

BYLAWS OF THE TOWN OF GIBBONS LIBRARY BOARD

Date Approved:

Revised: April 2022

The Town of Gibbons 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:

- 36(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, and
 - 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, on 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.

1. 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 borrower's card.
- 1.2. **Board:** the Town of Gibbons Library Board.
- 1.3. **Cardholder:** the registered user of a current borrower's card.
- 1.4. **Cardholder Categories** shall include the following:
 - 1.4.1. Adult: any person 18 years and older.
 - 1.4.2. Youth: any person 6 through 17 years of age.
 - 1.4.3. Family: two or more members of the same family residing in the same home.
 - 1.4.4. Senior: any person 65 years of age or older.
 - 1.4.5. Me Libraries borrower: a cardholder from outside the Northern Lights Library System with a current Alberta library card.
 - 1.4.6. Institutional - any organization or business
- 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 Gibbons Public Library.
- 1.7. **Library:** the Gibbons Public Library.
- 1.8. **Library resources:** any resources, regardless of format, that are held in the Gibbons Public Library's collection, or borrowed by the Gibbons Public Library, and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micro-materials, toys and games, kits, CD ROMs, and electronic databases.
- 1.9. **Loan Period:** the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.
- 1.10. **Non-resident:** any person who has a residence outside the Town of Gibbons or the County of Sturgeon that does not pay the Town of Gibbons or the County property or business taxes, and is not a resident of any member municipality of the Northern Lights Library System.
- 1.11. **Resident:** any person who resides within the Town of Gibbons or any division of the County of Sturgeon which is a member of Northern Lights Library System and/or pays Town of Gibbons or the County property or business taxes.
- 1.12. **ME Library card:** the Alberta ME Library card allows a cardholder to borrow materials from any library participating in the Alberta ME Library Card program.

2. Interpreting the Bylaws
 - 2.1. The Board is a corporation as defined by the *Interpretation Act, R.S.A.2000 Chapter 1-8*.
 - 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 open 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 any unnecessary disturbance for other library users and/or contravene Library Board Policy.
 - 3.2.2. Take away any library item from the building unless the item has been properly checked out in agreement with the procedures established for the circulation of library items.
 - 3.2.3. Go into or stay in the building 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. Leave preschool children unaccompanied by a responsible older person in the library.
 - 3.3.2. Bring a wheeled vehicle or conveyance, other than a wheelchair or walker, baby carriage or stroller, into the library.

 - 3.4. Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an end to 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. All persons using the library shall comply with applicable public health regulations.

 - 3.6. No member of the public is to be left in the library building for any purpose without a staff person or member of the Board present at all times. The Town of Gibbons staff have access to the building in relation to building concerns. Security persons may have access to the building under special circumstances.

4. Procedures for Acquiring a Borrower's Card
 - 4.1. Any resident or non-resident is eligible to apply for a borrower's card. A card is issued upon:
 - 4.1.1. Completion of an official Gibbons Public Library card application form.
 - 4.1.2. Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address.

- 4.1.3. Presentation of Payment of applicable fees as outlined in Schedule A.
- 4.1.4. Presentation of photo identification in the case of a TAL/ME cardholder.
- 4.2. Applicants will receive a borrower's card which:
 - 4.2.1. Is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.
 - 4.2.2. Remains the property of the Gibbons Public Library.
 - 4.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/legal guardian in the case of a Child or under special circumstances.
- 4.3. Applicants may receive a TAL/ME card if:
 - 4.3.1. If the applicant is a resident cardholder in good standing.
- 5. Responsibilities of a Cardholder
 - 5.1. The cardholder named on a borrower's card will be the only person that may use the card. The cardholder may designate alternate people to use his/her card; however, the cardholder named on the account is responsible for all materials borrowed and all charges accumulated while using the card.
 - 5.2. Cardholders are responsible for the safekeeping of their borrowing card. It is the responsibility of the cardholder to report a lost or stolen card to the Library. The cardholder remains responsible for any materials borrowed and all charges accumulated while a card is lost or stolen.
 - 5.3. Cardholders must notify the library of any change of address or telephone number as soon as possible.
 - 5.4. A cardholder will return to the library or renew any library item(s) on or before the due date as provided in Schedule B.
- 6. Loan of Library Resources
 - 6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.
 - 6.2. Loan periods for library resources are set out in Schedule B.
 - 6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Library Manager.
- 7. Penalty Provisions
 - 7.1. The procedures for demanding the return of overdue resources are set out in Schedule C.
 - 7.2. Cardholders are responsible for all charges resulting from failing to return or the late return of library resources, as outlined in Schedule C.

