

Hamilton Public Library Card Types, Borrowing Privileges and Customer Responsibilities

Card Type	Description	Requirements	Borrowing Privileges	Fines, Fees & Privilege Suspension
Adult	Free to anyone living, working, paying taxes or attending school in Hamilton who is 18 years or older	Requires either a valid driver's license or two pieces of identification, at least one showing name and current address.	Full privileges. Maximum of 50 items and 50 holds at any given time. Loan Periods •21-day loan period - Applies to most print material •14-day loan period - Magazines •7-day loan period - DVDs, Blu Rays, Bestseller Express, Console Games •3-day loan period - DVD Express Renewals Most items may be renewed twice following the initial checkout. Items that are non-renewable: Requested items, Magazines, DVD Express, Bestseller Express and Console Games. Restricted You must be 18 years or older to borrow DVDs, Blu Rays (rated R or 18A by the OFRB) and Games (Rated M) designated with a blue "Restricted" label.	Adults & Teens Overdue Fines: 25¢/day, Max \$5 for single item Privilege Suspension: Accumulated fines of \$10 or more. Children Overdue Fines: 10¢/day, Max \$2.50 for single item Privilege Suspension: Accumulated fines of \$5 or more. Exceptions •Interlibrary Loan, DVD Express, Bestseller Express: \$1/day Max \$10 for single item •Console Games: \$1/day Max \$10 for adults & teens, 50¢/day Max \$5 for children for single item Lost Cards \$2 to replace.
Children	Free to anyone living, working or attending school in Hamilton who is 13 years or younger	Requires the signature of a parent or guardian to get a library card. <i>Parents are responsible for their child's use of all library resources.</i>		
Teen	Free to anyone living, working or attending school in Hamilton who is between the age of 14-17 years inclusive	Identification required to qualify for a teen card		
Students	See appropriate age-level descriptions above	Proof of attendance at a Hamilton school is required along with one other piece of identification, showing name and current address.		
Non-resident	Applicants living outside of Hamilton who do not qualify for full privileges but would like them.	Requires either a valid driver's license or two pieces of identification, showing name and current address. Valid for one (1) year and there is an annual \$40 fee.		
School or Corporation	Valid for one (1) year. The School or Corporation may renew its membership at expiration.	A Corporate Application Form (available at all branches) must be signed by an executive or administrator who is authorized to accept financial responsibility for the organization. In the case of schools, the application must be signed by the principal or teacher librarian. The school or corporation is responsible for all lost or damaged material. The Library card must be in-hand to borrow materials. Overdue notification are issued to the school or corporation.	Most privileges. No access to our on-line resources or our digital catalogue (eBooks & eAudio).	
Reciprocal	HPL has reciprocal borrowing agreements in place with the following libraries: Burlington PL, Cambridge PL, Grimsby PL, Haldimand PL, Milton PL, Waterloo PL, County of Brant Library System. & The Region of Waterloo PL.	Register a card from one of the participating libraries at any HPL location and show additional ID with name and address.	May borrow up to 8 items and place 2 holds. No access to our on-line resources or our digital catalogue (eBooks & eAudio).	
Short Stay	Short Stay borrowers are persons living at a temporary address at a Hamilton agency or a seasonal residence such as a trailer park.	Must present one piece of acceptable identification plus a letter on agency letterhead confirming their stay or, in the case of a seasonal residence, a bill or lease agreement. The library card expiry date can be adjusted manually for seasonal residence.	Maximum of three (3) items and place a maximum of three (3) holds for a period of (6) weeks. No access to our digital catalogue (eBooks & eAudio).	
Institutional and Daycare Cards	Valid for one (1) year. The institution or Daycare may renew its membership at expiration.	The institution or daycare is responsible for all lost or damaged material. The Library card must be in-hand to borrow materials. Overdue notification are issued to the institution or daycare.	200 items max for a period of three (3) months. Limited to items with a 21-day loan period. This excludes magazines, DVDs, Blu Rays, Bestseller Express and Console Games. If borrowing the material above is desired, the institution of daycare must apply for a Corporate Card. The Branch Manager of the lending branch may impose limitations on the amount and type of material available or shorten the loan period if necessary. No access to our digital catalogue (eBooks & eAudio).	Fines are charged as stated above for material returned after the 3 month loan period

When you get a library card, you are agreeing to:

- Care for all of the materials you borrow.
- Pay outstanding fines or fees.
- Pay for all lost or damaged materials.
- Tell us if your card is lost or stolen immediately.

- Tell us if your name, address, or phone number changes.
- Confirm your address and phone number annually.
- Use only your own card to borrow materials.

Upon request, this document can be made available in both Clear Print and Large Print formats.

