

Bylaws of the Town of Sylvan Lake Library Board

The Town of Sylvan Lake Library Board enacts the following bylaws according to the *Libraries Act*, Chapter L-11, as amended.

I. DEFINITIONS

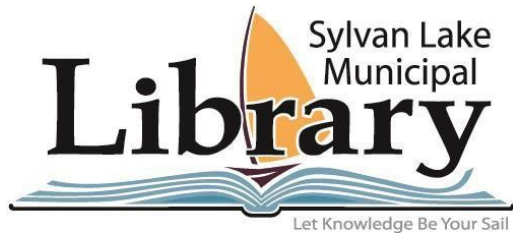
For the purposes of this bylaw the expression:

- **Act** refers to the *Libraries Act*, Chapter L-11 and amendments thereto.
- **Board** means the Town of Sylvan Lake Library Board.
- **Cardholder** means the registered user of a current patron's card.
- **Library Director** means the person charged by the Board with the operation of the Sylvan Lake Municipal Library.
- **Library Resources** means any material, regardless of format, that is held in a library's collection and includes books, magazines, CDs, DVDs, audiobooks, electronic devices, objects, toys and games, kits, equipment and digital materials in the collection of the Sylvan Lake Municipal Library or borrowed by the Sylvan Lake Municipal Library.
- **Loan Period** means the period of time, as set out in schedule C, which a cardholder may borrow library resources and includes any renewal of an original loan period.
- **Non-resident** means any person who resides outside of the Town of Sylvan Lake, the participating Summer Villages, Red Deer County or any member municipality of the Parkland Regional Library System.
- **Patron** means any person who uses the library, both cardholders and non-cardholders.
- **Resident** means any person who resides within the Town of Sylvan Lake, the participating Summer Villages, Red Deer County or any member municipality of the Parkland Regional Library System.

II. LIBRARY FACILITY

The area of the building designated for public library use is available to all members of the public at no cost during the opening hours established by the Town of Sylvan Lake Library Board.

A. Room Rentals



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Charges for the use of library premises not normally used for public library purposes are set out in [Schedule A](#), which is attached hereto and forms part of this bylaw.

III. CONDUCT IN THE LIBRARY

Any person using the library building shall conduct themselves to avoid disturbing other library users. Staff members may ask any patron who is not conducting themselves appropriately to leave the premises. If any patron refuses to comply, the police may be contacted.

Any person entering the Library must abide by any measures put in place to protect the health and safety of library patrons and staff.

IV. ACQUIRING A PATRON'S CARD

Any person resident in the Town of Sylvan Lake, contributing Summer Villages or Rural Red Deer County is eligible to apply for a Sylvan Lake Municipal Library patron's card. Any person residing within the Parkland Regional Library System, but not within the aforementioned jurisdiction, will be given a patron's card registered to their home library as per the *Regional Library Membership Agreement*. Non-residents may be eligible to apply for a patron's card as per [Schedule B](#).

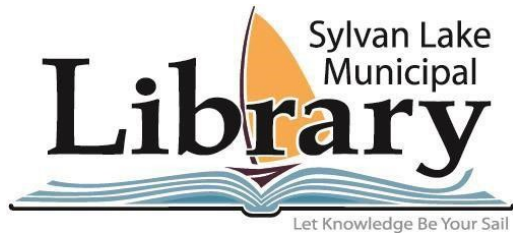
The Sylvan Lake Municipal Library will issue a patron's card to a person who has made a proper application. Application requirements shall be:

- Provides proof of address to confirm residency in the aforementioned catchment area.
- Is 16 years of age or older
 - If under 16, provide written or verbal permission from a legal guardian
- Accompanied by the fee prescribed in [Schedule B](#).

V. RESPONSIBILITIES OF A PATRON

A patron's card may only be used by the person to whom it is issued except by a special arrangement approved by the Sylvan Lake Municipal Library.

- A patron shall notify the Sylvan Lake Municipal Library of any change of address, email and/or telephone number.



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- A patron must take proper care of any library resource entrusted to their care.
- A patron must return any library resource to the library on or before the due date as provided in [Schedule C](#).

A. Loan of library resources

In accordance with the *Libraries Act*, Section 36 (3), there shall be no charge for the use of library resources. This includes resources used on the premises, resources loaned or resources acquired from other sources at the discretion of the Board.

- The loan periods for various library resources are set out in [Schedule C](#).
- Library resources may be reserved per policy established by the Board.
- Library resources may be renewed per policy established by the Board.

VI. PENALTY PROVISIONS

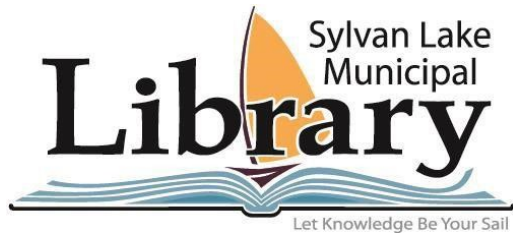
Cardholders not upholding the responsibilities of a patron outlined in this bylaw may be penalized in the manner laid out in [Schedule D](#).

