

School		Tour Date	
Teacher		Tour Time	

IDEA EXCHANGE

For Staff Use Only

Barcode _____ Initials/Location _____

Existing card updated _____ Date _____

School Tour Membership Application

Dear Parent or Guardian, your child will be visiting Idea Exchange, public library, with their class. Please complete Sections 1 to 3 of this form and return it to their teacher.

Section 1 - Membership Card Verification

Please check one of the boxes below:

- My child needs a new or replacement membership card (FREE).
- My child has a membership card and will bring it for the visit.

Section 2 - Address Verification

Child's Information

Last Name		First Name	
Middle Name		Date of Birth DD/MM/YYYY	
Unit #		Building # and Street	
City		Postal Code	
Email		Phone	

Parent/Guardian Information

Full Name	
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Contact Information (if different from above)

Address			
Email		Phone	

Section 3 - Agreement with Membership Card Policies

Please read and sign:

1. Membership cards can be used at all Idea Exchange locations and must be presented each time materials are borrowed.
2. Only the person named on the card, or the authorized Parent/Guardian on the account, can use the card.
3. You are responsible for material borrowed on the card until the loss or theft of the card is reported.
4. You agree to return all items borrowed on this card and pay replacement costs for lost/damaged materials.
5. You are responsible for the selection, return, and payment of charges on all materials borrowed by your child.
6. Changes to contact information, including address or name, must be promptly reported.
7. A replacement fee will be charged for lost or damaged membership cards.
8. The collection of information on this form is subject to the provisions of the **Municipal Freedom of Information and Protection of Personal Privacy Act**. Use of this information will be limited to Idea Exchange related activities and may include the retrieval of library materials, fundraising and the delivery of program information.

I understand that the membership card issued to my child provides access to Idea Exchange services and library materials, with no restrictions except that they cannot borrow tech devices, tools, video games, and DVDs. Use of some onsite equipment, such as Makerspace technologies, is also restricted.

I agree my child will comply with all Idea Exchange regulations, and I accept responsibility for all materials borrowed with this card. I also acknowledge that it is my responsibility to guide my child in their use of the library, including use of internet and their choice of reading and listening materials.

I have read and agree to the Membership Card Policies.

Signature _____ Date _____

Welcome to Idea Exchange! In addition to library borrowing privileges, your membership includes free admission to participating member institutions of the Ontario Association of Art Galleries.