

**Policy Number:** Bylaw 1-2021

**Policy Title:** Strathcona County Library Bylaw 1-2021

**Policy Status:** Required by the Libraries Act as amended from time to time.

**Date Approved:** March 15, 2021

**Date for Review:** 2025

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## STRATHCONA COUNTY LIBRARY BYLAW 1-2021

A bylaw of the Strathcona County Library in the Province of Alberta for the purpose of regulating the safety and use of the Library and to establish fees, fines charges and penalties.

WHEREAS the Strathcona County Library Board deems it advisable to enact a bylaw pursuant to the Alberta libraries Act, RSA 2000, c. L-11.

NOW THEREFORE the Strathcona County Library Board hereby enacts as follows:

### 1. DEFINITIONS

In this Bylaw:

- 1.1 "adult" means a person 18 years of age and over.
- 1.2 "applicant" means a person whose signature appears on the borrowing card
- 1.3 "Board" means the Strathcona County Library Board.
- 1.4 "borrower" means a person who uses a borrowing card to borrow library resources.
- 1.5 "borrowing card" means the official library card, issued to cardholders by Strathcona County Library or Fort Saskatchewan Library staff.
- 1.6 "cardholder" means the person to whom a borrowing card has been issued.
- 1.7 "County" means Strathcona County.
- 1.8 "dependent adult" means a person in respect of whom
  - (a) a trusteeship order is in effect or
  - (b) both a guardianship order and a trusteeship order are in effect.
- 1.9 "overdue fine" means a fee charged for materials kept past the due date as set out in Schedule C.
- 1.10 "guarantor" means a parent or guardian or a trustee signing for financial responsibility for a minor or a dependent adult.
- 1.11 "library" means the Strathcona County Library.
- 1.12 "library resources" means any material, regardless of format, that is held in the collection of the Strathcona County Library and is made available in the library's catalogue or borrowed by the Strathcona County Library from another library.
- 1.13 "membership" means an affiliation with the library as evidenced by a borrowing card; categories are as outlined in Schedule A.
- 1.14 "Outreach volunteer" is a person who borrows resources on behalf of a cardholder, who is not related to the Outreach cardholder.
- 1.15 "patron" means any member of the public using library services or resources.
- 1.16 "replacement card" means a borrowing card that replaces a lost or damaged one.

- 1.17 “resident” is a person residing in or owning property in Strathcona County and who can demonstrate this with appropriate documents.
- 1.18 “Alberta Wide Borrowing” refers to a provincial initiative that allows public library patrons from other parts of the province to borrow physical items from Strathcona County Library. This is also referred to as “ME Libraries”.
- 1.19 “TAL Card” refers to an initiative of The Alberta Library that allows Strathcona County Library patrons to borrow library materials from post-secondary, government, and special libraries across the province

## 2. SAFETY AND USE OF THE LIBRARY

### 2.1 Public Admittance

The portion of any building used for public library purposes shall be open to any member of the public free of charge during the hours of opening as set out in the Library Board Policy called Hours of Service /Emergency Closings (CO 02) with the exception of those individuals banned from the library and the Community Centre and the following exception. All persons using library facilities shall comply with applicable public health regulations, including mandatory mask requirements. Patrons unable to wear a mask will not be admitted to library premises or on the Bookmobile. The only exception honoured will be persons under the age of two. Alternative services will be offered.

The library shall not accept supervisory responsibility for unaccompanied children under the age of twelve. See Library Board Policy OP02 Unattended Children in the Library.

### 2.2 Reason for Expulsion / Banning

Where the conduct of a person using the library disturbs other patrons or staff as set out in the Code of Conduct, that person shall be required to leave the library premises; the duration and nature of the ban is described in the Banning Protocol.

## 3. USE OF LIBRARY RESOURCES ON THE LIBRARY PREMISES

- 3.1 Any member of the general public admitted to the library premises can use any Library resource.

