

# Camrose Public Library Bylaws

## Bylaws

The Camrose Public Library Board enacts the following by-laws pursuant to The *Libraries Act*.

### 1.0 Definition

1.1 For the purposes of this bylaw by the expression:

1. "Act" refers to The Libraries Act and amendments thereto.
2. "Board" refers to the City of Camrose Library Board.
3. "Borrower" refers to the person to whom a Library borrower card has been issued.
4. "CPL" refers to the Camrose Public Library.
5. "Director" refers to the person charged by the Board with the operation of CPL.
6. "Library Materials" has the widest possible meaning and encompasses- regardless of format-items that are held in the collection of the Camrose Public Library or borrowed by the Camrose Public Library. This includes books, periodicals, audio, video, or projected media, paintings, drawings, photographs, micromaterials, toys, games, kits, and electronic databases.
7. "Library Resources" includes time, services, space, furniture, information, programs, equipment, and library materials designated for public use.
8. "Hours of Operation" means the hours as set from time to time by the Board, that the Library is open to members of the public for the purpose of using or borrowing library materials.
9. "Loan Period" means the period of time that a member may borrow Library resources for and includes any renewal of an original loan period.
10. "PRLS" means the Parkland Regional Library System, the regional system that CPL belongs to.
11. "TAL" means The Alberta Library, a province-wide library service organization

**1.2** For the purposes of this bylaw:

1. Words in the singular include the plural and words in the plural include the singular.
2. Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
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.

## **2.0 Use of Library Resources on the Library Premises**

**2.1** Any member of the general public can use any library resource on library premises.

## **3.0 Library Facility**

**3.1** The portion of any building used for public library purposes is open to any member of the public free of charge during the public opening hours.

**3.2** The Library's program rooms are available for use by groups in accordance with the terms and conditions outlined in Schedule A.

**3.3** Every person using the Library building shall conduct themselves so as to not disturb other Library users or damage any property. Any staff member may ask any patron contravening this section to leave the premises. If any patron is asked and refuses to leave, the police may be contacted.

## **4.0 Borrower's Card**

**4.1** Any person may, in accordance with subsection 4.2, apply for a borrower's card from the Library. Patrons between the age of 0-11 may hold a library card for which a parent or guardian agrees to pay associated fines borrowing privileges; if a parent or guardian agrees to pay associated fines for the account, the child patron will have full borrowing privileges.

**4.2** An application for a borrower's card must be:

1. In a form determined by the Director.
2. Accompanied by the fee set out in Schedule B.

**4.3** Any staff member may issue a borrower's card to a person who has satisfied the requirements set out in subsection 4.1 and 4.2

**4.4** Residents of a municipality that is a member of PRLS will be charged for and issued a borrower card for their home library. The home library is determined by the geographic location where property taxes are paid.

**4.5** A borrower's card is valid for one year from the date of issue and may be renewed upon payment of the applicable fee set out in Schedule B.

**4.6** Despite subsection 4.3, a borrower's card belongs to the Library and must be immediately returned to the Library if the holder of a borrower's card is requested to do so by the Director pursuant to Section 7.3

## **5.0 Responsibilities of a Borrower**

**5.1** A borrower card may only be used by the person to whom it is issued, or their designate. Refer to Schedule B.

**5.2** A borrower shall be responsible for all library materials borrowed with the card; therefore, it is important that the borrower inform the Library if their card is lost or stolen.

**5.3** A borrower or guarantor shall notify the Library of any change of address and/or telephone number.

**5.4** A borrower or guarantor should return any Library item to the Library on or before the due date as provided in Schedule C.

## **6.0 Loan of Materials**

**6.1** In accordance with The Libraries Act, Section 36(3), there shall be no charge for the use of the following library resources:

1. Library resources used on the premises of the Library,
2. Library resources loaned to a borrower, and
3. Library resources acquired from other sources at the discretion of the Board.

**6.2** For inter-library loan materials, when a lending library levies a charge for the loan or photocopy of materials, the requesting borrower may be asked to bear this charge.

**6.3** Loan Periods are set by PRLS.

**6.4** Library materials may be reserved in accordance with policy established by PRLS.

**6.5** Library materials may be renewed in accordance with policy established by PRLS.

## **7.0 Penalty Provisions**

**7.2** The charges for damaged or lost materials are as set out in Schedule D.

**7.3** A borrower card may be suspended or revoked by Library staff if the borrower:

1. fails to conduct themselves in a manner so as not to disturb other Library customers,
2. fails to comply with the conditions set out in section 4,
3. fails to pay an amount assessed by the Director for the loss or damage of a library resource within the time specified by the Director, or
4. exceeds the maximum allowable fine limit as set by PRLS.

