

The Village of Cremona Library Board

Safety & Use Bylaws

Approved by The Village of Cremona Library Board on: _____

Approved by The Village of Cremona Council on: _____

The Village of Cremona Library Board enacts the following bylaws pursuant to Section 36 of the Alberta Libraries Act.

1. Definitions in these Bylaws shall mean:

- 1.1. Applicant:** the person applying for a library card.
- 1.2. Building:** the building or facility in which the library is housed.
- 1.3. Board:** The Village of Cremona Library Board.
- 1.4. Cardholder:** the registered user of a current library card.
- 1.5. Cardholder Categories shall include the following:**
 - 1.5.1. Adult:** any person 18 years old and older.
 - 1.5.2. Young Adult:** any person 14-17 years old.
 - 1.5.3. Child:** any person up to and including 13 years of age.
 - 1.5.4. TAL Card borrower:** a cardholder from outside the Parkland Library System with a current TAL card.
 - 1.5.5. ME Libraries borrower:** a cardholder from outside the Parkland Library System whose card is registered in the ME Libraries program.
- 1.6. Good Standing:** a cardholder with no outstanding overdue items or charges.
- 1.7. Library Manager:** the person charged by the Board with operation of the Cremona Municipal Library.
- 1.8. Library:** Cremona Municipal Library.
- 1.9. Library Resources:** any resources, regardless of format, that are held in the Cremona Municipal Library's collection, or borrowed by the Cremona Municipal 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.

- 1.10. **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.
- 1.11. **Non-resident:** any person who does not have a permanent residence within the service area and/or non-residents who cannot provide proof of payment of business or property taxes within the service area (see 1.15).
- 1.12. **Resident:** any person who has a permanent residence within the service area and/or non-residents who can provide proof of payment of business or property taxes within the service area (see 1.15).
- 1.13. **TAL card:** The Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.
- 1.14. **ME Libraries:** A provincial program that allows a cardholder to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.
- 1.15. **Service Area:** The Village of Cremona and Mountain View County.

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 1-8.

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 the Library Manager or the Board Chair.
 - 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 or in-charge staff, no person shall:
 - 3.3.1. Consume food or drink.
 - 3.3.2. Bring any animal, other than a service animal, into the building.
 - 3.3.3. Bring any 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 immediate stop 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 or member of the Board present at all times. The Village of Cremona staff or contractors have access to the building in relation to building concerns. Security persons, Law Enforcement, or Fire Fighters 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 Cremona Municipal Library card application form.
 - 4.1.2. Presentation of one piece of photo identification bearing the applicant's permanent address if an adult or young adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing their permanent address. In special cases, the Library Manager has authority to waive this requirement.
 - 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 Cremona Municipal Library.
- 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 that card. The cardholder may designate alternate people to collect holds on their behalf. Possession of the card, or the borrower's card number, is sufficient to denote designated access.

- 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.
- 5.3. Cardholders must notify the library of any change of contact information as soon as possible.
- 5.4. The 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 child card, the parent or legal guardian who authorized the child cardholder's application, 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, in accordance with procedures established by Parkland Regional Library.

7. Penalty Provisions

- 7.1. The procedures for demanding the return of overdue resources are 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 they 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 offence is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offence 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 Village of Cremona Library Board, in accordance with the *Libraries Act, s.42*.

8. Service and Equipment Rental

8.1. Service and Equipment rental fees are subject to Library Policy.

9. Room Rental Fees

9.1. Cremona Municipal Library currently does not have any area of the building managed by the Board that is not normally used for Library purposes. In the future, if a space becomes part of the Library that may be used as a public meeting space, the charges for the use of that space will need to be added to this document.

Schedule A

Fees for the Issuance of Library Cards

| Card Type | Fee |
|--|--------------------------------------|
| Resident Adult Card Fee (18 years and older) | \$0.00 per year |
| Resident Juvenile Card Fee (0-17 years old) | \$0.00 per year |
| Non-Resident/ Temporary Card Fee | \$60.00 per year or \$5.00 per month |

Schedule B

Loan Periods for Library Resources

All circulating resources are loaned for the periods of time agreed upon by consensus of the members of Parkland Regional Library System, as follows:

1. The following circulating resources are loaned for three weeks:
 - a. Books and Audiobooks
 - b. DVD's
 - c. Periodicals (magazines)
 - d. Realia-Backpacks, Tablets, Equipment, Games, etc.
 - e. Interlibrary loans
2. The following circulating resources are loaned for 3 months:
 - a. Victor Readers for DAISY books for use by Print Disabled Patrons
3. Renewals or Extension of loan periods:
 - a. Only resources that are not requested for a hold can be renewed.
 - b. All circulating resources may be renewed up to 5 times for their normal loan period.
 - c. Extended due dates may be granted in the event of vacation, hospitalization or recuperation, or similar absences.
 - d. Interlibrary loans can only be renewed under authorization of the owning library.

Schedule C

Overdue Fines and Procedures for the Return of Overdue Materials

1. Cremona Municipal Library does not charge overdue fines, however:
 - a. The Integrated Library System automatically accrues fines on overdue items at the rate set by Parkland Regional Library (\$0.25 per day per item).
 - b. Fines will accrue to the purchase cost of the item, as listed in the Integrated Library System.
 - c. When the items are returned in good condition, fines will be waived by the library staff.
 - d. Patrons are encouraged to donate cash, in lieu of fines, if they are able.
2. Penalties for lost or damaged items:
 - a. Are simply the purchase cost of the item, as listed in the Integrated Library System.
 - b. When charges on a cardholder's account exceed \$25.00, borrowing privileges are suspended.
 - c. The replacement charge will be waived if an exact replacement copy, in new condition, is provided by the cardholder before the replacement item is purchased.
 - d. Once the item has been replaced, the lost, damaged or found item becomes the property of the cardholder.
 - e. Replacement charges for damaged books may be waived if it is undetermined as to who caused the damage, or if the damage may have been pre-existing.