

AD: BYL - By Laws of Lac La Biche County Library Board

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BY-LAWS:

The Lac La Biche County Library Board enacts the following by-laws to The Libraries Act, R.S.A. 2000, Chapter L-11.

INTERPRETATION

1. For the purpose of this bylaw the expression:
 - a) "Act" refers to **The Libraries Act, R.S.A.2000, Chapter L-11**.
 - b) "Board" means the **Lac La Biche County Library Board**.
 - c) "Borrower" means the person to whom a Library Membership has been issued.
 - d) "Library Director" means the person charged by the Board with the operation of the Stuart MacPherson Public Library or the Plamondon Municipal Library.
 - e) "Library Materials" includes books (whether hardcover or paperback or e-book), periodicals, newspapers, sound recordings, audio and videocassettes, tape recordings, compact discs, CD ROM discs and DVD's.
2. In these bylaws, unless the contrary intention appears in the context
 - a) Words imparting male person include female 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.
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.



II. LIBRARY BOARD MEMBERSHIP:

The Board shall consist of not fewer than 5 and not more than 10 members appointed by Council. Not more than 2 members of Council shall be members of the Board. The Board shall endeavor whenever possible to recruit one youth member between the age of 16 to 24 years, for appointment by Council.

The Board shall endeavor to recruit a Youth Ambassador candidate to attend Board Meetings as a non-voting member for the same term as the Youth Board Member. This role will serve as a mentorship opportunity for youth to prepare them as future potential formal Board Members in the youth category.

III. LIBRARY FACILITY

1. Access to the Public Library Portion of the building:
 - a) The portion of any building used for public library purposes is open to any member of the public FREE OF CHARGE during the hours of opening as set out by the Board from time to time.
 - b) Children under the age of ten years must be directly supervised by a responsible individual thirteen years or older
2. Conduct in the Library building
 - a) Any person using the Library building shall conduct himself so as to not disturb other library users.
 - b) Penalties for improper conduct are found in Schedule 'C' - Penalty Provisions

IV. PROCEDURE FOR ACQUIRING A CARD TO BORROW LIBRARY MATERIAL

1. Any person residing in Lac La Biche County is eligible to apply for a card to borrow library material.
2. An application pursuant to *III. 1.* Shall be:
 - a) In writing on the form prescribed by the TRAC (The Regional Automation Consortium);
 - b) Dated and signed by the applicant, or where the applicant is a minor, dated and signed by the parent/guardian.
 - c) Accompanied by the fee prescribed in Schedule 'A'.
3. The library staff may issue a card to borrow library material to a person who has made proper application pursuant to *III, 2 a), b), c).*

V. RESPONSIBILITIES OF A MEMBER

1. A library card must be shown when borrowing library material and can only be used by the person to whom it is issued, except for:
 - a) For parents/guardians who are borrowing library material for their children, or
 - b) For people picking up library material for a Homebound relative.
2. A member shall notify library staff at either branch of any change of address and/or telephone number.
3. A member should take proper care of any library item entrusted to his care.



4. A member should return any library item to the library on or before the due date as provided in Schedule 'B'.

VI. LOAN MATERIALS

The **Libraries Act** sets out conditions of *free* basic public library service:

- Access to library facilities
- Use of library resources in the library
- Borrowing library resources
- Acquiring library resources through interlibrary loan
- Consultation by library staff and/or
- Basic information service.

In accordance with the Libraries Act Section **36(1)** a (ii) the terms and conditions under which: (ii) public library property may be used or borrowed by members of the public.

Loan periods for various materials are set out in Schedule 'B'.

Library materials may be reserved in accordance with policies established by the TRAC Consortium as set from time to time.

Library materials may be renewed in accordance with policies established by TRAC Consortium as set from time to time.

VII. PENALTY PROVISIONS

1. The fines for late returns of materials are as set out in Schedule 'C'.
2. The fines for damaged or lost materials are as set out in Schedule 'C'.
3. The procedures for demanding the return of overdue materials are as set out in Schedule 'C'.
4. A membership may be suspended at the discretion of the Library Director for the reasons set out in Schedule 'C'.
5. A person who has had his membership revoked pursuant to VI. 4. may make an appeal to the Board in writing setting out the grounds of the appeal within 30 (thirty) days of such revocation.
6. The decision of the Board, in an appeal pursuant to VI. 5., is final and not subject to further appeal.
7. In cases of serious dereliction, the Board may prosecute an offence under The Libraries Act, Section 45. Such an offence is punishable under The Libraries Act, Section 41. The range of penalties applying on conviction for such an offence is set out in Schedule 'C',
8. Any fine or penalty imposed pursuant of an offence under VI. 7. ensure to the benefit of The Lac La Biche County Library Board in accordance with The Libraries Act, Section 42.



Read a first time December 8, 2016

Read a second time December 8, 2016

Read a third time December 8, 2016



Board Chair

Adopted this 8th day of December, 2016

