Eckville Municipal Library

Compliance with Bill 28 Policy

Addendum to Library Operations: Compliance with Bill 28 Policy

Effective Date: January 1, 2027

Purpose

This policy establishes how the Town of Eckville Library board governs the Eckville Municipal Library's compliance with Part 5.1 of the Libraries Regulation, effective January 1, 2027. This policy is the Board's single governance instrument for Part 5.1. It amends no other Board policies. The Board's foundational policies remain in force unchanged, and where an existing policy already addresses a matter, that policy continues to govern. When this policy conflicts with other Library policies, the Library shall comply with the Government of Alberta's legal restrictions in ways that least compromise the other policies; the Libraries mission and values; and the principle of intellectual freedom.

This policy states principles and accountabilities. Operational procedures form no part of this policy.

Definitions:

a) "authorization" means a parent's approval for a minor patron to access provincially restricted works, provided to the Board and recorded on the minor patron's account;

b) "minor patron" means a patron aged 15 years or younger, and "parent" means a parent or legal guardian

c) "qualifying depiction" means a visual depiction of sexual act within the meaning of s.35.1(d) of the Regulation.

d) "Provincially restricted work" ("PRW") means a work in a category to with Part 5.1 of the Libraries Regulation applies (literary materials, video games and video recordings) that contains a qualifying depiction;

Policy Statements:

In implementing policies to meet the requirements of Part 5.1 of the Libraries Regulation, the Board adopts the Coalition of Alberta Public Libraries' Implementation Principles.

The Board acknowledges that, under the section 35.2 and 35.3 of the Regulation, the Library is required to restrict access to provincially restricted works and implement the required age-based access authorizations.

The Board directs the Library Manager to implement the requirements of Part 5.1 of the *Libraries Regulation* by developing operational policies and procedures that address:

a) Identification of Provincially Restricted Works

b) Location and Access of Provincially Restricted Works.

c) Age Determination and Authorization Verification.

d) Card Issuance.

e) Internet Use on Library Computers.

f) Video Gaming on Library Equipment

g) Interlibrary Loan and Digital Collections.

Details on operational methods and processes Eckville Municipal Library is using for implementation to comply with the requirements in sections 35.4 to 35.6 of the *Libraries Regulations* are outlined in Appendix A.

Parents and guardians remain responsible for their children's use of the library.

Staff are prohibited from discussing the permission status of any patron with a third party other than the minor patron's parent.

Staff and volunteers who apply this policy act on the Board's direction, and the Board supports them in doing so. Any indemnity is provided under the Board's existing policies and insurance.

Responsibility for the content or material used in third-party room bookings rests solely with the hosting organization.

All inquiries related to government appointed inspectors will be directed to the Board Chair or Library Manager.

If Part 5.1 of the Libraries Regulations is amended or repealed, this policy is amended or repealed accordingly.

By January 1, 2027, the Board will make this policy publicly available and, once the Library Manager confirms readiness, send the Minister written confirmation of compliance in the form set out in Appendix B and is approved by resolution of the Board.

Approved by the Board: Karin Ingsen

Approved November 16th, 2026

Next Review Date:

Appendix A: Method and Process to Comply with Section 5.1 of The Libraries Regulation

This Appendix outlines the administrative procedures established to support compliance with Part 5.1 of the Libraries Regulation. These procedures are operational in nature and may be amended by the Library Manager as required to ensure ongoing legislative compliance.

Identification of Provincially Restricted Works:

The Library shall maintain procedures for identifying provincially restricted works in accordance with Part 5.1 of the Libraries Regulation. The Library will employ a risk-based approach (for both existing and new acquisitions) and physically review only those items likely to contain qualifying depiction; low-risk categories are addressed on a complaint basis. Materials identified through complaints shall be evaluated against the requirements of the Libraries Regulation, and any resulting review decisions shall be documented and retained to support the consistent application of access restrictions and ongoing collection management.

1. Any patron complaint or request for review concerning library materials shall be documented and forwarded to the Library Manager.

2. Staff shall not independently classify or restrict materials.

3. Upon receipt of a complaint, the Library Manager or designate shall:

a. Record the title, author, format, and date of review;

b. Assess the material against the requirements of Part 5.1 of the Libraries Regulation;

c. Determine whether the material meets the definition of a provincially restricted work.