**7.4** A person who has had their borrower card revoked pursuant to subsection 7.3 may, within 30 days of such revocation, appeal to the Board in writing, setting out the grounds of the appeal.

**7.5** The decision of the Board under subsection 7.4 is final.

**7.6** In cases of serious dereliction, the Board may prosecute an offence under The *Libraries Act* under The *Libraries Act*. The range of penalties applying on conviction for such an offence is set out in *Schedule D*.

**7.7** Any charge or penalty imposed pursuant to an offence under The *Libraries Act* inures to the benefit of CPL in accordance with the *Libraries Act*.

This bylaw replaces the previous CPL Bylaws.

Read a first time\_\_\_\_\_ [date]

Read a second time\_\_\_\_\_ [date]

Read a third time\_\_\_\_\_ [date] and adopted.

Signature: \_\_\_\_\_

**Approved: May 5 1994**

**Amended: Oct. 24, 1995, Sept. 16, 2003, Feb. 21, 2006, April 21, 2010, May 21, 2013, June 17, 2014, January 2015, November 15, 2016, April 16, 2019, January 2020, January 2021**

## **Schedules A to D are part of the Bylaws of the Camrose Public Library**

Schedule A: Room Rental Fees

Schedule B: Annual Borrower Cards

Schedule C: Loan Periods for Library Materials

Schedule D: Penalty Provisions

### **Schedule A: Room Rental Fees**

1. Individual residents of or organizations in the municipalities served by the Camrose Public Library are eligible for room rentals, in accordance with the CPL fee policy, which may be amended from time to time.

## **Schedule B: Annual Borrower Cards**

1. Individual residents of the municipalities served by the Camrose Public Library are eligible for cards with full borrowing privileges, in accordance with the CPL fee policy, which may be amended from time to time.
2. Individuals may appoint designates on their card who may check out items on that card in their stead. They also have access to the borrowing history (if tracked), active holds, checkouts, ILL, and have the ability to place holds on the card. A designate can only be added to a card if the card holder gives written or in-person approval.
3. Institutions, Organizations, Businesses or Other Corporate Entities are eligible for a card with full borrowing privileges, in accordance with the CPL fee policy, which may be amended from time to time.
4. At any time, the Camrose Public Library Board may cover the cost of library cards, making them free to those who reside in the municipalities served.
5. Residents of a municipality that is not a member of PRLS are eligible for cards with full borrowing privileges, in accordance with the CPL fee policy, which may be amended from time to time.
6. Residents of a municipality that is a member of PRLS are not eligible for a Camrose Public Library card and will be charged for and issued a borrower card for their home library. The home library is determined by the geographic location where property taxes are paid.
7. ME Card:  
The ME card allows patrons to use their local card at other public libraries across Alberta to borrow their materials. Adults ages 18 and over in good standing may complete a web form to create accounts with other libraries. They must follow the rules of the lending library. ME materials may be returned to any library in Alberta.
8. The Alberta Library (TAL) Card Holders:  
Individuals who present valid TAL cards from their home library are eligible to have a CPL barcode attached to their home library card and borrow CPL materials as per the TAL regulations. There will be no charge or fee for this service.

## **Schedule C: Loan Periods for Library Materials**

- Books – 3 weeks
- Magazines – 3 weeks
- Newspapers – Non-circulating
- Audio books – 3 weeks
- Audio CDs – 3 weeks
- DVDs – 3 weeks
- Realia – Various
- Inter-Library loan materials – As specified by lending library

Library materials borrowed from any other library whether within the PRLS, TAL, or ME are set to the owning library's borrowing period and may be different than what Camrose Public Library's borrowing periods are. Patrons are responsible for knowing when their library items are due regardless of which library the item is from and Camrose Public Library will make every effort to communicate various loan periods to patrons.

## **Schedule D: Penalty Provisions**

### **1. Charges for damaged or lost resources:**

**1.1.**For Library materials lost or damaged beyond repair, borrowers will pay the price listed in the top right corner of the book. If the item is more than 4 years old, charge half the price listed, and if the item is more than 8 years old, do not charge the patron. If there is no price on the top right corner of the book, it was a donation and no charge will be issued to the patron.

**1.2.**Patron accounts will be suspended if lost or damaged resources reach a value set by PRLS