

Safety & Use Bylaws of the Town of Didsbury Library Board

Approved by the Board on: September 21, 2021

Accepted by the Town of Didsbury Municipal Council on: January 25, 2022

1. Definitions in these Bylaws shall mean:

- 1.1. **Board:** the Town of Didsbury Library Board.
- 1.2. **Building:** the facility in which the library is housed.
- 1.3. **Applicant:** a person applying for a library card.
- 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 and older.
 - 1.5.2. **Juvenile:** any person up to 17 years of age.
 - 1.5.3. **Institutional:** a cardholder for an institution with residents in care (such as a group home or care facility).
 - 1.5.4. **TAL Card borrower:** a cardholder with a current TAL card. This could include non-residents with a card from another library.
 - 1.5.5. **ME Libraries borrower:** a cardholder whose card is registered in the ME Libraries program. This could include non-residents with a card from another library.
- 1.6. **Good Standing:** a cardholder with no outstanding overdue fines or charges.
- 1.7. **Library Manager:** the person charged by the Board with operation of the Library.
- 1.8. **Library:** Town of Didsbury Library Board also known as Didsbury Municipal Library.
- 1.9. **Library Resources:** any resources, regardless of format, that are held in the Didsbury Municipal Library's collection or borrowed by the Didsbury Municipal Library.
- 1.10. **Loan Period:** the period of time for which a cardholder may borrow library resources (see Schedule B).
- 1.11. **ME Libraries:** a provincial program that allows library card holders to borrow materials from any library in Alberta that participates in the Alberta Public Library Network.
- 1.12. **Non-resident:** any person who does not have a residence within the service area and does not pay property or business taxes within the service area (see 1.15).
- 1.13. **Temporary:** Temporary cards may be issued for a three-month time period.
- 1.14. **Resident:** any person who has a residence within and/or pays property or business taxes within the service area (see 1.15).
- 1.15. **Service Area:** the Town of Didsbury and the Didsbury division of Mountain View County.

1.16. **TAL Card:** The Alberta Library Card allows a cardholder to borrow materials from any library participating in The Alberta Library Card program.

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*.

3. Admittance to / Conduct in the Building

3.1. The building is to be open and 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. Contravene any Board policy.

3.2.2. Create any unnecessary disturbance for other library users.

3.2.3. Remove library items from the building unless the items have been properly checked out in accordance with library circulation policies and procedures.

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. Bring any animal, other than a service animal, into the building.

3.3.2. 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/or 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 library staff person or member of the Board present at all times. Town of Didsbury staff shall have access to the building in relation to building concerns. Law enforcement officers or fire fighters may have access to the building under special circumstances.

4. Procedures for Acquiring a Library Card

4.1. Anyone is eligible to apply for a library card. However, non-residents are encouraged to apply for a library card at their local library.

4.2. A library card is issued upon:

4.2.1. Presentation of one piece of photo identification bearing the applicant's permanent address if a person 16 years of age or older is applying for a card. If a person under 16 years of age is applying for a card, their parent or legal guardian must present photo identification bearing their permanent address. The Library will also accept a combination of photo identification and documentation bearing the permanent address.

4.2.2. Presentation of applicable fees as outlined in Schedule A.

4.2.3. Completion by library staff of the online borrower database form with appropriate contact information and borrower type.

4.3. Applicants will receive a library card which:

4.3.1. Is valid for one year from date of issue unless revoked by the Library Manager under 7.3

4.3.2. Remains the property of the Town of Didsbury Library Board

4.4. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.

4.5. An applicant may participate in the ME Libraries program if the applicant is a cardholder in good standing at a public library participating in the ME Libraries program.

5. Responsibilities of a Cardholder

5.1. The adult cardholder named on a library card will be the only person that may use that card. The cardholder may designate alternate people to use their card. 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 as soon as possible 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. 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 Juvenile card, the parent or legal guardian is responsible for all library items borrowed on that library card and will compensate the library for any 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 dates as provided in schedule B.

6. Loan of Library Resources

6.1. There is no charge for using library resources on library premises or for borrowing library resources normally lent by the library, for consultation with members of the library staff, or for receiving basic information services.

6.2. Loan periods for resources are set out in Schedule B.

6.3. Library resources may be reserved and/or renewed in accordance with procedures established by Parkland Regional Library.

7. Penalty Provisions

7.1. The procedures for requesting the return of overdue resources are set out Schedule C.

7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return library resources (see Schedule C).

7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in section 5.

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.

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

8. Service Fees

8.1. Service 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 are set out in Schedule E.

SCHEDULE A – Fees for the Issuance of Library Cards

Resident Adult Card Fee (18 years and older)	\$0.00 per year
Resident Juvenile Card Fee (0 to 17 years)	\$0.00 per year
Non-resident Card Fee (18 years and older)	\$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 periodicals
 - b. Audiovisual resources – DVDs, BluRays, music CDs, audiobooks
 - c. Realia – Chromebooks, eReaders, cameras, backpacks, equipment, games, videogames, etc.
 - d. Interlibrary loans
2. The following circulating resources are loaned for 3 months:
 - a. Language Learning material (books, CDs, and DVDs)
 - b. DAISY Readers 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 with the permission of the owning library

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

Didsbury Library does not charge overdue fines:

1. The Integrated Library System automatically accrues fines on overdue items at the rate set by Parkland Regional Library (\$0.25 per day per item).
2. Fines will accrue to the purchase cost of the item as listed in the Integrated Library System.
3. When the books are returned in good condition, fines will be waived by library staff.
4. Patrons may be encouraged to donate cash in lieu of fines.

Penalties for lost or damaged items:

1. Are the purchase cost of the item as listed in the Integrated Library System.
2. When charges on a cardholders account exceed \$25.00 borrowing privileges are suspended.
3. Once the item has been paid for, the lost, damaged, or found item becomes the property of the cardholder.
4. 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.

SCHEDULE D – Service Fees

PRINTING OR COPYING

BLACK & WHITE

• 8 ½" X 11" single side	\$0.25
• 8 ½" X 11" double-sided	0.35
• 8 ½" X 14" (legal)	0.30
• 8 ½" X 14" double-sided	0.40
• 11" X 17" (ledger)	0.40
• 11" X 17" double-sided	0.60

COLOUR

• 8 ½" x 11" single side	\$0.50
• 8 ½" X 11" double-sided	0.75
• 8 ½" X 14" (legal)	0.75
• 8 ½" X 14" double-sided	1.00
• 11" X 17 " (ledger)	1.00
• 11" X 17" double-sided	1.50

NON-PROFIT PRINTING OR COPYING

- B&W PER SIDE (REGARDLESS OF SIZE) \$0.05
- COLOUR PER SIDE (REGARDLESS OF SIZE) \$0.25
- Groups must preregister to provide contact information for invoicing

LAMINATING:

- Card size \$1.00
- Letter size 2.00
- Legal size 3.00
- Ledger size 4.00

SCHEDULE E

Meeting Room Rentals:

- Local non-profit organizations may reserve a meeting room or space to use in the Library at no cost
- For-profit companies may reserve meeting space for a fee of \$30.00 per hour
- All meeting space bookings are on a first-come-first-served basis