

## Bylaws of the City of Leduc Library Board

The City of Leduc Library Board enacts the following Bylaws 3-85 pursuant to the Libraries Act, Chapter L-11, Section 36.

### Interpretation

1(1) For the purpose of this bylaw the expression:

- a) "Act" refers to the **Libraries Act**, Chapter L-11 and amendments thereto.
- b) "Board" means the City of Leduc Library Board.
- c) "Library" means the Leduc Public Library.
- d) "Library Director" means the person charged by the board with the operation of the Leduc Public Library.
- e) "Borrower" means the person to whom a library borrower's card has been issued.
- f) "Library Resources" means any material, regardless of format, that is held in the library's collection. This includes books, periodicals, audio recordings, video recordings, photographs, toys, games, kits, electronic devices, electronic books, and electronic databases in the collection of the Leduc Public Library or borrowed by the Leduc Public Library.

1(2) In these bylaws, unless the contrary intention appears in the context:

- a) Words imparting male persons includes female persons.
- b) Words in the singular include plural and words in the plural include singular.
- c) Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
- d) Where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.

1(3) Where the stated time limit falls on a day when the library is closed to the public, the time shall be extended to the first day thereafter on which the library is open to the public.

### Library Facility

#### *Access to the Public Library Portion of the Building*

2(1) The portion of the building used for public library purposes is open to any member of the public FREE OF CHARGE during the hours of opening. The hours of opening are set out by the City of Leduc Public Library Board from time to time.

#### *Multi Purpose Room Rental*

2(2) Charges for the use of the library premises not normally used for public library purposes are set out in Schedule A that is attached hereto and forms part of this bylaw.

#### *Conduct in the Library Building*

2(3) Any person using the library building shall conduct himself so as to not disturb other library users.

### Procedure for Acquiring a Borrowers Card

3(1) Any person residing in the province of Alberta is eligible to apply for a borrower's card.

3(2) An application pursuant to 3 (1) shall be

- a) In writing in form prescribed by the Library Director.
- b) Dated and signed by the applicant
- c) Dated and signed by the parent or legal guardian of an applicant who is less than 16 years old.
- d) Accompanied by a fee prescribed in Schedule B.

3(3) The Library Director may issue a borrower's card to a person who has made proper application to 3 (1) and 3 (2).

### Responsibilities of a Borrower

4(1) A borrower's card may only be used by the person to whom it is issued except:

- a) If consent is given when the individuals have signed up as a family unit.

4(2) A borrower shall notify the library of any change of contact information including address, telephone number and email address.

4(3) A borrower should take proper care of any library item entrusted to his care.

4(4) A borrower should return any library item to the library on or before the due date as provided in Schedule C.

### Loan of Library Resources

#### *No Charge for Loan of Library Resources*

5(1) In accordance with the Libraries Act Section 36 (3) there will be NO CHARGE for the use of library resources. This includes resources used on the premises, resources loaned or resources acquired from other sources.

#### *Loan Period for Library Resources*

5(2) The loan periods for various library resources are set out in Schedule C.

#### *Reserve*

5(3) Library resources may be reserved in accordance with policy established by the Board.

#### *Renewals*

5(4) Library resources may be renewed in accordance with policy established by the Board. The renewal periods for various library resources are set out in Schedule C.

### Penalty Provisions

6(1) The fees for late return of library resources are as set out in Schedule D.

6(2) The fees for damaged or lost resources are set out in Schedule D.

6(3) The procedures for demanding the return of overdue resources are as set out in Schedule D.

*Revocation of Borrowers Card*

6(4) A borrower's card may be revoked by the Library Director for the reasons set out in Schedule D.

*Appeal*

6(5) A person who has had his borrower's card revoked pursuant to 6 (4) may within **30 DAYS** of such revocation make an appeal to the board *in writing* setting out the grounds of the appeal.

6(6) The decision of the board in an appeal pursuant to 6 (5) is final and not subject to further appeal.

*Prosecution*

6(7) In cases of a serious dereliction the board may prosecute an offence under the *Libraries Act*, Section 41.

6(8) Any fine or penalty imposed pursuant to an offence under 6 (7) inures to the benefit of the City of Leduc Library Board in accordance with the *Libraries Act*, Section 42.

Repeal

7(1) Bylaw 2-85 and all amendments are hereby repealed.

Enactment

8(1) this Bylaw shall come into force and effect when it received Third Reading and is duly signed.

