

BYLAWS OF THE CITY OF BROOKS LIBRARY BOARD

Date Approved: October 28, 1999

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The City of Brooks Library Board enacts the following By-laws pursuant to the *Province of Alberta Libraries Act, R.S.A.2000, Chapter L-11, Section 36* and the *Libraries Amendment Act, 1998* which states:

- 36** (1) A board may pass by-laws for the safety and use of the library, including
- (a) the terms and conditions under which
 - i) the public may be admitted to the building
 - ii) public library property may be used or borrowed by members of the public and
 - iii) borrowing privileges may be suspended or forfeited;
 - (b) notwithstanding subsection (3), fees to be paid by members of the public for
 - i) the issuance of library borrowing cards, and
 - ii) the use of those parts of the building not used for the purposes of the public library
 - iii) photocopying
 - iv) receiving information in a printed, electronic, magnetic, or other format, and
 - v) receiving, on request, a library service not normally provided by the public library.
 - (c) penalties to be paid by members of the public for abuse of borrowing privileges.
- (2) The *Regulations Act* does not apply to by-laws passed under subsection (1).
- (3) A by-law or part of a by-law that requires a member of the public to pay a fee or charge for any of the following is invalid:
- (a) admittance to any portion of the building used for public library purposes;
 - (b) using library resources on library premises;
 - (c) borrowing library resources, in any format normally lent by the library;
 - (d) acquiring library resources through inter-library loan;
 - (e) consultation with members of the library staff;
 - (f) receiving basic information services.

1. Definitions in these Bylaws shall mean:

- 1.1. **Applicant:** in the case of 8.0 below, a person who makes a request for access to a record under 8(1) of the *Freedom of Information and Protection Act*; elsewhere in the Bylaws means a person applying for a library card.
- 1.2. **Board:** the City of Brooks Library Board.
- 1.3. **Cardholder:** the registered user of a current library card.
- 1.4. **Cardholder Categories** shall include the following:
 - 1.4.1. Adult: any person 18 years and older.
 - 1.4.2. Young adult: any person 13 through 17 years of age.
 - 1.4.3. Child: any person up to and including 12 years of age.
 - 1.4.4. TAL Card borrower: a cardholder from outside the Shortgrass Library System with a current TAL card.
- 1.5. **Good Standing:** a cardholder with no outstanding overdue items or charges.
- 1.6. **Head Librarian:** the person charged by the Board with operation of the Brooks

Public Library.

1.7. **Library:** the Brooks Public Library.

1.8. **Library resources:** any resources, regardless of format, that are held in the Brooks Public Library's collection, or borrowed by the Brooks Public Library, and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micromaterials, toys and games, kits, CD Roms, and electronic databases.

1.9. **Loan Period:** the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.

1.10. **Non-resident:** any person who has a residence outside the City of Brooks, does not pay City of Brooks property or business taxes, and is not a resident of any member municipality of the Shortgrass Library System.

1.11. **Resident:** any person who resides within the City of Brooks or any division of the County of Newell which is a member of Shortgrass Library System and/ or pays City of Brooks property or business taxes.

1.12. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.

2. Interpreting the Bylaws

2.1. The Board is a corporation as defined by the *Interpretation Act, R.S.A. 2000 Chapter I-8*.

2.2. The Board may, from time to time, change the specifics set out in the accompanying Schedules.

3. Admittance to/ Conduct in the Building

3.1. The building is to be open free of charge to the public for library purposes at the hours posted.

3.2. No person using the library building shall:

3.2.1. Create any unnecessary disturbance for other library users and/ or contravene Library Board Policy.

3.2.2. Take away any library item from the building unless the item has been properly checked out in agreement with the procedures established for the circulation of library items.

3.2.3. Go into or stay in the building except during those time periods chosen for public use.

3.2.4. Solicit other library users and staff for personal, commercial, religious, or political reasons.

3.3. Except with the permission of the Head Librarian, no person shall:

3.3.1. Bring any animal, other than an aid dog, into the building.

3.3.2. Bring a wheeled vehicle or conveyance, other than a wheelchair or walker, baby carriage or stroller, into the building.

3.4. Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building and/ or library

- staff may ask for outside assistance.
- 3.5. All persons using the library shall comply with applicable public health regulations.
 - 3.6. No member of the public is to be left in the library building for any purpose without a staff person or member of the Board present at all times. Town of Brooks staff have access to the building in relation to building concerns. Security persons may have access to the building under special circumstances.
4. Procedures for Acquiring a Library Card
 - 4.1. Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:
 - 4.1.1. Completion of an official Brooks Public Library card application form.
 - 4.1.2. Presentation of one piece of identification if a young adult is applying for a card.
 - 4.1.3. An adult applying for a card must present photo identification bearing his/her permanent address.
 - 4.1.4. A parent or legal guardian, present with their child, must present photo identification bearing his/her permanent address when applying for a card for their child.
 - 4.1.3. Presentation Payment of any applicable fees as outlined in Schedule A.
 - 4.1.4. Presentation of photo identification in the case of a TAL cardholder.
 - 4.2. Applicants will receive a library card which:
 - 4.2.1. Is valid from the date of issue to the date of expiry, unless revoked by the Head Librarian under 7.3.
 - 4.2.2. Remains the property of the Brooks Public Library.
 - 4.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/ legal guardian in the case of a Child or under special circumstances.
 - 4.3. Applicants may receive a TAL card:
 - 4.3.1. If the applicant is a resident cardholder in good standing.
 5. Responsibilities of a Cardholder
 - 5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her library records, place holds and pay fees/fines.
 - 5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.
 - 5.3. Cardholders must notify the library of any change of address or telephone number as soon as possible.
 - 5.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on

their card. In the case of a family membership, the cardholder of the master membership is responsible for all library items borrowed on all family membership cards and will compensate the library for all library items damaged or lost while borrowed on their card or those of the additional members.

