

REF NO. AD:BY-LAWS

By-Laws of Lac La Biche County Library Board

Originated:	2001
Review:	June 17, 2009
Revised:	Sept 2011
Approved:	Sept 22, 2011

BY-LAWS:

The Lac La Biche County Library Board enacts the following by-laws to The Libraries Act, R.S.A., Chapter L-12.1, 1986, Section 40.

I INTERPRETATION

1. For the purpose of this bylaw the expression:
 - a) "Act" refers to ***The Libraries Act, R.S.A., Chapter L-12.1, 1983.***
 - b) "Board" means the ***Lac La Biche County Library Board.***
 - c) "Borrower" means the person to whom a Library Membership has been issued.
 - d) "Director, Library Services" 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), 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.

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- 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 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 members.
 - b) Penalties for improper conduct are found in Schedule 'C' - Penalty Provisions

III. PROCEDURE FOR ACQUIRING A CARD TO BORROW LIBRARY MATERIAL

1. Any person is eligible to apply for a card to borrow library material.
2. An application pursuant to *III. 1.* Shall be:
 - a) In writing in the form prescribed by the Director, Library Services;
 - 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 Director, Library Services may issue a card to borrow library material to a person who has made proper application pursuant to *III, 2 a), b), c).*

IV. RESPONSIBILITIES OF A MEMBER

1. A card for borrowing library material 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
2. A member shall notify the Director, Library Services 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'.

V. 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.
1. 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
 2. Loan periods for various materials are set out in Schedule B.
 3. Library materials may be reserved in accordance with policies established by the TRAC Consortium as set from time to time.
 4. Library materials may be renewed in accordance with policies established by TRAC Consortium as set from time to time.

VI. 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'.

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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 Director, Library Services 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 45. 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 and District Public Library Board in accordance with The Libraries Act, Section 46.

Read a first time September 22, 2011

Read a second time September 22, 2011

Read a third time September 22, 2011



Chairman

Adopted this 22nd day of September, 2011

The following Schedules are to be a part of the By-laws of the Lac La Biche County Library Board.

Schedule A - Registration Fees

Schedule B - Loan Periods for Library Materials

Schedule C - Penalty Provisions

1. Penalties for improper conduct in the Library
2. Fines for late return of materials
3. Fines for damaged or lost materials
4. Procedure for borrowing with outstanding fines
5. Suspension and revocation of memberships
6. Procedure for prosecution
7. Penalties for abuse of borrowing privileges

Schedule D - Borrowing Privileges

SCHEDULE A

1. The card fees for the Stuart MacPherson Public Library are as follows:
 - i) **Adult Members**, 18 years and older \$15.00 (fifteen dollars) per year. The second adult from the same household will pay \$10.00 (ten dollars) per year.
 - ii) **Adult Members (Students)**, upon presentation of a valid **student card** are eligible for a student membership of \$5.00 (five dollars) per year.
 - iii) **Educators Card**, upon presentation of valid identification, individuals are eligible for an Educators Card membership of \$5.00 (five dollars) per school year.
 - iii) **Adult Members (Seniors)**, 60 years and older are eligible for a senior membership of \$5.00 (five dollars) per year.
 - v) **Group Members**, which shall include institutions and/or individuals which are in a recognized group, are eligible for a group membership of \$30.00 (thirty dollars) per year. A contact name must be reflected on the account.
 - vi) **Temporary Residents of Member Municipalities**, a fee of \$2.50 (two dollars and fifty cents) per month up to a maximum total of \$15.00 (fifteen dollars) shall be charged. A secondary address must be submitted at time of registration.
 - vii) For **Residents of Non-Member Municipalities**, a fee of \$60.00 (sixty dollars) shall be charged.
 - viii) **Youth Members**, 17 years and younger, there will be no charge.

SCHEDULE B

Lac La Biche County Library Board will make available for loan a wide variety of materials, with the noted exceptions, to library members in good standing. These lending guidelines will apply to the library service points in the hamlets of Lac La Biche and Plamondon.

Lending Guidelines

Materials normally lent include books (in a number of formats), periodicals, audio-visual materials (VHS, DVDs, Blu-Ray and other emerging formats) and other library materials.

Loan periods:

Books	3 weeks with standard renewals
Periodicals	1 week with no renewal
Audio visual materials	1 week with standard renewals
Inter and intra-library loans	3 weeks with standard renewals or in accordance with requirements of the owning library.

Loan periods for Educators Cards

Books	6 weeks with no renewals
Periodicals	6 week with no renewals
Audio visual materials	3 week with no renewals
Inter and intra-library loans	3 weeks with standard renewals or in accordance with requirements of the owning library with the possibility of arrangements for 6 weeks with no renewals

Exceptions to materials normally lent:

Material specified as "Reference"

Newspapers – local and provincial

Local histories and other "irreplaceable materials".

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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 members, 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 about this action must be left for the Director, Library Services 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 Director, Library Services has the authority to take action as required. Any action taken must be reported to the Chair of the Board.
- 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.

École Plamondon School 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).
- ii) The maximum charge for damaged materials shall be the replacement cost of the material or its equivalent.
- iii) For special occasions extended loan periods can be granted to borrowers with good circulation records at the discretion of the Director, Library Services according to guidelines approved by the Board.

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. 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 Director, Library Services 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.

SCHEDULE D

2. Borrowing Privileges

i) Adult Library Members

- a) Maximum of 50 (fifty) books and/or periodicals
- b) Maximum of 5 (five) compact discs or cassette tapes
- c) Maximum of 2 (two) videos

iii) Educator Library Members

- a) Maximum of 75 (seventy-five) books and/or periodicals
- b) Maximum of 10 (ten) compact discs or cassette tapes
- c) Maximum of 10 (ten) videos

iv) Library Members (Youth)

- a) Maximum of 10 (ten) books and/or periodicals
- b) Maximum of 5 (five) compact discs or cassette tapes
- c) Maximum of 2 (two) videos

Library Members wishing to borrow extra materials must apply to the Director, Library Services for approval, in the absence of the Director, Library Services the Chairperson or a designated Board Member may make the decision.♦