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## **Appendix 2: By-Law Schedules**

Schedules A to E are part of the By-Laws of the Bonnyville Municipal Library.

Schedule A – Borrower Card Fees

Schedule B – Loan Periods for Library Resources

Schedule C – Penalty Provisions

- 1) Fines for late return of library resources.
- 2) Fines for damaged or lost library resources.
- 3) Procedures for notice of overdue library resources and demand for return of library resources.
- 4) Revocation of borrowers' cards.

Schedule D – Service and Equipment Rental Fees

Schedule E – Fees Related to the *Freedom of Information and Protection of Privacy Act*

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**SCHEDULE A – Borrower Card Fees**

Resident Adult	\$12.00/year
Resident Young Adult (13-17)	\$8.00/year
Resident Senior (60+)	\$8.00/year
Resident Family	\$25.00/year
Resident Child (12 and under)	free
Institutional *	\$25.00/year
Non-resident (limited services)	\$60/year (+ applicable resident card fee)
High School Graduation Cards	free
Replacement Card	\$2.00

\*Institutional cardholders must have a current letter on file designating authorized borrowers.  
Card fees may be waived at the discretion of the Librarian/Library Manager.

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## **SCHEDULE B – Loan Periods for Library Resources**

All circulating resources are loaned for three (3) weeks, with the following exceptions:

- a) Video recordings and compact discs are loaned for 1 week.
- b) Multi-part video recordings are loaned for a period of 3 weeks with no renewals.
- c) Magazines are loaned for 1 week.
- d) Extended loan periods, excluding video recordings, may be arranged with the permission of the Librarian/Library Manager.
- e) Interlibrary items are typically loaned for 3 weeks unless otherwise authorized by the lending library.
- f) Renewal Periods: All TRAC resources may be renewed according to TRAC guidelines. Items with holds assigned to them should not be renewed.



## **SCHEDULE C – Penalty Provisions**

### *C.1 Fines for Late Return for Library Resources*

<b>Material Type</b>	<b>Charge per Day</b>	<b>Maximum Fine</b>
Books, Audiobooks, Kits, Magazines, CDs	25¢	\$10.00
Video recordings – e.g., DVDs	\$1.00	\$10.00

### *C.2 Fines for Damaged or Lost Library Resources*

1. The original purchase price, if available, will be charged. If this is not available a default price for the type of item damaged or lost will be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the borrower.

### *C.3 Procedures for Notice of Overdue Library Resources and Demand for Return of Library Resources*

1. Borrowers with overdue fines will be notified by email or by phone when their items appear on the Integrated Library System (e.g., Polaris) overdue report.
2. Once the item is overdue for 35 days it will be considered lost and the borrower will be charged for the cost of the item. When the lost item is paid for the overdue fines will be waived.
3. Cardholders who have fines or fees owing totaling an amount of \$15.00 or more will not be allowed to borrow resources until their account is paid.
4. Accounts may be reduced or waived at the discretion of the Librarian/Library Manager.

### *C.4 Revocation of Borrower's Cards*

1. The Librarian/Library Manager may revoke the borrowing privileges where the person to whom the membership was issued:
  - a. Has failed to pay any fine levied for lost or late items.
  - b. Has failed to pay for any damage to a library item.
  - c. Has failed to return any library item to the library after a request has been made.
2. When the Library Manager has revoked a borrower's privileges, the borrower, or where the borrower is less than 14 years of age, his parent or guardian, may within 30 days make an appeal to the Board in writing against the revocation setting out the grounds of his appeal.
3. The decision of the Board in an appeal is final and not subject to further appeal.

## **SCHEDULE D – Service and Equipment Rental Fees**

### **Printing, Copying, Faxing, Laminating**

#### **Copying**

Black & White

8 ½ x 11 paper (letter)

Single-sided \$0.25

10 or more copies \$0.20

Double-sided \$0.30

10 or more copies \$0.25

8 ½ x 14 paper (legal)

Single-sided \$0.30

10 or more copies \$0.25

Double-sided \$0.35

10 or more copies \$0.30

11 x 17 paper

Single-sided \$0.50

10 or more copies \$0.45

Double-sided \$0.55

10 or more copies \$0.50

Colour

8 ½ x 11 paper (letter)

Single-sided \$0.75

10 or more copies \$0.70

Double-sided \$1.50

10 or more copies \$1.45

8 ½ x 14 paper (legal)

Single-sided \$1.00

10 or more copies \$0.95

Double-sided \$1.75

10 or more copies \$1.70

11 x 17 paper

Single-sided \$1.50

10 or more copies \$1.45

Double-sided \$2.00

10 or more copies \$1.95

#### **Faxing**

First 5 pages - \$1.00 per page (local); \$1.50 per page (long distance); then, \$0.25 per remaining page.

#### **Laminating**

\$1.50 minimum charge plus \$1.00 for each additional foot.

#### **Exam Invigilation**

\$30.00 per exam.

#### **Equipment Rental**

Overhead projector

\$25.00/day plus \$25.00 deposit

Screen

\$50.00/day plus \$50.00 deposit

Multimedia projector – Not available for outside lending

#### **Computer Discs**

\$1.00 per CD

#### **Meeting Rooms**

No meeting rooms available in this library; therefore, no reference to the area or fees for use.



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## **SCHEDULE E – Fees Related to the Freedom of Information and Protection of Privacy Act**

The amount of the fees set out in this Schedule is the maximum amount that can be charged to applicants.

- For locating and retrieving a record \$6.75 per ¼ hour
- For producing a record from an electronic record
  - a) Computer processing and related charges Actual amount charged to library
  - b) Computer programming \$10.00 per ¼ hour

All other applicable fees will be charged as set out in the *Freedom of Information and Protection of Privacy Regulation, AR 200/95, s.9 and Schedule 2*.