



TITLE: Library By-Laws		
COMMITTEE: Internal Topic: Finances	Passed: August 8, 2015 Amended: November 2015	Review Period: Every 5 years Date of Next Review: 12/01/2020

TOWN OF PONOKA LIBRARY BOARD

LIBRARY BY-LAWS

The Town of Ponoka Library Board enacts the following by-law pursuant to *The Library Act*, R.S.A. Chapter L-12.1, 1983, Section 40, with amendments in force as of May 17, 1995.

Interpretation:

1. For the purpose of this by-law the expression:
 - a) Act refers to *The Libraries Act*, R.S.A. Chapter L-11, 2020
 - b) Board means the Town of Ponoka Library Board
 - c) Borrower means the person to whom a library membership card has been issued
 - d) Library Manager means the employee appointed by the Board to be in charge of the daily operation of the library according to the Board's policies.
 - e) Library materials means books, periodicals, newspapers, CDs, DVDs and Blu-rays electronic devices, and content in the collection of the Ponoka Jubilee Library or borrowed by the Ponoka Jubilee Library.

SECTION ONE - DEADLINES

Where the deadline for action falls on a day when the library is closed to the public, the deadline shall deem to be extended to the first day thereafter on which the library is open to the public.

SECTION TWO – LIBRARY FACILITY

1. The library building, except for designated areas, is open to the public and free of charge during the hours of opening as set out by the Board (Schedule E).
2. Any person using the library shall conduct themselves so as not to disturb other library users. See 'Patron Conduct in the Library Policy.'

SECTION THREE – MEMBERSHIP CARDS



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1. Any person residing in the Town of Ponoka, Ponoka County or the Community of Maskwacis is eligible for a Membership Card as per Schedule A.
2. Any person not residing in the Town of Ponoka, Ponoka County or Community of Maskwacis may be required to pay a membership fee as determined by the Board.

SECTION FOUR – RESPONSIBILITIES OF MEMBERS

1. A Membership Card may be used by all members of an immediate family, unless specified by the main card holder.
2. A member is expected to notify Library staff of any change to address and/or phone number.
3. A member is expected to take proper care of any library item entrusted to their care and will be held responsible for any damage or loss in regards to the item(s).
4. A member is expected to return any item to the library on or before the due date or pay the ensuing fine (Schedule C).

SECTION FIVE – SUSPENSION/REVOCAION OF MEMBERSHIP

1. A library membership may be suspended if the patron does not return materials within the time specified in the lending period or if the patron causes undue chaos in the library.
2. A member who habitually abuses library rules may have library privileges suspended or revoked by the Library Manager.
3. Once fines exceed \$25.00 the membership shall be suspended until the fine is paid in full. Appeals will be decided on a case-by-case basis, through discussion with the Library Manager.

SECTION SIX – LOAN OF MATERIALS

1. There shall be no charge for library materials normally lent.

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2. The loan periods for various materials are set out in Schedule B.
3. Library materials may be placed on hold in accordance with the policy established by the Board.
4. Library materials may be renewed in accordance with the policy established by the Board.

SECTION SEVEN – PENALTY PROVISIONS

1. The fine for late return of materials is set out in Schedule C.
2. The fine for damaged or lost materials is set out in Schedule C.
3. In cases of serious violations, the Board may prosecute the offender under *The Libraries Act*, section 42.
4. Any fine or penalty imposed pursuant to an offence under penalty provision three (3) is payable to the Town of Ponoka Library Board in accordance with *The Libraries Act*, section 42. In cases of serious violations, the Board may prosecute the offender under *The Libraries Act*, section 42.
5. Any fine or penalty imposed pursuant to an offence under penalty provision six (6) is payable to the Town of Ponoka Jubilee Library Board in accordance with *The Libraries Act*, section 46.

SECTION EIGHT – HOURS OF OPERATIONS

1. The hours of operation are outlined in Schedule E.

SECTION NINE – COMPUTER USE

1. Anyone using a computer in the library (either library owned or personal) to view websites deemed offensive by community standards will be requested by library staff



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to exit the site immediately. Non-compliance may result in eviction from the library.

2. Children under the age of nine (9) may not use the computers unless they are accompanied by an adult or caregiver.
3. Cost of document printing, photocopying, faxing and scanning are outlined in Schedule D.

TOWN OF PONOKA LIBRARY BOARD BY-LAW SCHEDULE A

The annual fees for membership in the Ponoka Jubilee Library shall be as follows:

Individual/Family membership for residents of the Town or County of Ponoka	\$0.00
Individual/Family membership for residents of the Community of Maskwacis	\$0.00
Individual/Family membership for outside the province of Alberta	\$60.00
Institutional membership (local to the Town or County of Ponoka or the Community of Maskwacis)	\$0.00

TOWN OF PONOKA LIBRARY BOARD BY-LAW SCHEDULE B

Most materials normally lent by the Ponoka Jubilee Library shall be lent for a period of three weeks, after which time they will be considered overdue.

Program Kits circulate for one week.

It is the patron's responsibility to be aware of when an item is due.

TOWN OF PONOKA LIBRARY BOARD BY-LAW SCHEDULE C

The Ponoka Jubilee Library, in accordance with fee schedules defined by Parkland Regional Library charges fines for materials returned past the due date, to a maximum of the value of the borrowed item or the standard replacement value of the item as determined by Parkland Regional Library:



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Books, DVDs, Audiobooks, Video Games, Magazines, Board Games, DAISY Readers	\$0.25/Day
Program Kits	\$1.00/Day

Patrons will be billed for the replacement costs of items lost or damaged while in their possession. No processing fees will be incurred. Upon receipt of payment damaged items shall be returned to the patron.

TOWN OF PONOKA LIBRARY BOARD BY-LAW SCHEDULE D

The Ponoka Jubilee Library charges a nominal fee to recoup the costs associated with printing, photocopying and faxing.

Printing and Photocopying:

Black and White \$0.25/Page

Color \$0.50/Page

Faxing \$2.00/First Page
 \$1.00/Each Additional Page

Scanning FREE

TOWN OF PONOKA LIBRARY BOARD BY-LAW SCHEDULE E

The Ponoka Jubilee Library's regular hours of operation are:

Monday-Thursday	10:00 a.m. - 8:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 4:00 p.m.
Sunday and Statutory Holidays	CLOSED