

SCHEDULE C

1. Penalties for Improper Conduct in the Library

- i. When an individual is disturbing other library members or failing to comply with requests made by Library Staff, he will receive a verbal warning about his behavior and what the consequences will be if the behavior continues.

If the individual does not stop disturbing other library members, he will be asked to leave the library for the remainder of the day. A memo or email about this action must be left for the Library Director and other Library Staff. If the individual who has been removed for the day continues to disturb other library members, he will lose his library privileges for seven days. A letter will be prepared and given to him. If the individual is a minor, a letter will be sent to the parent/guardian.

If he continues to disturb other library members, then he will lose all use of the Library for one month. Another letter will be prepared and given to him. If the individual is a minor, another letter will be sent to the parent/guardian.

If he continues to disturb other library members, then he will lose all use of the Library for six months. A letter will be prepared and given to him. If the individual is a minor, a letter will be sent to the parent/guardian.

- ii. If the behavior happens again, the library member may lose his library privileges for one year. A letter will be prepared and given to him. If the individual is a minor, a letter will be sent to the parent/guardian.
- iii. When the behavior cannot be stopped by the above measures, the Board has the power to ban the person from the Library for a lifetime. This action must be followed by a letter to the individual or the parent/guardian if library member is a minor.
- iv. In the case of a serious incident in the Library, the Library Director has the authority to take action as required. Any action taken must be reported to the Board Chair.
- v. A person and/or their parent/guardian may appeal any decision made by the library staff. This appeal must be presented to the Board.

2. Fines for Late Return of Materials

- **Stuart MacPherson Public Library**

- i. There will be no fines for material that is borrowed.

- **Plamondon Municipal Library**

- ii. There will be no fines for material that is borrowed.



3. Fines for Lost or Damaged Materials

- i. All material damaged beyond normal wear shall be charged to the borrower.
- ii. The minimum fee charged for damaged materials will be \$1.00 (one dollar).
- iii. The maximum charge for damaged materials shall be the replacement cost of the material or its equivalent.
- iv. For special occasions extended loan periods can be granted to borrowers with good circulation records at the discretion of the Library Director according to guidelines approved by the Board.
- v. For Materials that are claimed lost and billing notices have been sent home (45 days overdue) are now considered to be library member's property and the replacement cost needs to be paid before any additional checkouts can be made.

4. Procedure for borrowing with outstanding fines

- i. After a member who has accumulated a fine (\$10.00 or more) or has overdue items he will not be permitted to borrow any items until all items are returned and/or the fine is paid/cleared.

5. 5. Suspension and revocation of membership

- i. A person may have his membership suspended and/or revoked for the following reason:
 - a. failure to pay charges for overdue, damaged, or lost material.
- ii. The Library Director will inform the Board & other member libraries when he has revoked a membership by presenting a copy of the letter sent to the member.

6. Procedure for prosecution

- i. At the discretion of the Board, the following procedures may be pursued:
 - a. Placing the account with a collection agency.
 - b. Taking the person to Small Claims Court and pursuing civil action.
 - c. Lay charges under Section 45 of The Libraries Act.

7. Penalties for abuse of borrowing privileges

- i. Upon conviction by the Court, a maximum fine of \$ 500.00 and/or 6 months in jail may be imposed in accordance with Section 45 of the Libraries Act.

