

**BYLAWS OF THE LETHBRIDGE PUBLIC LIBRARY BOARD  
FOR THE SAFETY AND USE OF THE LIBRARY**

The Lethbridge Public Library Board enacts the following bylaws pursuant to The Alberta Libraries Act, R.S.A 2000, Ch L-11, s36.

**PART 1 – INTERPRETATION**

- 1.1 For the purposes of this bylaw the expression:
- 1.1.1 “**Act**” refers to the Libraries Act, R.S.A. 2000, Chapter L-11 and amendments thereto.
  - 1.1.2 “**Board**” means the Lethbridge Public Library Board.
  - 1.1.3 “**Borrower**” means the person to whom a Library membership card has been issued.
  - 1.1.4 “**Director**” means the person charged by the Board with the operation of the Lethbridge Public Library.
  - 1.1.5 “**Hours of Operation**” means the hours as set from time to time by the Board, that the Library is open to members of the public for the purpose of using or borrowing library materials.
  - 1.1.6 “**Library**” means the Lethbridge Public Library or any premises used by it for library purposes, including the Bookmobile.
  - 1.1.7 “**Library Resources**” means any material, regardless of format, that is held in a library’s collection and includes books, periodicals, audio and video recordings, projected media, closed format materials, artwork, photographs, micro-materials, toys and games, kits, software, and electronic databases in the collection of the Lethbridge Public Library or borrowed by the Lethbridge Public Library.
  - 1.1.8 “**Loan period**” means the period of time that a member may borrow Library Resources and includes any renewal of an original loan period.
  - 1.1.9 “**Region**” means the Chinook Arch Regional Library System.
  - 1.1.10 “**TAL**” means The Alberta Library.
  - 1.1.11 “**CNIB**” means The Canadian National Institute for the Blind.
- 1.2 In these bylaws, unless the contrary intention appears in the context:
- 1.2.1 Words imparting male persons include female persons.
  - 1.2.2 Words in the singular include the plural and words in the plural include the singular.
  - 1.2.3 Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
  - 1.2.4 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 The headings used herein are for convenience and do not form part of these bylaws.

- 1.4 Where the time limit for doing anything falls on a day when the Library is closed to the public, the time shall be deemed to be extended to the first day thereafter that the Library is open to the public.

## **PART 2 – USE OF LIBRARY PREMISES**

### **2.1 Access to the Public Portions of the Library**

- 2.1.1 The portion of any Lethbridge Public Library facility used for public library purposes is open to any member of the public free of charge during the hours of operation as are set out by the Lethbridge Public Library Board from time to time.

### **2.2 Meeting Room Charges & Use**

- 2.2.1 Fees for the use of Library premises not normally used for public library purposes are set out in Schedule A – Meeting Room Fees that is attached hereto and forms part of this bylaw.
- 2.2.2 No charges shall apply for the use of meeting rooms for programs put on by the Library or in conjunction with the Library in keeping with the Board’s Public Library and Library Related Programming Policy.

### **2.3 Conduct in the Library**

- 2.3.1 Any person using the Library shall conduct himself so as to not disturb other library users in accordance with the Board’s Code of Conduct and Public Behavior in the Library Policy.
- 2.3.2 For their own safety, young children using the Library should be accompanied by a parent, guardian, or other individual authorized by the parent. The Library cannot be responsible for the care and safety of young children using the Library.

## **PART 3 – USE AND LOAN OF LIBRARY RESOURCES**

- 3.1 In accordance with the Libraries Act, s36(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.
- 3.2 Any person presenting a valid membership card may borrow or access remotely all Library Resources subject to the restrictions set out in section 3.3.
- 3.3 Borrowing or access restrictions may apply to:
  - 3.3.1 Persons with a “Child” membership card based on specific collections/services the parent/guardian may opt to restrict their child’s use of, or the Library has designated as restricted.
  - 3.3.2 Closed format materials where use is restricted to registered borrowers as per the CNIB regulations or other regulations conferred onto these materials by the publishers of these materials.
  - 3.3.3 Library Resources the Library has designated as non-circulating.
  - 3.3.4 Library Resources borrowed from other libraries that are members of:
    - 3.3.4.1 Chinook Arch Regional Library System
    - 3.3.4.2 The Alberta Library.

