

**ECKVILLE MUNICIPAL LIBRARY**

# **BYLAWS**

*UPDATED APRIL 8<sup>TH</sup>, 2026  
TOWN OF ECKVILLE LIBRARY BOARD  
ECKVILLE, AB*



**Eckville Municipal Library**

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The Town of Eckville Library Board enacts the following Bylaws pursuant to the *Province of Alberta Libraries Act, R.S.A.2000, Chapter L-11, section 36.*

1.0 Definitions in these Bylaws shall mean:

- a) Act: refers to the *Libraries Act, R.S.A. 2000, Chapter L-11* and amendments thereto.
- b) Board: The Town of Eckville Library Board.
- c) Borrower: refers to the person whom a library borrower card has been issued.
- d) Library: refers to the Eckville Municipal Library.
- e) Library Manager: refers to the person charged by the board with the operation of the Library.
- f) Library Resources: any materials, regardless of format, that are held in the Eckville Municipal Library's collection or borrowed by the library, and includes books, periodicals, newspapers, audio recordings, video recordings, toys, games, software and kits.

2.0 Interpreting the Bylaws

- 2.1 The Board is a corporation as defined by the Interpretation Act, R.S.A. 2000 Chapter I-8.
- 2.2 The Board may, from time to time, change the specifics set out in the accompanying Schedules.

3.0 Access to and Conduct in the Library

- 3.1 The Library is open to any member of the public free of charge during posted hours of operation.
- 3.2 No person using the library building shall:
  - a) Create any unnecessary disturbance for other library users and/or contravene Library Board Policy.
  - b) 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.
  - c) Go into or stay in the building except during those time periods chosen for public use.
  - d) Solicit other library users and staff for personal, commercial, religious, or political reasons.

3.3 Persons who do not act in accordance with 3.2 will be asked to stop. If they do not stop and the seriousness of the action justifies it, library staff will ask the person to leave the building. If any patron is asked to leave and refuses, the police will be contacted.

3.4 All persons using the library shall comply with applicable legislation including public health regulations.

3.5 No member of the public is to be left in the library building for any purpose without a staff person, library volunteer or board member present at all times. Town staff have access to the building in relation to facility concerns. Security persons may have access to the building under special circumstances.

#### 4.0 Procedure for Acquiring a Borrower Card

4.1 Any resident or non-resident living in the Province of Alberta is eligible to apply for a library card. A library card is issued upon:

- a) Completion of the membership form. Where the applicant is under the age of 14, a parent or guardian must provide consent.
- b) Payment of applicable fees as outlined in Schedule A.
- c) Presentation of photo identification bearing the applicant's permanent address.

4.2 Applicants will receive a library card which:

- a) Is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under section 7 of these Bylaws.

4.3 The Library Manager may issue a borrower card at no charge to a patron experiencing economic challenges.

#### 5.0 Responsibilities of a Borrower

5.1 A borrower card may only be used by the person to whom it is issued. Except where the borrower has designated an individual to access his or her library record and conduct transactions on his or her behalf.

5.2 A borrower shall be responsible for all library materials borrowed using his or her card. Loss or theft of a library card should be reported to the library as soon as possible.

5.3 A borrower shall notify the library of any change of mailing address, email address and/or telephone number as soon as possible.

5.4 A borrower should take proper care of any Library item entrusted to his/her care.

5.5 A borrower should return any item to the Library on or before the due date as provided in Schedule B.

#### 6.0 Loan of Library Resources

6.1 The loan periods for various materials are set out in Schedule B.

6.2 Library materials may be reserved and or renewed in accordance with system-wide practices.

## 7.0 Penalty Provisions

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

7.2 Borrowers are responsible for all charges resulting from failing to return or renew library resources, or for returning items late or in a damaged state, as outlined in Schedule C

7.3 A borrower card may be denied or revoked for reasons set out in Schedule C. A person who has a borrower card revoked may appeal to the Board in writing within 30 days. In cases of serious dereliction, the Board may prosecute an offence under *The Libraries Act*, s. 41.

## 8.0 Protection of Privacy

8.1 As a public body under the Protection of Privacy Act (POPA), the Board allows access to its records while ensuring the protection of privacy of individuals' personal information. The Board designates the local library manager as the Head, in accordance with POPA. The Head may delegate specified responsibilities in writing of the Act.

## Schedules

### Schedule A: Annual Borrower Card Fees\*

Library Card Fees: Free

### Schedule B: Loan Periods for Library Materials

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

1. Video recordings are typically loaned for one week. Television series are typically loaned for three weeks.
2. Items loaned as a vacation loan, excluding video recordings, are loaned for six weeks.
3. Interlibrary loan materials are typically loaned for three weeks, unless otherwise authorized by the lending library.
4. All circulating resources may be renewed a maximum of five times. Library resources will not be renewed when they have been requested by another borrower.

### Schedule C: Overdue Fines and Procedures for the Return of Overdue Material

1. Fines on overdue library materials will accumulate fines at a rate of \$0.25 per day per item. Borrowing privileges will be suspended when a borrower's fines or fees total \$25.00 or more.
2. Procedures for return of overdue materials: 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.
3. 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.
4. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the borrower.
5. Cardholders who have reached a maximum fine of \$25.00, or have other fees owing totaling an amount greater than \$25.00, will not be allowed to borrow resources until their account is paid.
6. Notwithstanding number 4, accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived in special circumstances.
7. The original purchase cost if it is available, shall be charged for lost or damaged items. If this is not available, a fee for the type of item damaged or lost shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder. The replacement fee for older items may be waived or reduced at the discretion of the Manager.

### Schedule D: Fees for Services

#### Photocopying and Printing:

Black and White Printing	\$0.25 per page
Color Printing	\$1.00 per page

#### Fees for the use of the facility:

Fee for rental of library space up to a maximum of three hours	\$100.00

These bylaws replace the previous bylaws of the Eckville Municipal Library, effective


April 8<sup>th</sup>, 2026

First Reading: April 8<sup>th</sup>, 2026

Second Reading with unanimous consent: April 8<sup>th</sup>, 2026

Third Reading and Adopted: April 8<sup>th</sup>, 2026

 Chair on April 8, 2026

 Treasurer on April 8 2026