A. Revocation of Patron's Card

A patron's card may be revoked by the Sylvan Lake Municipal Library for the reasons specified in [Schedule D](#).

- If a patron's card is revoked, the individual has the right to appeal to the Board in writing within 30 days, detailing the grounds for the appeal, and the Board's decision on such appeals is final and not subject to further review.

In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act*, section 41, which is punishable under the same section, and any fines or penalties imposed as a result of such offences will benefit the Sylvan Lake Library Board in accordance with section 42 of the *Libraries Act*.



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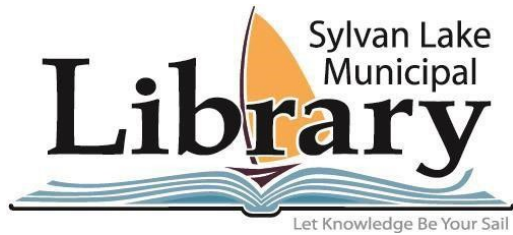
Review History

Adopted: April 2006
Chair Richard Jacques

Revised: May 2021
Chair: Deb Parry

Revised: January 2025
Chair: Carol Moore

First reading	November 13, 2024
Second reading	January 8, 2025
Third reading and adoption	January 8, 2025



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VII. SCHEDULES

A. Schedule - Room Rentals

Meeting Rooms

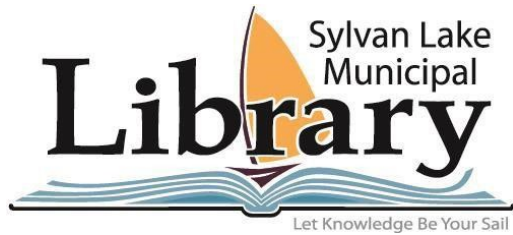
Community organizations or individuals may use the Library program/meeting rooms during non-library hours upon entering into an agreement with the Director. They will be restricted to the program/meeting room unless a key-holding staff member is on the premises.

A charge may be levied for use of a meeting room. In the event that the meeting room is required outside of normal library hours, the organizer of the meeting will sign an agreement, accepting responsibility for any loss or damage incurred during the meeting, and take responsibility for ensuring the meeting room is locked from the outside after all other meeting attendees have left the building.

Exam Room

The exam room may be booked for an individual at a charge.

Public booking - Program Room	\$20/per hour +GST
Public booking - Exam Room	\$25/per booking +GST
Nonprofit booking – Program Room	No fee
Nonprofit booking – Exam Room	No fee



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B. Schedule - Fees

Patron's Card Fees:

Individual, Family or Organization within the Town of Sylvan Lake and surrounding area	\$0.00/year
A resident of a Parkland Member Library	Charged as per member library bylaws.
Parkland Regional Library System non-resident	\$60.00/year

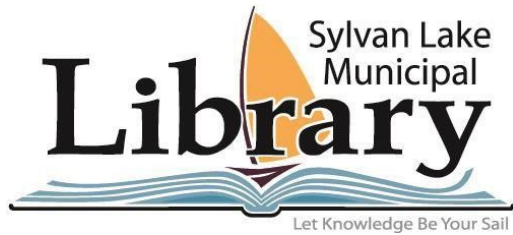
Temporary Patrons:

A temporary Non-resident Monthly card may be issued to an applicant upon receipt of valid identification for a maximum of three months.

Temporary Non-resident Monthly Card:	\$5.00 for 3 months
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Other Fees:

Computer Printing (Black and White)	\$0.25 per page
Computer Printing (Colour)	\$1.00 per page
Photocopying (Black and White)	\$0.25 per page
Photocopying (Colour)	\$1.00 per page



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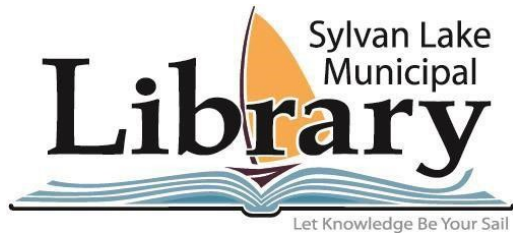
C. Schedule - Loan Periods and Limits

Lending Period

All items in the Sylvan Lake Municipal Library may be borrowed by cardholders in good standing for 21 days (3 weeks). The Library Director may make exceptions.

Lending Limit

All cardholders can borrow up to 100 physical items



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D. Schedule - Fines & Penalties

Situation	Patron Consequence
Damaged Item	Charged the cost of the replacement copy
Lost Items	Charged the cost of the replacement copy
Outstanding charges of \$25 or more	Suspension of borrowing privileges
Habitual abuse of borrowing privileges	Revocation of borrowing privileges, as determined by the Library Director