- 3.3.5 Persons with a “Local Services” membership card based on restrictions set by the Chinook Arch Regional Library System and The Alberta Library (TAL).
- 3.4 The number of Library Resources that may be taken out at any one time may be limited at the discretion of the Library staff in accordance with the Board’s Circulation Policies.
- 3.5 The loan periods of various Library Resources are set out in Schedule E – Loan Periods for Library Resources.
- 3.6 Library Resources may be reserved in accordance with the Board’s Circulation Policies and in keeping with the policies set out by the Region.
- 3.7 Library Resources may be renewed in accordance with the Board’s Circulation Policies.

#### **PART 4 – PROCEDURES FOR ACQUIRING A LIBRARY MEMBERSHIP CARD**

- 4.1 The City of Lethbridge is a member of the Chinook Arch Regional Library System. In order to meet the obligations that membership in the Region implies, the Lethbridge Public Library honours library membership privileges of patrons of any library or residents of any local government area that is a member of the Region.
- 4.2 The Lethbridge Public Library Board is a member of The Alberta Library (TAL). In order to meet the obligations that membership in TAL implies, the Lethbridge Public Library honours library membership privileges of patrons of any library that is a member of TAL and participates in the TAL Card Program.
- 4.3 The following Library membership categories exist for persons resident in the City of Lethbridge:
  - 4.3.1 **Adult** meaning any person who is at or between the ages of 18 – 64 years.
  - 4.3.2 **Senior** meaning any person who is 65 years of age or older.
  - 4.3.3 **Family** meaning no more than two adults and any Young Adults and Children below the age of 18 in their care.
  - 4.3.4 **Young Adult** meaning any person at or between the ages of 13 – 17 years.
  - 4.3.5 **Child** meaning any person below the age of 13 years.
  - 4.3.6 **Temporary Resident** meaning any person having no fixed address in Lethbridge.
  - 4.3.7 **Print Impaired** meaning, any one of the above persons who meet the CNIB eligibility criteria for the use of closed format materials.
  - 4.3.8 **Homebound** meaning any one of the above persons who meet the eligibility criteria to participate in the Library’s Homebound program.
  - 4.3.9 **Staff, Library Board, Volunteers** meaning any one who is currently employed with the Lethbridge Public Library Board, a duly appointed member of the Lethbridge Public Library Board, or is a registered volunteer at the Library.
  - 4.3.10 **Internet Access Only** meaning any person wishing to gain access to the Library’s public use computer workstations without having to obtain a Library membership card that has full borrowing privileges.
  - 4.3.11 **The Alberta Library** meaning any person that is a member in good standing with the Library and wishes to participate in the TAL Card program.

- 4.4 The following membership categories exist for persons who do not reside in Lethbridge but wish to utilize the services provided by the Lethbridge Public Library:
- 4.4.1 A Library membership card based on one of the categories enumerated in Section 4.3.1 to 4.3.4 issued by the Library to any person who resides in a municipality, county, or other local government area that is a member of the Region.
  - 4.4.2 **Local Services** meaning any person who is not a resident of a member municipality, county or local government area of the Region.
  - 4.4.3 **Federal Lands** meaning any person residing on land under federal jurisdiction in the Chinook Arch Library Region.
- 4.5 Memberships listed in section 4.3 and 4.4 are valid for one (1) year with the exception of Temporary Resident memberships that are limited to a period of six (6) months.
- 4.6 An application for a Library membership card shall be:
- 4.6.1 In a form prescribed by the Director as described in the Library's Circulation Policies.
  - 4.6.2 Be signed by the applicant or by a parent or guardian of an applicant under 13 years of age.
  - 4.6.3 Include a current address and telephone number, valid proof of identity and verification of current address and telephone number as prescribed in the Library's Circulation Policies.
  - 4.6.4 Be accompanied by the appropriate membership fee, if any, as set out in Schedule B-Membership Fees.
- 4.7 The Director or delegate may issue a Library membership card to a person who has made proper application as prescribed in Section 4.6 and meets one or more of the membership categories set out in Sections 4.3 or 4.4.
- 4.8 The Board reserves the right to create other membership categories or alter existing categories as required.

#### **PART 5 – RESPONSIBILITY OF A BORROWER**

- 5.1 Any person that holds a valid membership card is responsible for all materials taken out on that card. Parents or guardians signing library registration forms for "Child" membership cards are responsible for all materials taken out on the child's card.
- 5.2 For membership categories listed in section 4.3 and 4.4, a member shall forthwith notify the Library of any change in address or telephone number or loss of membership card.
- 5.3 The fees for Library memberships and membership card replacement, when applicable, are set out in Schedule B-Membership Fees and Schedule C-Penalties, Fines and Fees respectively.
- 5.4 There shall be no fee for the replacement of a membership card due to damage caused by normal wear and tear.

