**SAMPLE**

**SAFETY & USE BYLAWS OF THE (Name of the municipality) LIBRARY BOARD**

Approved by the Board on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by (Name of the municipality) Municipal Council on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE:*** *These are sample bylaws for the fictional \_\_\_\_\_\_\_\_ Public Library, based on an existing bylaw template held at Public Library Services Branch. Please adjust the specifics of these bylaws (e.g. card fees, loan periods) to suit your local needs.*

 The (Name of the municipality) Library Board enacts the following Bylaws pursuant to Section 36 of the Alberta *Libraries Act.*

1. Definitions in these Bylaws shall mean:
	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.
	2. **Board:** the (name of the municipality) Library Board.
	3. **Cardholder:** the registered user of a current library card.
	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.

1.4.4. Family: two or more members of the same family residing in the same home.

1.4.5. Senior: any person 65 years of age or older.

1.4.6. TAL Card borrower: a cardholder from outside the \_\_\_\_\_\_\_\_\_Library System with a current TAL card.

1.4.7 ME Libraries borrower: a cardholder from outside the \_\_\_\_\_\_\_\_ Library System whose card is registered in the ME Libraries program.

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 \_\_\_\_\_\_\_ Public Library.

1.7. **Library:** the \_\_\_\_\_\_ Public Library.

1.8. **Library resources:** any resources, regardless of format, that are held in the \_\_\_\_\_\_ Public Library’s collection, or borrowed by the \_\_\_\_\_\_ Public Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, 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 \_\_\_\_\_\_, does not pay \_\_\_\_\_\_ property or business taxes, and is not a resident of any member municipality of the \_\_\_\_\_\_\_\_ Library System.

1.11. **Resident:** any person who resides within the \_\_\_\_\_ or any division of the County of \_\_\_\_\_\_ which is a member of \_\_\_\_\_\_\_\_ Library System and/or pays \_\_\_\_\_ property or business taxes.

1.12. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.

1.13. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.

2. Interpreting the Bylaws

 2.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8.*

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 accordance with library circulation policies and procedures.

 3.2.3. Go into or stay in the building outside of those time periods chosen for public use, unless approved by a motion of the Board.

 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 an aid dog, into the building.

 3.3.3. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.

 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. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

 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. \_\_\_\_\_\_ 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 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 an official \_\_\_\_\_ 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.

 4.2. Applicants will receive a library 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 \_\_\_\_\_ 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. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.

 4.4 An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

5. Responsibilities of a Cardholder

 5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her library records.

 5.2. 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. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.

 5.3. Cardholders must notify the library of any change of contact information as soon as possible.

 5.4. A cardholder is 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 family card, the designated cardholder(s) listed on the family card application form is/are responsible for all library items borrowed on all family cards on that application form, and will compensate the library for all library items damaged or lost while borrowed on those cards. In the case of a Child or Young Adult card, the parent or legal guardian who signed the Child/Young Adult cardholder’s application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

 5.5. A cardholder will return or renew any library items 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 as set out in Schedule C.

 7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.

 7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she cannot 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 dereliction, 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 \_\_\_\_\_ Public Library Board in accordance with the *Libraries Act, s.42.*

8. Service and Equipment Rental

 8.1. Service and Equipment rental fees are listed in Schedule D.

9. Room Rental Fees

 9.1 Charges for the use of library premises not normally used for

public library purposes (i.e. the library meeting room) are set out in Schedule E.

SCHEDULE A – Fees for the Issuance of Library Cards

Resident Individual Adult Card Fee (18 years and older) $10.00/ year

Resident Family Card Fee $15.00/ year

Non-resident Individual Adult Card Fee (18 years and older) $60.00/ year

Non-resident Family Card Fee $80.00/ year

Replacement Card Fee $2.00/ card

Card fees may be waived at the discretion of the Library Manager – proof of hardship may be required. All library cards are subject to review.

SCHEDULE B – Loan Periods for Library Resources

1. All circulating resources are loaned for three weeks, with the following exceptions:
	1. Audiovisual recordings are loaned for one week.
	2. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, with the exception of video recordings which may be renewed twice for a total loan of three weeks.
	1. Extended due dates may be granted by at the discretion of the Library Manager or his designate in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
	2. All renewals are subject to recall or reservations from other cardholders.

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

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| --- | --- |
| Material Type | Charge per day |
| Children’s Materials including fiction, non-fiction, and audiovisual materials | $0.10 |
| Adult and Young Adult Materials including fiction, non-fiction, large print, and audiovisual materials | $0.25 |

C.2 Procedures for return of overdue materials

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

2. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is called and/or a message is left.

3. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.

4. 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.

5. Notwithstanding number 4, accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Library Manager.

C.3 Penalties for lost or damaged items

1. The purchase cost as listed in the library’s integrated library system (ILS) shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.

2. A processing fee of $5.00 will be charged on any lost or damaged item.

SCHEDULE D – Service and Equipment Fees

Photocopying and Printing $0.25 per page

Faxing (sending) $2.00 first page
$0.50 per additional page

Faxing (receiving) $0.25 per page

SCHEDULE E – Meeting Room Rental Fees

Non-Profit Organizations and Private Individuals $10.00 per hour

For-Profit Companies $20.00 per hour