



## Bylaws of the Town of Sylvan Lake Library Board

The Town of Sylvan Lake Library Board enacts the following bylaws pursuant to the *Libraries Act*, Chapter L-11, as amended.

### Interpretation.

- 1 (1) For the purposes of this bylaw the expression:
- a) **Act** refers to the *Libraries Act*, Chapter L-11 and amendments thereto.
  - b) **Board** means the Town of Sylvan Lake Library Board.
  - c) “Borrower” means the person to whom a library borrower’s card has been issued.
  - d) **Librarian** or **Library Manager** or **Library Director** means the person charged by the Board with the operation of the Sylvan Lake Library.
  - e) **Library Resources** means any material, regardless of format, that is held in a library’s collection and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, electronic devices, toys and games, kits, CD-ROMS and electronic databases in the collection of the Sylvan Lake Library or borrowed by the Sylvan Lake Library.
  - f) **Cardholder** means the registered user of a current borrower’s card.
  - g) **Good Standing** means a cardholder with no outstanding overdue resources or charges.
  - h) **Loan Period** means the period of time, as set out in schedule, C which a cardholder may borrow library resources and includes any renewal of an original loan period.
  - i) **Non-resident** means any person who resides outside of the Town of Sylvan Lake, participating Summer Villages, Red Deer County or any member municipality of the Parkland Regional Library System.
  - j) **Resident** means any person who resides within the Town of Sylvan Lake, participating Summer Villages, Red Deer County or any member municipality of the Parkland Regional Library System.
  - k) **TAL card** means The Alberta Library card which allows a cardholder to borrow resources from any library participating in the Alberta Library Card program.
  - l) **ME card** means the Alberta-wide borrowing system by which a library patron in good standing may register online to use their home library card in any public library in the province without restrictions.

- 1 (2) In these bylaws, unless the contrary intention appears in the context,



- a) Words imparting male persons include female persons and words imparting female persons include male persons.
- b) Words in the singular include the plural and words in the plural include the singular.
- c) Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
- d) Where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.

1(3) Where the time limit for doing anything falls on a day when the library is closed to the public the time shall be deemed to be extended to the first day thereafter on which the library is open to the public.

### Library Facility.

Access to the Public Library Portion of the Building	2(1) The portion of any building used for public library purposes is open to any member of the public <b>FREE OF CHARGE</b> during the hours of opening as are set out by the Town of Sylvan Lake Library Board from time to time.
Multi Purpose Room Rental	2(2) Charges for the use of library premises not normally used for public library purposes are set out in Schedule A which is attached hereto and forms part of this bylaw.
Conduct in the Library Building	2(3) Any person using the library building shall conduct him or herself so as to not disturb other library users.

### PROCEDURE FOR ACQUIRING A BORROWER'S CARD.

3(1) Any person resident in the Town of Sylvan Lake, contributing Summer Villages or Rural Red Deer County is eligible to apply for a resident borrower's card.

3(2) Non residents may be eligible to apply for a borrower's card as per Schedule B.

3(3) An application pursuant to 3(1) or 3(2) shall be:

- a) In writing in a form prescribed by the librarian
- b) Dated and signed by the applicant.
- c) Dated and signed by the parent or guardian of an applicant who is less than 16 years old.
- d) Accompanied by photo identification bearing current address of the applicant (or applicant's parent or guardian).



e) Accompanied by the fee prescribed in Schedule B.

3(4) The librarian may issue a borrower's card to a person who has made proper application in accordance to 3(1), 3(2) and 3(3).

**Responsibilities of a Borrower**

4(1) A borrower's card may only be used by the person to whom it is issued except:

a) As by special arrangement approved by the librarian.

4(2) A borrower shall notify the librarian of any change of address, email and/or telephone number.

4(3) A borrower must take proper care of any library resource entrusted to his or her care.

4(4) A borrower must return any library resource to the library on or before the due date as provided in Schedule C.

**Loan of Library Resources**

No Charge for Loan of Library Resources	5(1) In accordance with the <i>Libraries Act</i> , Section 36 (3), there shall be no charge for the use of library resources. This includes resources used on the premises, resources loaned or resources acquired from other sources at the discretion of the Board.
Loan Period for Library Resources	5(2) The loan periods for various library resources are set out in Schedule C.
Reserve	5(3) Library resources may be reserved in accordance with policy established by the Board.
Renewals	5(4) Library resources may be renewed in accordance with policy established by the Board.

