

Extended Hours – Registration

By completing/signing this registration form you are accepting and agreeing to the Terms and Conditions of Use for Extended Hours (see reverse).

Patron Information

Name: _____

Library Card Number: _____

Age (*check one*): 16 years of age or older

14 /15 years of age (*parent/guardian permission required**)

I accept the Terms and Conditions of Use for Extended Hours and agree to abide by them.

Signature: _____ Date: _____

* Parent / Guardian Information

Name: _____

Phone: _____ Email: _____

I am 18 years of age or older and am the parent/guardian of the applicant.

I accept the Terms and Conditions of Use for Extended Hours and I am responsible for ensuring that the applicant abides by them.

I grant permission for the applicant to have Extended Hours access.

Signature: _____ Date: _____

Personal information collected by the Kingston Frontenac Public Library is done so under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44., s. 4(3) and s. 20 and the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., c. M.56., s. 28(2) The information collected will be used in the process of the library's business. Questions regarding the collection of this information should be directed to the Chief Librarian/CEO, Kingston Frontenac Public Library, 130 Johnson Street, Kingston, ON K7L 1X8 613-549-8888

FOR COMPLETION BY STAFF:

Tracking: New Account specific to EH access Account Renewal specific to EH access

Verifications: Membership Status Applicant ID Applicant Age Parent/Guardian ID

Account Info: Borrower Category Birth Year Parent/Guardian Note

Staff Name: _____ Date: _____

Extended Hours – Access and Use

Extended Hours access is available to individuals who:

- hold a Kingston Frontenac Public Library membership in good standing and are 16 years of age and older;
- or are 14 or 15 years of age and have permission from a parent or legal guardian.

Patrons applying for access must show their library card and identification and must agree to the following Terms and Conditions of Access in writing.

Anyone requiring an accommodation to access Extended Hours should contact the Manager, Branches and Collections.

Terms and Conditions of Use

Please read carefully.

- I agree to comply with all Kingston Frontenac Public Library policies and guidelines, including the Patron Code of Conduct.
- I understand that it is my choice to visit the library during Extended Hours, and that I do so at my own risk.
- I am aware that library staff may not be present, and that I will have access to staff assistance remotely.
- I understand that I may not grant access to the library branch to anyone I am not the parent/guardian of.
- I will treat the library space and other users of the branch with respect at all times.
- I understand that my Extended Hours access may be revoked for violating library policy.
- I understand that video surveillance is in use on the premises.
- I understand that I will be able to summon 9-1-1 assistance in an emergency.
- I understand that areas designated by staff as restricted should not be entered (i.e., staff space, teen area, program room).

Consequences for Non-Compliance

Incidents of non-compliance will be investigated, and may result in the individual:

- having access to Extended Hours services revoked for a period of time;
- being banned from all Library facilities/services for a period of time;
- being subject to legal action.