- 5.5 A Borrower should take proper care of any Library Resources entrusted to his care in accordance with the guideline listed in the Board's Circulation Policies.
- 5.6 A Borrower should return any Library Resources to the Library on or before the due date as provided in Schedule E – Loan Periods for Library Resources.

#### **PART 6 – PENALTIES, FINES & FEES PROVISIONS**

- 6.1 The fines for late return of Library Resources are as set out in Schedule C – Penalties, Fines and Fees.
- 6.2 The fines for damaged or lost Library Resources are as set out in Schedule C – Penalties, Fines and Fees.
- 6.3 The current procedures for demanding the return of overdue Library Resources are set out in Schedule C – Penalties, Fines and Fees.
- 6.4 The Library may charge fees related to services that are not enumerated in the Libraries Act, s36(3). These fees are listed in Schedule D – Service Fees.

#### **PART 7 – REVOKING, DENIAL OR SUSPENSION OF MEMBERSHIP PRIVILEGES**

- 7.1 A membership card may be revoked or suspended by the Director or designate for the reasons set out in Schedule C - Penalties, Fines and Fees, or if the Borrower has violated any part of this bylaw.
- 7.2 Any person making application under section 4.7 for a Library membership card may be denied a card, under the conditions enumerated in Schedule C – Penalties, Fines and Fees.
- 7.3 A person who has had his membership card revoked, suspended or denied pursuant to sections 7.1 or 7.2 may within 30 days of such revocation make an appeal to the Board in writing setting out the grounds of the appeal.
- 7.4 The decision of the Board in an appeal pursuant to 7.3 is final and not subject to further appeal.

#### **PART 8 – PROSECUTION**

- 8.1 In cases of serious dereliction, the Board may prosecute an offence under the Libraries Act, s41. Such an offence is punishable under the Libraries Act, s41. The range of penalties applying on conviction for such an offence is set out in Schedule C – Penalties, Fines and Fees.
- 8.2 Any fine or penalty imposed pursuant to an offence under section 8.1 inures to the benefit of the Lethbridge Public Library Board in accordance with the Libraries Act, s42.

Read for a first time September 10, 2009.

Read for a second time September 10, 2009

Chairperson C. Nelson

Treasurer [Signature]

Read a third time and adopted this 10<sup>th</sup> day of September 2009.

Effective: October 1, 2009.

Schedules A to E are part of the Bylaws of the Lethbridge Public Library

- Schedule A – Meeting Room Fees
- Schedule B – Membership Fees
- Schedule C – Penalties, Fines and Fees
- Schedule D – Service Fees
- Schedule E – Loan Periods for Library Resources

**SCHEDULE A – MEETING ROOM FEES**

<b>MEETING ROOM FEE ITEM</b>	<b>FEE (Includes GST)</b>
<b>THEATRE GALLERY MEETING ROOM</b>	
For Profit w/Sales & Services (3 Hours)	\$160.00
For Profit w/o Sales & Services (3 Hours)	\$100.00
Not For Profit w/Sales (3 Hours)	\$60.00
Not For Profit w/o Sales (3 Hours)	\$50.00
<b>COMMUNITY MEETING ROOM</b>	
For Profit w/Sales & Services (3 Hours)	\$100.00
For Profit w/o Sales & Services (3 Hours)	\$50.00
Not For Profit w/Sales (3 Hours)	\$40.00
Not For Profit w/o Sales (3 Hours)	\$27.00
Not for Profit w/o Sales As Available within a prescribed time frame prior to time of use.*	No Charge
<b>INFORMATION LITERACY CENTRE (Includes Access to 6 Computers)</b>	
For Profit w/Sales & Services (3 Hours)	\$85.00
For Profit w/o Sales & Services (3 Hours)	\$40.00
Not For Profit w/Sales (3 Hours)	\$30.00
Not For Profit w/o Sales (3 Hours)	\$15.00
<b>BEFORE &amp; AFTER LIBRARY HOURS SECURITY (MIN. 1 HOUR)</b>	Current Rate of Security Guards +20%
<b>ROOM BOOKING CANCELLATION (Within 48 hours of Time of Use)</b>	\$10.00
<b>ROOM BOOKING CANCELLATION (Prior to 48 hours of Time of Use)</b>	No Charge
<b>EQUIPMENT RENTAL FOR MEETING ROOM USE (MIN. DAILY RATE)</b>	
Data Projector	\$25.00
Laptop	\$25.00
Overhead Projector	\$15.00
Slide Projector	\$10.00
(For Profit) Multimedia Projector	\$50.00

\* The prescribed timeframe is described in the Library's meeting room booking procedures.