4. Review decisions shall be documented and retained in the Library's Restricted Materials Review Log.

5. Materials not subject to a complaint shall not be proactively reviewed.

Location and Access of Provincially Restricted Works

The Library shall, in accordance with Part 5.1 of the Libraries Regulation, maintain provincially restricted works in a physically separate location from the general collection where access can be supervised and controlled by library staff. Video recordings and video games will remain on the shelf with the entire collection if the case shows no qualifying depiction that meets requirements. All video recordings with ratings of 18A, R or A will be labeled to notify staff that parental consent is required. Video games with ratings M, AO and RP will be labeled to notify staff that parent consent is required. These items are not allowed to be viewed in the library on any device, player, public computer or patron hardware.

Provincially restricted works shall be assigned to a designated restricted collection shelf location within the Integrated Library System (ILS), and borrowing restrictions shall be configured to

ensure access is limited to patrons who meet the applicable authorization requirements. Where appropriate, signage, notices, or display copies may be used to direct patrons to staff for assistance in accessing restricted materials.

1. When a patron requests a restricted item, staff shall:

    a. Verify the patron's authorization status via their library patron code;

    b. Retrieve the item from the restricted collection;

    c. Complete checkout procedures if the patron is authorized.

2. If the patron is not authorized, staff shall advise that borrowing restrictions apply under the Libraries Regulation. The guardian on file may be contacted to request authorization.

3. Restricted materials returned by patrons shall be returned directly to the designated restricted collection area.

Age Determination and Authorization Verification

Age is determined, and authorization is verified, through the Library's existing registration, guarantor and account practices; the account record, not repeated identification checks, is the ordinary means of verification. Authorization is provided once it is recorded on the minor patron's account, covers all provincially restricted works and remains in effect until changed by the parent. The Library collects no more personal information than is necessary to give effect to this policy and manages it under its existing privacy obligations. Where the record is missing or in doubt, access to provincially restricted works waits until age is confirmed through the Library's registration practices.

Account Verification

1. Age verification shall occur at the time of registration.

2. In the absence of provincial or other photo ID that universally and definitively captures the ages of all minors, the Library will determine the birth dates of patrons as follows:

    a) A birthdate that is included in patron information entered in Polaris on or before December 31st, 2026.
    b) A birthday from an ID issued by a municipal, provincial or federal government agency.
    c) A birthdate provided by a person who attests to legal guardianship over the youth.

3. Authorization shall be recorded on the patron's account in a non-blocking note and remain in effect until revoked or amended by a parent or guardian.

- ☐ Date + Parent/Guardian Name + Permission Granted + Staff Initials

OR

- ☐ Date + Parent/Guardian Name + Permission Revoked + Staff Initials

4. Staff shall verify eligibility for restricted materials through the patron account record.

Permission Changes

When a parent or guardian grants or revokes authorization, staff shall:

1. Update the patron's account status.

2. Record a non-blocking account note containing:

- ☐ Date;
- ☐ Parent or guardian name;
- ☐ Authorization granted or revoked; and
- ☐ Staff initials.

3. Retain all historical authorization notes.

Patron Identification

Junior patrons shall provide proof of library card ownership when borrowing provincially restricted works.

Acceptable verification includes:

a) Physical library card;

b) Photograph of a library card;

c) Barcode number associated with the account.

A phone number alone shall not be accepted as proof of account ownership.

Card Issuance

Library card application and renewal procedures shall include the collection and maintenance of parent or guardian information for minor patrons, as well as the recording of authorization status where required. The Library shall establish patron categories that distinguish between adult patrons and minor patrons with or without permission to access provincially restricted works. Patron classifications shall be updated as required, including when a patron reaches the age for adult membership eligibility (16).

New Registrations

1. Staff shall have patron complete Application for Eckville Municipal Library Card which will include:

- ☐ Standard registration information (Appendix B)
- ☐ Identification of a minor patron
- ☐ Request to limit access to provincially restricted works
- ☐ High level description of Bill 28: Provincially Restricted Works

2. Staff shall explain available authorization options to the parent or guardian.

3. Staff shall assign the appropriate patron code within the ILS.

4. On all minor patron accounts staff will input MINOR in the middle name field. This will allow staff to easily identify minors when receiving ILL items.