**Penalty Provisions**

6(1) The fines for late return of library resources are as set out in Schedule D.

6(2) The fines for damaged or lost resources are as set out in Schedule D.



6(3) The procedures for demanding the return of overdue resources are as set out in Schedule D.

Revocation of Borrower's Card

6(4) A borrower's card may be revoked by the librarian for the reasons set out in Schedule D.

Appeal

6(5) A person who has had his or her borrower's card revoked pursuant to 6(4) may within **30 DAYS** of such revocation make an appeal to the Board in writing setting out the grounds of the appeal.

6(6) The decision of the Board in an appeal pursuant to 6(5) is final and not subject to further appeal.

Prosecution


6(7) In cases of serious dereliction the Board may prosecute an offence under the *Libraries Act*, Section 41. Such an offence is punishable under the *Libraries Act*, s41. The range of penalties applying on conviction for such an offence is set out in Schedule D.


6(8) Any fine or penalty imposed pursuant to an offence under 6(7) inures to the benefit of the Sylvan Lake Library Board in accordance with the *Libraries Act*, s42.

Read a first time: September 16, 2015

Read a second time: September 16, 2015

Read a third time and adopted this:  
October 14, 2015

  
\_\_\_\_\_  
Chairperson



Schedules A to D are part of the Bylaws of the Town of Sylvan Lake Library Board



## **Schedule A**

### **Meeting Rooms**

Community organizations or individuals may use the Library program/meeting room during non-library hours upon entering into an agreement with the librarian. They will be restricted to the program/meeting room unless a key-holding staff member is on the premises.

A charge of **\$20.00/hour** may be levied for use of a meeting room. In the event that the meeting room is required outside of normal library hours, the organizer of the meeting will sign an agreement, accepting responsibility for any loss or damage incurred during the meeting, and take responsibility for ensuring the meeting room is locked from the outside after all other meeting attendees have left the building.



**BORROWER'S CARD FEES:**

Individual, Family or Organization within the Town of Sylvan Lake and surrounding area	\$20.00/year
Seniors (aged 65 or older)	\$12.50/year
Parkland Regional Library non-members	\$60.00/year
Replacement Cards	\$2.00 for first replacement, \$5.00 for every replacement after until card renewal.

\* The Library's goal is to provide barrier-free access to information to all citizens. The card fee may be waived at the discretion of the Library Director. Gift certificates for free library memberships are also available at the Sylvan Lake Food Bank, Health Unit, and Welcome Wagon.

**TEMPORARY BORROWERS:**

A temporary borrower's card may be issued to an applicant upon receipt of valid identification for a maximum of three months.

Temporary Borrower's Card: \$5.00 per month

**OTHER FEES:**

Computer Printing (Black and White)	\$0.25 per page
Computer Printing (Colour)	\$1.00 per page
Photocopying (Black and White)	\$0.25 per page
Photocopying (Colour)	\$1.00 per page
Outgoing Fax (Local or Toll-free)	\$1.00 per page
Outgoing Fax (Long Distance)	\$2.00 per page
Incoming Fax	\$1.00 per page



**Loan Periods and Limits**

<u>Resource</u>	<u>Loan Period</u>	<u>Loan Limits</u>
Total Items	Varies	50/card
Books	3 weeks	Up to the total item 50/card limit
E-books and E-audio	3 weeks	10/card
Audio books	3 weeks	10/card
Music CD's	1 week	10/card
DVD's	1 week – 3 weeks (TV seasons)	10/card
Magazines	1 week	10/card
Reference resources	n/a – in library use only	n/a – in library use only



**FINES & PENALTIES**

OVERDUE RESOURCES	\$0.25 per item per day. \$5.00 per day for the telescope and microscope.
DAMAGED/LOST RESOURCES	Purchase/replacement cost plus processing fee.
REVOKING OF BORROWER'S CARD	The librarian has the authority to revoke a borrower's card for habitual abuse of borrowing privileges.
SERIOUS DERELICTION	In the event of serious dereliction, the penalty may include all those listed above plus all associated legal fees.

Accumulated fines in excess of \$10.00 must be paid prior to borrowing additional Library resources.

All fines must be paid in full before the borrower's card can be renewed.