READ A FIRST TIME THIS 26<sup>th</sup> DAY OF MAY, AD 2010.

READ A SECOND TIME THIS 26<sup>th</sup> DAY OF MAY, AD 2010.

READ A THIRD TIME AND FINALLY PASSED THIS 26<sup>th</sup> DAY OF MAY, AD 2010.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

**Schedules A to D are part of the Bylaws of the City of Leduc Library.**

Schedule A – Room Rental Fees

Schedule B – Borrower's Card Fees

Schedule C – Loan Periods for Library Resources

Schedule D – Penalty Provisions

## **Schedule A Room Rental Fees**

The Leduc Public Library has two rooms that may be utilized by other groups from Leduc and area involved in educational, informational and cultural pursuits:

Library Program Room  
Ledcor Room

- A. There are not any room rental fees at this time.
- B. For more information on use of these rooms see Policy Governing Operations – Facilities.

## **Schedule B Annual Borrower Card Fees**

- A. Residents of the City and County of Leduc  
FREE
- B. Alberta Residents Outside of the City and County of Leduc  
Single card \$10.00  
Family cards \$15.00
- C. Reciprocal Card  
Single card \$7.00  
Family cards \$10.00
- D. Temporary Membership – For Individuals Residing in the City or County on a Temporary Basis  
Single card \$10.00
- E. The Alberta Library (TAL) Card  
FREE with a valid TAL card
- F. At its discretion, the Board may award Honorary Lifetime Borrower's Card(s)  
FREE
- G. Replacement Card Fee  
\$2.00
- H. Borrower's card fees are non-refundable

## **Schedule C**

### **Loan Periods for Library Resources**

- A. Books, Audiobooks, Playaways and past issues of Periodicals  
-3 weeks
- B. Current issue of Periodicals  
-Non-circulating
- C. Newspapers  
-Non-circulating
- D. DVDS and VHS  
-3 weeks
- E. Music CDs  
-3 weeks
- F. Holiday Items  
-1 or 3 weeks depending on the size of the collection
- G. Reference Materials  
-Non-circulating
- H. Items borrowed from other TRAC members libraries and E-resources  
-Items from other TRAC libraries, or E-resources owned by the TRAC system, may have shorter or longer loan periods. The Leduc Public Library will respect those loan periods as specified.
- I. Interlibrary Loans from outside of the TRAC system  
-Items from other libraries outside of the TRAC system may have shorter or longer loan periods. The Leduc Public Library will respect those loan periods as specified.
- J. Daisy Readers for those with low vision  
-4 weeks
- K. E-book Readers  
-3 weeks
- L. Energy Readers  
-3 weeks
- M. MP3 Players  
-3 weeks
- N. Video Game Consoles and Games  
-Non-circulating
- O. Board Games  
- Non-circulating
- P. DVD player and CD Players  
- Non-circulating

## **Schedule D Penalty Provisions**

### A. Overdue fees

When an item is returned late or overdue, a fee will be charged.

For most items the fee will be 25 cents per day per item to a maximum of \$10.00 per item.

For DVDs, VHS and music CDs the fee will be \$1.00 per day per item to a maximum of \$10.00 per item.

No charges will accumulate on any day that the Library is closed.

Any item is to be considered "returned" when it is actually checked in by library staff. Items left in the Book Drop after library hours will be checked in the next business day.

Overdue fees may be waived in part or whole at the Director's discretion.

### B. Lost or damaged items

Lost or damaged items will be charged a replacement fee. This fee is either the original purchase price found in the item holdings record or if that information is not available the price will be set according to the TRAC guidelines and its replacement fee settings.

### C. Procedure for retrieval over overdue items

All notices about overdue items will be sent either through email or regular Canada Post.

A first notice will be sent 7 days after an item is due. A second notice that an item is overdue will be sent 21 days after the due date. A final/billing notice will be sent at 35 days and at this time the lost price will be added to the borrower's account.

### D. Revocation of borrower's card

Borrower's having library materials that have gone to a "lost" or damaged" status in the system will have their borrowing privileges suspended until the item is returned and overdue fees paid or a Lost/Damaged fee is fully paid as in B. Borrowing privileges will be suspended if overdue fees and lost/damaged of \$10.00 or more have accumulated and remain unpaid.

### E. Prosecution

Any person who, while on library premises, acts in such a way to disturb other patrons or who fails to return and/or pay charges owing is liable to prosecution. For this or other bylaw contraventions, the Board may lay charges under the *Libraries Act, s41*.