Existing Accounts

1. During renewals or account updates, staff shall:

- ☐ Confirm contact information;
- ☐ Confirm authorization status where applicable;
- ☐ Update patron categories as required.

2. Patrons reaching sixteen (16) years of age shall be converted to the applicable adult patron category during the next account update or renewal.

Internet Use on Library Computers

Internet access will remain freely available to any person ages 16 and older. If under the age of 16, then internet access will be provided with a junior library card and guardian permission.

Staff shall verify eligibility for internet access through the patron account record.

This provision applies to library-owned computers and devices only.

Video Gaming on Library Equipment

Video games in the collection, and games played on library computers or gaming systems, are identified and managed under:

- ☐ Identification of Provincially Restricted Works
- ☐ Location and Access of Provincially Restricted Works
- ☐ Age Determination and Authorization Verification

Public gaming sessions using library gaming systems will only use titles rated E.

Interlibrary Loan and Digital Collections

Access to materials obtained through interlibrary loan services and digital collection platforms shall be managed in accordance with Part 5.1 of the Libraries Regulation and any technical

capabilities of the service provider. Where access restrictions can be reasonably applied, the Library shall implement appropriate measures to align with authorization requirements. Where restrictions cannot be technologically imposed, the Library shall provide information to patrons regarding parental responsibility and the limitations of third-party platforms and services.

1. Staff shall process interlibrary loan requests using standard provincial and library network procedures.

2. Where borrowing restrictions can be applied through the ILS or vendor platform, staff shall ensure those restrictions are enabled.

3. Where third-party platforms do not support age-based restrictions:

    a. Staff shall advise patrons of the platform's limitations when asked; and

    b. Parents and guardians shall remain responsible for supervising access.

4. Staff shall not circumvent or manually bypass access controls established by digital content vendors, consortium partners, or library management.

5. Questions regarding compliance requirements for digital collections or interlibrary loans shall be referred to the Library Manager or Board Chair.

Appendix B: Compliance Confirmation

Subject: Written confirmation of compliance with Part 5.1 of the Libraries Regulation

Dear Minister:

On behalf of the Town of Eckville Library Board, I am writing to provide confirmation that the library board has established the policies required under Part 5.1 of the Libraries Regulation, has made those policies publicly available, and has implemented processes to support compliance with the requirements respecting access, use, borrowing, location, and review of restricted library resources.

The library board confirms that it has established policies respecting:

- methods for determining age;
- methods for determining whether parental or guardian authorization has been received;
- the process for determining whether a library resource is subject to restriction;
- issuance of borrowing cards to persons 15 years of age or younger;
- use of library computers to access the internet by persons 15 years of age or younger;
- use of library computers or library gaming systems to play video games by persons 15 years of age or younger; and

These policies are publicly available at: https://prl.ab.ca/Eckville

Sincerely,

Karin Engen

Karin Engen

Board Chair

Town of Eckville Library Board

403-746-3240

Eckville Municipal Library

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Eckville Municipal Library Card Application Form 2026

Data Collection Notice:
The personal information collected in this form will be used to set up your library account. This collection is authorized under Section 4 of the Protection of Privacy Act. If you have questions about how your information will be used, please reach out to nresta@prl.ab.ca.

Cardholders Name: _____
Guardians Name (for under 14 cardholders): _____
Date of birth if under 16: _____
Mailing Address: _____
Physical Address (house number, blue sign, OR legal land description):
_____

Please identify where you live:

- ☐ Town of Eckville
- ☐ Lacombe County
- ☐ Clearwater County
- ☐ Red Deer County
- ☐ Other: _____

Junior Card: (under age 16)

- ☐ Without Permission
- ☐ With Permission

Please initial.

Phone Number: _____
Email: _____
How would you like to be notified (book returns, new books)?

- ☐ Phone
- ☐ Email

Would you like us to keep your reading history?

- ☐ Yes
- ☐ No

By registering for a library card, you agree to follow all library policies.

Bill 28: Provincially Restricted Works

The Eckville Municipal Library Board acknowledges that, under the Libraries Regulations part 5.2 the library is required to restrict access to visual depiction of a sexual act within the meaning of s. 35.1(d) of the Library *Regulations*. and implement the required age-based access authorizations.
As per Library policy it is the right and responsibility of parents and guardians to monitor the library use of Minor patrons.

_____ _____
Applicant Signature Date