



BYLAWS of the VILLAGE of KITSCOTY LIBRARY BOARD

2023 - 2028

Approved by the Village of Kitscoty Library Board

November 16, 2023

BYLAWS OF THE VILLAGE OF KITSCOTY LIBRARY BOARD

The Village of Kitscoty Library Board enacts the following Bylaws 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:

- (1) A board may pass bylaws 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
 - 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
 - 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
 - v. receiving, our 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 bylaws passed under subsection (1).
- (3) A bylaw or part of a bylaw 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

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 Village of Kitscoty 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
 - 1.4.5 Senior any person 65 years of age or older
 - 1.4.6 TAL Card borrower- a cardholder from outside the Northern Lights Library System with a current TAL card
 - 1.4.7 In-school student- any student of a school located in the Village of Kitscoty
 - 1.4.8 In-school staff- any staff member of a school located in the Village of Kitscoty
 - 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 Kitscoty Public Library
 - 1.7 **Library**- the Kitscoty Public Library
 - 1.8 **Library Materials**- any resources, regardless of format, that are held in the Kitscoty Public Library's collection, or borrowed by the Kitscoty Public Library
 - 1.9 **Loan Period**- the period of time, as set out in schedule B, in which a cardholder may borrow library materials and includes renewal(s) of an original loan period
 - 1.10 **Non-Resident**- persons living within non-participating municipalities, or persons from other libraries in Alberta who do NOT present a valid TRAC card. They are eligible to obtain a card at any library in the system but *must* be charged a minimum Non-Resident fee of \$60 per person, regardless of the size of the household.
 - 1.11 **Resident**- any person who resides within the Village of Kitscoty or the County of Vermilion River
 - 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, C. f-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 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 a disturbance for other library users or staff
 - 3.2.2 remove any library material unless the item has been checked out
 - 3.2.3 enter 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 consume food or drink
 - 3.3.2 bring any animal, other than service animal(s), into the building
 - 3.3.3 bring a wheeled recreational device (skateboard, rollerblades, etc.) into the building
- 3.4 All persons using the library shall comply with applicable public health regulations.

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 a TRAC application form
 - 4.1.2 presentation of one piece of identification showing the applicants' permanent address. If a child is applying for a card, a parent or legal guardian must present identification showing their permanent address.
 - 4.1.3 payment of applicable fees as outlined in Schedule A
 - 4.1.4 presentation of identification in the case of a **TAL** cardholder
- 4.2 Applicants will receive a library card which:
 - 4.2.1 is valid for 2 years, unless revoked by the Library Manager
 - 4.2.2 remains the property of the Kitscoty Public Library
- 4.3 Applicants may receive a TAL barcode if:
 - 4.3.1 the applicant does not already have a patron record in Polaris.

5. Responsibilities of a Cardholder

- 5.1 Only the cardholder may use the library card
- 5.2 Loss or theft of a current library card must be reported immediately. Cardholders are responsible for all library materials borrowed, and all charges attributable, before the loss or theft of the card is reported. Cardholders may be assessed a fee as outlined in Schedule A for a replacement card.
- 5.3 Cardholders must notify the library of any change of address, email address or telephone number.
- 5.4 A cardholder is responsible for all library materials damaged or lost while borrowed on their card.
- 5.5 A cardholder will return to the library or renew any library materials on or before the due date as provided in Schedule B.

6. Loan of Library Materials

- 6.1 Loan periods for library materials are set out in Schedule B.
- 6.2 Library materials may be reserved and/or renewed in accordance with procedures of the TRAC operational guidelines.

7. Losses and Fines

- 7.1 Kitscoty Public Library follows the TRAC Operational Guidelines for dealing with overdue and lost materials.
- 7.2 Cardholders are responsible for all fines resulting from the loss of library materials.
- 7.3 A library card may be denied or revoked if the cardholder repeatedly damages or loses library materials and/or doesn't pay fines related to the losses.

8. Freedom of information and Protection of Privacy

- 8.1 In accordance with s.95 of the *Freedom of Information and Privacy Act, R.S.A. 2000, c. F-25*, the Library Manager is designated as coordinator responsible for the purposes of the Freedom of information and Privacy Act.

9. Service Fees

- 9.1. Refer to schedule D for these fees.

Revisions approved by the Village of Kitscoty Library Board

READ the first time this 16th day of November, 2023.

READ a second time this 16th day of November, 2023.

READ a third time and passed this 16th day of November, 2023.


Chairperson

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Secretary


Treasurer