

## Appendix 1: By-Law of the Town of Bonnyville Library Board

The Town of Bonnyville Library Board enacts the following by-laws pursuant to the *Libraries Act*, Chapter L-11, Section 36.

### Short Title

This By-Law may be cited as the Bonnyville Municipal Library (2011) By-Law.

### Definitions

1(1) For the purposes of this by-law the expression:

- a) "Act" refers to the **Libraries Act**, Chapter L-11 and amendments thereto.
- b) "Board" means the Town of Bonnyville Library Board.
- c) "Library" means the Bonnyville Municipal Library.
- d) "Borrower" means the person to whom a library borrower's card has been issued.
- e) "Librarian" or "Library Manager" means the person charged by the board with the operation of the Bonnyville Municipal Library.
- f) "TRAC" means The Regional Automation Consortium.
- g) "TAL" means The Alberta Library.
- h) "Resident" means any person who has a residence within the Town of Bonnyville, M.D. of Bonnyville, or the Summer Village of Pelican Narrows.
- i) Non-resident means any person who is not a resident of a member municipality of the Northern Lights Library System.
- j) "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, micro materials, toys and games, kits, and electronic databases in the collection of the Bonnyville Municipal Library or borrowed by the Bonnyville Municipal Library.
- k) Cardholder Categories shall include the following:
  - Adult: Any person 18 years and older.
  - Young Adult: Any person 13 through 17 years of age.
  - Child: Any person up to and including 12 years of age.
  - Senior: Any adult 60 years and older.
  - Family: Parent(s)/guardian(s) and children under the age of 18 residing in the same household.
  - Institutional: An institution (i.e., nursing home, long-term care facility, school) loaned library resources in bulk for subsequent borrowing by individuals in that institution.
  - Non-resident: Some services may be limited.
  - High School Graduation Cards: A certificate for a free borrower's card is issued to all Grade 12 graduating students as set out by the Town of Bonnyville.
  - TAL Card Borrower: A cardholder from outside the Northern Lights Library System with a current TAL card.

- 1(2) In these by-laws, unless the contrary intention appears in the context:
  - a) Words imparting male persons 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 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.

#### **Public Admittance to the Library Building**

- 2(1) The library is open **free of charge** to the public for library purposes during the hours of opening as are set out by the Bonnyville Municipal Library.

#### **Conduct in the Library Building**

- 3(1) Any person using the library building shall conduct himself so as to not disturb other library users and/or contravene Library Board policy.
- 3(2) No person shall remove any library item from the building unless it has been properly checked out in agreement with the procedures established for the circulation of library items.
- 3(3) Except with the permission of the Library Manager, no person shall:
  - a) Consume food or drink at the public computer workstations.
  - b) Bring any animal, other than a service dog, into the building.
- 3(4) Persons who do not comply with 3(1), 3(2), or 3(3) will be asked to end their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building and/or library staff may ask for outside assistance.
- 3(5) Persons who are intoxicated will be asked to leave the building.

#### **Procedure for Acquiring a Borrower's Card**

- 4(1) Any resident is eligible to apply for a borrower's card.
- 4(2) Any person who lives in a non-resident municipality of the Northern Lights Library System is eligible to apply for a limited services borrower's card.
- 4(3) A resident or non-resident borrower's card is issued upon:
  - a) Completion of application in a form prescribed by the librarian/library manager.
  - b) Presentation of one piece of identification bearing the applicant's permanent address.
  - c) Application dated and signed by the applicant or by the parent or guardian of an applicant who is 14 years old or younger.
- 4(4) Applicants shall receive a library card which:
  - a) Is valid from the date of issue to the expiry date, unless revoked by the Librarian/Library Manager under 7(4).
  - b) Remains the property of the Bonnyville Municipal Library.



### **Responsibilities of a Borrower**

- 5(1) The cardholder named on a borrower's card shall be the only person that may use the card. The cardholder may designate alternate people to access his/her library records.
- 5(2) A cardholder shall notify the librarian/library manager of any change of address and/or telephone number as soon as possible.
- 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) A cardholder should take proper care of any library item entrusted to his care.
- 5(5) A cardholder should return any library item to the library on or before the due date as provided in Schedule B.
- 5(6) Cardholders are 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. In the case of a child or family membership, the parent/guardian is responsible for all library items borrowed and will compensate the library for all library items damaged or lost.

### **Loan of Library Resources**

#### *No Charge for Use of Library Resources*

- 6(1) In accordance with the *Libraries Act* 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.

#### *Loaning of Library Materials*

- 6(2) Library resources may be loaned to those people
  - a) With a valid borrower's card; and
  - b) In good standing pursuant to Schedule C.

#### *Loan Period for Library Resources*

- 6(3) The loan periods for various library resources are as set out in Schedule B.

#### *Renewals*

- 6(4) Library resources may be renewed as set out in Schedule B.

### **Penalty Provisions**

- 7(1) The fines for late return of library resources are as set out in Schedule C.
- 7(2) The fines for damaged or lost resources are as set out in Schedule C.
- 7(3) The procedures for demanding the return of overdue resources are as set out in Schedule C.

#### *Revocation of Borrowers Card*

- 7(4) A borrower's card may be revoked by the librarian/library manager for the reasons set out in Schedule C.

#### *Appeal*

- 7(5) A person who has had his borrower's card revoked pursuant to 7(4) may with **30 days** of such revocation make an appeal to the board in writing setting out the grounds of the appeal.
- 7(6) The decision of the board in an appeal pursuant to 7(5) is final and not subject to further appeal.

#### *Prosecution*

- 7(7) Any person who willfully contravenes any of the within By-laws or who willfully retains any library materials from the Library is guilty of an offense pursuant to the *Province of Alberta Libraries Act*, and may be liable to such penalties as are specified in the *Provincial Offence Procedures Act, RSA 2000*, in addition to any liability that may attach civilly or under the Criminal Code of Canada.
- 7(8) Any fine or penalty imposed pursuant to an offence under 6(7) inures to the benefit of the Town of Bonnyville Library Board in accordance with the *Libraries Act, s.42*.

#### **Service and Equipment Rental**

- 8(1) Refer to Schedule D for these fees.

#### **Freedom of Information and Protection of Privacy**

- 9(1) In accordance with s.95 of the *Freedom of Information and Protection of Privacy Regulation, RSA 2000, cF-25*, the Library Manager is designated as Coordinator responsible for the purposes of the *Freedom of Information and Privacy Act*.
- 9(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 E and as amended from time to time or any successor regulation that sets fees for requests from the Board.

#### **Adoption of 2011 By-Law**

- a) That the Bonnyville Municipal Library By-Law passed on November 18, 1991 is rescinded and replaced with the Bonnyville Municipal Library (2011) By-Law.

At the June 21, 2011 meeting of the Town of Bonnyville Library Board:

Patti Skuba moved that the first reading of the By-Law be accepted.

John Irwin moved that the second reading of the By-Law be accepted.

David Fox moved that the third and final reading of the By-Law be accepted.

Adopted: 21<sup>st</sup> day of June 2011

Ratified by Town of Bonnyville Council: Date

\_\_\_\_\_ Brian Wood, Chair

\_\_\_\_\_ Patti Skuba, Treasurer