7.3. A borrower's card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she can not be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.

7.4. In cases of serious neglect, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense is set out in Schedule C.

7.5. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the Gibbons Public Library Board in accordance with the *Libraries Act, s.42*.

8. Freedom of Information and Protection of Privacy

8.1. In accordance with s.95 of the *Freedom of Information and Privacy Act, RSA 2000, cF-25*, the Library Manager is designated as Coordinator responsible for the purposes of the *Freedom of Information and Privacy Act*.

8.2. 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 D and as amended from time to time or any successor regulation that sets fees for requests from the Board.

9. Service and Equipment Rental.

9.1. Refer to schedule E for these fees.

Read a first time this 24th day of November 2022

CHAIRPERSON

SECRETARY

Read a second time this 24th day of November 2022

CHAIRPERSON

SECRETARY

Read a third time this 24th day of November 2022

CHAIRPERSON

SECRETARY

SCHEDULE A – Fees for the Issuance of Borrower's Cards

Resident Individual Adult (18 through 64 years) Card Fee

FREE

Resident Individual Youth (6 through 17 years) Card Fee	FREE
Resident Senior (65 + years) Card fee	FREE
Resident Family Card Fee	FREE
Non-resident Individual (Adult, Young Adult, Senior or Child) Card Fee	\$60.00/ year
Non-resident Family Card Fee	\$60.00/ year

Card fees may be waived at the discretion of the Library Manager – proof of hardship may be required.

All borrower’s cards are subject to review.

SCHEDULE B – Loan Periods for Library Resources

All circulating resources are loaned for three weeks, with the following exception:

1. Items loaned as a vacation loan, are loaned for six weeks.
2. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
3. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, except for video recordings which may be renewed once for a total loan of six weeks. All renewals are subject to recall or reservations from other cardholders

SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

Material Type	Charge per day	Maximum Fine
Children’s Materials including fiction, non-fiction, and audiovisual materials	\$0.25	\$10.00
Adult and Young Adult Materials including fiction, non-fiction, large print, and audiovisual materials	\$0.25	\$10.00

1. Procedures for return of overdue materials:
 - a. An overdue notice is produced one week after the item(s) is/are due and the cardholder is automatically called, and/or a message is left. A record is kept of all calls made.

- b. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is automatically called, and/or a message is left.
 - c. A third and final notice is produced four weeks after the item(s) is/are due.
 - d. Cardholders who have reached a maximum fine of \$10.00 or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account is paid.
 - e. Amounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived in special circumstances.
2. Penalties for lost or damaged items:
- a. The original purchase cost if it is available, shall be charged. If this is not available a fee for the type of item damaged or lost item shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.

SCHEDULE D – Fee schedule for Requests by Applicants under the *Freedom of Information and Privacy Act*

The fees set out in this Schedule are the maximum amounts that can be charged to applicants.

Initial application fee including GST	\$27.00
For locating and retrieving a record	\$6.75 per ¼ hour
For producing a record from an electronic record	
a) computer processing related charges	Actual amount charged to library
b) computer programming	\$10.00 per ¼ hour
For preparing and handling a record for disclosure	\$6.75 per ¼ hour
For supervising the examination of a record	\$6.75 per ¼ hour
For shipping a record or a copy	Actual amount incurred
For copying a record in electronic, audio or video formats	Actual amount incurred

SCHEDULE E – Service and Equipment Fees

Photocopying and Printing – Black	\$0.25 per page
Photocopying and Printing – Colour	\$0.50 per page

Note:

(There are no meeting rooms in this library, therefore no reference to the area or fees for use. Patrons interested in renting rooms in the Gibbons Cultural Centre are to be directed to contact the Town office for policies and rates.)