## 4. ELIGIBILITY: ACQUIRING A BORROWING CARD

- 4.1 The following persons are eligible to be resident cardholders:
  - 4.1.1 persons residing in or owning property in the County; or
  - 4.1.2 corporations, with the exception of schools, located within the County.

- 4.2 Any person not eligible pursuant to 4.1. may apply for a non-resident borrowing card or a visitor borrowing card.
- 4.3 Application for a borrowing card or renewal of a borrowing card shall be made in accordance with Schedule A Part 1 and Part 2 of this Bylaw for the fee prescribed in Part 3.
- 4.4 A cardholder may have only one valid Strathcona County Library borrowing card at a time.
- 4.5 A borrowing card may be revoked for stealing from the library or for obtaining a borrowing card fraudulently.
- 4.6 A person whose borrowing card has been revoked pursuant to Clauses 4.5 may, within thirty (30) days of the date of revocation, appeal to the Board in writing, setting out the grounds for appeal.
- 4.7 The decision of the Board in an appeal pursuant to Clause 4.5 is final and is not subject to further appeal.

5. BORROWING CARD CATEGORIES

- 5.1. Borrowing card categories are as defined in Schedule A, Part 2.

6. CLOSING AN ACCOUNT

- 6.1 If all resources are returned and all outstanding balances are paid, a cardholder or a guarantor of a cardholder may cancel the borrowing card account.
- 6.2 The library shall close all debt free accounts that have been inactive for three years.

7. OBLIGATIONS OF CARDHOLDERS AND GUARANTORS

- 7.1 Cardholders and guarantors shall be responsible for all library resources borrowed on their borrowing cards and those borrowing cards which they have guaranteed, shall take proper care of any library item, and shall return all borrowed library resources on or before the due date as set out in Schedule B.
- 7.2 Cardholders who lose their borrowing cards shall notify the library of the loss. Such cardholders or their guarantors shall be responsible for all material checked out on their borrowing cards prior to notification of the loss.

7.3 Cardholders and guarantors shall provide the library with any changes of contact information.

7.4 No person shall give false information.

8. TERMS AND CONDITIONS UNDER WHICH PUBLIC LIBRARY PROPERTY MAY BE USED OR BORROWED

8.1 Every borrower shall present a borrowing card each time material is borrowed. In the event the card is not present, borrowers will be asked to present identification. In the absence of identification, borrowers will be asked a series of verification questions based on the information in their account.

8.2 The loan periods for library resources are as set out in Schedule B. These loan periods shall be extended to allow for days the library is closed.

8.3 The limits on the number of items in a specific format that can be borrowed at one time are as set out in Schedule B.

8.4 Library resources may be placed on hold.

8.5 Loans of library resources may be renewed as set out in Schedule B.

8.6 Any borrowing card that has been reported lost and that has been replaced will not be reinstated if found.

9. PENALTIES

9.1 The charges for damaged or lost library resources are as set out in Schedule C, Parts 2, 3 and 4.

9.2 Notification of, fees and charges shall be as set out in Schedule C, Part 6.

9.3 Borrowing privileges may be revoked or may be withheld from any cardholder who contravenes any provision of this Bylaw or who has an unpaid balance exceeding the limit as set out in Schedule C, Part 7.

9.4 In cases of serious dereliction, the Board may prosecute an offence under the Libraries Act, Section 41. Such an offence is punishable under the Libraries Act, Section 41.

9.5 Any, fee, charge or penalty imposed pursuant to an offence under clause 10.5 above inures to the benefit of the Strathcona County Library Board in accordance with the Libraries Act, Section 42.

9.6 The Schedules referenced above can be revised by Library Board resolution from time to time.

## 10. REPEAL OF BYLAW

10.1 That the former Strathcona County Library Bylaw 1 is hereby repealed.

Read a first time this 15<sup>nd</sup> day of March, 2021.

Read a second time this 15<sup>nd</sup> day of March, 2021.

Read a third time this 15<sup>nd</sup> day of March, 2021.



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Megan Olive, Chair



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Sharon Siga, CEO