5.5. A cardholder will return to the library or renew any library item on or before the due date as provided in Schedule B.

6. Loan of Library Resources

6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.

6.2. Loan periods for library resources are set out in Schedule B.

6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Head Librarian.

7. Penalty Provisions

7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.

7.2. Cardholders are responsible for all charges resulting from failing to return or the late return of library resources, as outlined in Schedule C.

7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/ or loss or damage assessments.

7.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offence is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offence is set out in Schedule C.

7.5. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the Brooks Library Board in accordance with the *Libraries Act, s.42*.

8. Freedom of Information and Protection of Privacy

8.1. In accordance with s.95 of the *Freedom of Information and Privacy Act, RSA 2000, cF-25*, the Head Librarian is designated as Coordinator responsible for the purposes of the *Freedom of Information and Privacy Act*.

8.2. Where an applicant is required to pay a fee for services, the fee payable is in accordance with the *Freedom of Information and Protection of Privacy Regulation, A R 200/ 95*, as set out in Schedule D and as amended from time to time or any successor regulation that sets fees for requests from the Board.

9. Service and Equipment Rental

9.1. Refer to schedule E for these fees.

SCHEDULE A – Fees for the Issuance of Library Cards

Resident Individual Adult Card Fee	\$10.00/ year
Young Adult, or Child Card	Free
Temporary (3 month) Individual Card Fee	\$5.00/ card
Non-resident Individual (Adult, Young Adult, or Child) Card Fee	\$60.00/ year
Non-resident Family Card Fee	\$80.00/ year
Replacement Card Fee	\$ 2.00/ card

Card fees may be waived at the discretion of the Head Librarian – proof of hardship may be required.

All library cards are subject to review.

SCHEDULE B – Loan Periods for Library Resources

All circulating resources are loaned for three weeks, with the following exceptions:

1. Items in high demand, excluding DVDs, are loaned for two weeks.
2. DVDs are loaned for one week.
3. Items loaned as a vacation loan, excluding DVDs, are loaned for six weeks.
4. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
5. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, with the exception of DVDs which may be renewed once for a total loan of two weeks. All renewals are subject to recall or reservations from other cardholders.

SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

C.1 Overdue Fines

Material Type	Charge per day	Maximum Fine
Children’s Materials including fiction, non-fiction, and audiovisual materials	\$0.10	\$2.00
Adult and Young Adult Materials including fiction, non-fiction, large print, and audiovisual materials	\$0.25	\$5.00

C.2 Procedures for return of overdue materials

1. An overdue notice is produced one week after the item(s) is/ are due and the cardholder is called and/ or a message is left. A record is kept of all calls made.
2. A second overdue notice is produced two weeks after the item(s) is/ are due and the cardholder is called and/ or a message is left.
3. A third and final notice is produced four weeks after the item(s) is/ are due. It is printed and mailed to the cardholder.
4. Cardholders who have reached a maximum fine of \$5.00, or have other fees owing totaling an amount greater than \$5.00, will not be allowed to borrow resources until their account is paid.
5. Notwithstanding paragraph 5., accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived in special circumstances.

C.3 Penalties for lost or damaged items

1. The original purchase cost if it is available, shall be charged. If this is not available a fee for the type of item damaged or lost shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.
2. A processing fee of \$3.50 will be charged on any lost or damaged item.

SCHEDULE D – Fee Schedule for Requests by Applicants under the *Freedom of Information and Privacy Act*

The fees set out in this Schedule are the maximum amounts that can be charged to applicants.

Initial application fee including GST	\$27.00
For locating and retrieving a record	\$6.75 per ¼ hour
For producing a record from an electronic record	
a) computer processing and related charges	Actual amount charged to library
b) computer programming	\$10.00 per ¼ hour
For preparing and handling a record for disclosure	\$6.75 per ¼ hour
For supervising the examination of a record	\$6.75 per ¼ hour
For shipping a record or a copy	Actual amount incurred
For copying a record in electronic, audio or video formats	Actual amount incurred

SCHEDULE E – Service and Equipment Fees

Meeting Rooms (Charges)

Board Room	\$15.00/hour
Small Study Room	\$10.00/hour
Photocopying and Printing	\$0.25 per page
Screen (off-site use)	\$5.00 per day
Laminating	\$0.50 per inch
Lamination pouch	\$1.50 per pouch

An additional fee will be charged to groups or organizations booking library facilities for time periods occurring fully or partially outside of hours when the library is staffed. To provide for required staff supervision, a minimum fee of three hours of a library employee's hourly wage will be charged.

Additional fees will be charged for the following:

TV and/or VCR/DVD player (in-house use only) \$10.00/day

In-house Projection unit \$15.00/day

Gaming console and associated hardware with TV or projector (in-house use only)
\$20.00/day

AV Equipment (overhead, slide projector) \$20.00/day
Goods and Services Tax @ current rate.