

## 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:

1. The following terminologies in these Bylaws shall mean:
  - 1.1. **Applicant:** in the case of 8.2 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. Youth: any person 13 to 17 years of age.
    - 1.4.3. Child: any person up to and including 12 years of age.
  - 1.5. **Good Standing:** a cardholder with no outstanding overdue items or charges.
  - 1.6. **Library Manager:** 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.
  - 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 is not a resident of any member municipality of the Shortgrass Library System.
  - 1.11. **Resident:** any person who resides within any member municipality of the Shortgrass Library System and/ or pays City of Brooks property or business taxes.
  
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 Premises
  - 3.1. The Library premises is to be open free of charge to the public for library purposes at the hours posted.
  - 3.2. No person using the library premises 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 premises 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 premises 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 Library Manager, no person shall:
    - 3.3.1. Bring any animal, other than an aid dog as identified by the *Service Dog Act Chapter S-7.5* and bearing a Alberta government issued identification card, into the premises.
    - 3.3.2. Bring a wheeled vehicle or conveyance, other than a wheelchair or walker, baby carriage or stroller, into the premises.
  - 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 premises 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 premises for any purpose without a staff person or member of the Board present at all times. City of Brooks staff have access to the premises in relation to premises concerns. Security persons may have access to the building under special circumstances.
4. 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 meeting eligibility criteria and fulfilling the requirements set by the library board in the attached schedules.
  - 4.2. A library card remains the property of the library and is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.
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. 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.
  - 5.3. 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.
  - 5.4. Cardholders must notify the library of any change of address, email or telephone number as soon as possible.
  - 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 Library Manager.
- 6.4. The library may provide Services and Equipment for rental as per regulations set in Schedule E

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 offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense 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 Library Manager 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.

SCHEDULE A  
Issuance of Library Cards

Resident Individual Adult Card Fee	\$10.00/ year
Young Adult or Child Card	Free
Shortgrass Library System Non-resident Individual (Adult, Young Adult, or Child) Card Fee	\$60.00/ year
Replacement Card Fee	\$ 3.00/ card

Applicants must either:

- provide proof of address, or
- submit to address verification procedures at the cost of \$5.

Card fees may be waived at the discretion of the Library Manager – proof of hardship may be required.

All library cards are subject to review.

## SCHEDULE B

### Loan Periods and Limits for Library Resources

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

1. Videogames are loaned for two weeks. (limit of 5/patron)
2. DVDs, passes, and select electronic equipment are loaned for one week. (limit 10 DVD series/patron)
3. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
4. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks. All renewals are subject to recall or reservations from other cardholders.
5. Patrons with special designations (ie: print disability, outreach, or probation) have alternate loan periods and material restrictions.

SCHEDULE C  
Overdue Notice, Fines and Penalties

C.1 Overdue Fines

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

C.2 Procedures for return of overdue materials

1. Receipts provided at time of material check-out are the patron's notice of return due date. Any subsequent reminders are a courtesy.
2. An Overdue Notice is produced one week after the item(s) is/ are due. The cardholder is notified via email, telephoned or mail according to their account preferences. A record is kept of all calls made.
3. A final Assumed Lost Notice is produced four weeks after the item(s) is/ are due notifying the patron that the unreturned items(s) has/have been charged to their account. It is emailed and mailed to the cardholder.
4. Cardholders who have reached fines of \$10 or more, or have other fees owing totaling an amount greater than \$10, (\$5 for probationary patrons) 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 at the discretion of the Library Manager.

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, at the discretion of the Library Manager, if an exact replacement copy in new or pristine condition is provided by the cardholder.
2. A processing fee of \$5 will be charged on any lost or damaged item.

## SCHEDULE D

### Fee Schedule for FOIP Record Requests

A person who makes a request for access to a general record that is not a record of the applicant's own personal information is required to pay

- an initial fee of \$25 at the time that a **one-time request** is made; or
- an initial fee of \$50 when a **continuing request** is made.

In the case of a request for an applicant's own personal information, an applicant will pay only copying fees, and then only when those fees exceed \$10, as determined in Schedule E.

Should a general request be estimated to cost more than \$150, an estimate for additional fees will be provided to the applicant before any work is undertaken. An additional fee of \$15 per ¼ hour, plus any actual amount incurred will be charged for the following services:

- locating and retrieving a record;
- producing a record from an electronic record;
- preparing a record for disclosure (to cover the time taken to physically sever the record);
- providing a copy of a record;
- creating a new record from an electronic record;
- supervising the examination of an original record, and shipping.

