payment of property taxes.</p> <p><b>3. Limited Membership:</b></p> <p>Individuals who are unable or unwilling to provide government-issued ID or proof of address are still eligible for Limited Membership. Some form of documentation indicating identity must be presented. A Limited Membership allows an individual to access WMRL’s eResources and public computers, and borrow up to three physical items at a time. Limited Memberships are valid for one year before requiring renewal.</p> <p><b>4. Institutional Membership:</b></p> <p>Institutional Memberships are available to institutions (eg. schools, police departments, colonies, etc.) located within the WMRL service area. An individual who is a valid representative of the institution must present ID and proof of affiliation with the institution to register for the membership, and that individual must serve as the designated contact person for the account. Any member of the institution may borrow items on the account, provided that individual is able to show documentation that indicates their affiliation with the institution. Institutions located outside of the WMRL service area are eligible for Institutional Memberships under the same fee system as Non-Resident Memberships. Institutional Memberships for institutions located within the WMRL service area are valid for three years before requiring renewal; Institutional Memberships for institutions located outside of the WMRL service area are subject to the same renewal schedule as other Non-Resident Memberships.</p>
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**5. Homebound Membership:**

Individuals who are unable to physically visit the Library are eligible for Homebound Membership. Another individual (eg. a family member, caregiver, or friend) must act as representative and be identified in the Homebound Member's account. Homebound Members are not subject to library fines. This type of membership is valid for three years before requiring renewal.

**6. Assiniboine Community College Membership:**

The WMRL holds a reciprocal borrowing agreement with Assiniboine Community College (ACC). Any ACC student, faculty, or staff member that presents a piece of documentation indicating their affiliation with the College is eligible for an ACC Membership. This type of membership is valid for one year before requiring renewal. If ACC Members incur fines from the WMRL, the WMRL has the right to invoice the ACC Library for the value of these fines.

**MEMBERSHIP RENEWAL:**

After a set period of time, all WMRL memberships require renewal. In order to renew a membership, members must verify their identity and contact information with the Library and, if applicable, pay a fee.

**REMOTE MEMBERSHIP REGISTRATION AND RENEWAL:**

Individuals or institutions that are unable to physically visit a branch of the WMRL may register for a Library membership, or renew their membership, remotely. This may be done via phone or email by confirming the contact information in the WMRL database. Library staff members will leave a note in the member account, indicating that the information was provided remotely. When the member next physically visits the Library, they will be required to present proof of ID and address.

If a Non-Resident Membership is created or renewed remotely, the member must pay their Non-Resident Membership fee via credit card over the phone.

**EXCEPTIONS:**

Exceptional circumstances, such as natural disasters, pandemics, facility closures, or unforeseen politics events, sometimes arise and adversely impact normal library operations. Such circumstances will be treated on a case-by-case basis by WMRL administration, and membership requirements will be adjusted accordingly.