

Library Card Designate Authorization Form

This form authorizes someone else to renew or create a GVPL account on your behalf.

Please ask your designate to:

- Visit one of our 12 branches.
- Bring this completed and signed form (signed by you).
- Bring your accepted ID and address verification (see "What to Bring When You Sign Up for or Renew a Library Card", on page 3).
- Bring their own accepted ID.

Library card renewal or new card registration

To renew your library card:

Provide your current GVPL barcode (located on the back of your library card): _____

To register for a new library card:

Circle your preferred card design(s), and we will do our best to provide your preference based on availability.



Your legal name: _____
(last) (first) (middle)

Your preferred name (this name will be shown on your account): _____

Address: _____ (postal code) _____

Phone number: _____ The last four digits will be the temporary password for the library account. Please go to My Account at gvpl.ca to update the password.

Email address: _____

Date of birth: _____
(MM/DD/YY)

Do you self-identify as a person with a print disability? ☐ Yes ☐ No

Library card agreement

I authorize (name of designate) _____ to submit my ID to create or renew a GVPL account on my behalf. I accept responsibility for all materials checked out on this card.

Card applicant's signature (for ages 14+): _____

For persons under 14

Parent/Guardian name: _____ Signature: _____

☐ I agree to my child receiving a new or renewed GVPL library card and acknowledge responsibility for all materials checked out with this card. By completing this form, I consent to the designate's involvement in the card application process.

Form continues on other side.

Privacy statement

The Greater Victoria Public Library (GVPL; "the Library") is committed to the protection of its users' personal information. All Library users have the right to privacy; and any personal information collected, used, or disclosed by the Library is in accordance with the BC Freedom of Information and Protection of Privacy Act (FIPPA). Preserving the trust of GVPL users by maintaining the integrity and security of their Personal Information is paramount.

By completing and submitting this form you are providing consent for the collection and use of any personal information provided. The Library will only use personal information for the purposes for which it was originally collected or in a manner that is consistent with those purposes. An individual may choose to not provide their personal information, but this may hinder their ability to use some library services.

If you have any questions regarding your personal information, please contact the GVPL FOI/Privacy Office(r) at: **privacy@gvpl.ca**.

☐ I have read and accept GVPL's privacy statement.

What to Bring When You Sign Up or Renew a Library Account

Adults ages 19+ and individuals ages 14 to 18

Preferred ID (personal ID with your name and address):

- BC Driver's License
- BC ID Card
- BC Services Card

If you do not have the above, bring one item from the **Personal ID list** and one item from the **Address ID list**, below.

Personal ID

- Passport
- Driver's license from outside BC
- Medical card from outside BC
- Birth certificate
- Social insurance card
- Status card
- Citizenship card
- Landed immigration certificate
- Permanent resident card
- Canadian National Institute for the Blind (CNIB) card
- Bank or credit card in your name
- Canadian Armed Forces ID card
- Canadian Armed Forces Veteran's Service card
- **Individuals 14 to 18 only:** Student ID card or municipal recreation pass showing your name

ID is accepted up to three years after expiry, and original documents are preferred. Photocopies or scanned versions are also accepted if the original is unavailable.

Address ID

- Utility bill (hydro, telephone, cable, water)
- Property tax bill
- Assessment notice
- Vehicle registration
- Government or personalized cheque
- Rental agreement or lease
- Homestay information letter
- Moorage fees receipt
- CNIB card (if address is included)
- Teenagers only: School enrollment proof, such as a student card or school-issued email/agenda

Address ID must be current to confirm residence within our service area. Digital versions (e.g., emailed utility bills) are accepted.

Children ages 0-13

Children's accounts list a parent or guardian as the primary contact, who is responsible for materials checked out on the account.

Parents/guardians, please bring:

- Your child: No ID is required if they come in person. If absent, bring government-issued ID for the child, such as BC Services Card, birth certificate, passport, or social insurance card.
- Your ID: Acceptable ID as above or your current *full-service GVPL card.

If acting as the designate for a parent/guardian, please also bring:

- The child: No ID required if they come in person. If absent, bring government-issued ID for the child, such as a BC Services Card, birth certificate, passport, or social insurance card.
- ID for the parent/guardian: Acceptable ID as above or a current *full-service GVPL card.
- Your ID: As listed above, or a current *full-service GVPL card.
- Library Card Designate Authorization Form, completed and signed by the child's parent/guardian.

*A **full-service GVPL card** is valid for 3 years and provides access to GVPL's physical and digital collections, public computers, and printing. Children's cards exclude access to age-restricted materials such as certain films, TV shows, and games, with parents or guardians responsible for borrowed items. Items must be returned by the due date, and eligible items are automatically renewed up to 2 times. Account notifications are sent to the contact information on file, and replacement fees apply for items that are lost or damaged.

February 2025