This schedule will be reviewed and updated accordingly on an annual basis.

**SCHEDULE B – MEMBERSHIP FEES**

<b>MEMBERSHIP CATEGORY</b>	<b>ANNUAL FEE (No GST Required)</b>
<b>ADULT</b> (18 – 64 years of age inclusive)	\$15.00
<b>SENIOR</b> (65 years of age or older)	\$7.00
<b>YOUNG ADULT</b> (13-17 years of age inclusive)	\$3.00
<b>CHILD</b> (12 years of age or under)	No Charge
<b>LOCAL SERVICES</b>	\$65.00
<b>TEMPORARY RESIDENT</b> (Deposit-Valid for 6 months)	\$30.00
<b>FEDERAL LANDS ADULT</b> (18-64 YEARS OF AGE INCLUSIVE)	\$20.00
<b>FEDERAL LANDS FAMILY</b> (NO MORE THAN TWO ADULTS AND ANY YOUNG ADULTS AND CHILDREN BELOW THE AGE OF 18 IN THEIR CARE)	\$30.00
<b>FEDERAL LANDS CHILD</b> (12 YEARS OF AGE OR UNDER)	No Charge
<b>FEDERAL LANDS YOUNG ADULT</b> (13-17 YEARS OF AGE INCLUSIVE)	\$3.00
<b>PRINT IMPAIRED</b>	Adult, Senior, Young Adult, Child, Local Services, Federal Lands, or Temporary Resident fee as applicable
<b>HOMEBOUND</b>	Adult, Senior, Young Adult, Child, Local Services, Federal Lands, or Temporary Resident fee as applicable
<b>FAMILY</b> (No more than two adults and any Young Adults and Children below the age of 18 in their care)	\$25.00 (Introductory rate of \$18.00 six months from January 1, 2009)
<b>INTERNET ACCESS ONLY</b>	No Charge
<b>LPL STAFF, LIBRARY TRUSTEES AND VOLUNTEERS</b>	No Charge for current and retired staff, appointed Library Trustees or registered volunteers
<b>THE ALBERTA LIBRARY (TAL) CARD</b>	No Charge for Borrowers in good standing at LPL
<b>COMPLIMENTARY MEMBERSHIPS</b>	May be offered at the discretion of LPL Director or delegate.

This schedule will be reviewed and updated accordingly on an annual basis.

**SCHEDULE C – PENALTIES, FINES AND FEES**

**C.1**

<b>PENALTY ITEM</b>	<b>FINE PER DAY PER ITEM</b>	<b>MAXIMUM FINES (No GST Required)</b>
<b>OVERDUE MATERIALS FINES</b>		
Adult Catalogued Books ( <i>includes Great Reads/International Collection</i> )	\$0.30	\$10.00
Adult Uncatalogued Books ( <i>Paperbacks</i> )	\$0.30	\$5.00
Audio (cassettes, CDs, kits)	\$0.30	\$5.00
CD ROMS or Computer Kits	\$0.30	\$10.00
Children's Books	\$0.05	\$1.00
DVDs or Videos	\$0.30	\$14.00
Toys	\$0.30	\$5.00
Inter Library Loan Items	\$1.00	\$25.00
Read On Materials	No charge	\$0.00
Talking Books/Daisy Readers/Daisy Books/Descriptive Videos	No charge	\$0.00
Non Pick Up of Materials on Hold	\$1.00	N/A
Adult & Young Adult Circulating Magazines	\$0.30	\$5.00
Children's Circulating Magazines	\$0.05	\$1.00
<ul style="list-style-type: none"> <li>• <i>Homebound Borrowers are not required to pay fines on the above listed Overdue Materials with the exception of Inter Library Loan Items.</i></li> <li>• <i>Current Staff and Library Trustee Borrowers are not required to pay fines on the above listed Overdue Materials with the exception of Inter Library Loan Items.</i></li> </ul>		

**C.2**

<b>REPLACEMENT FEES</b>	<b>FEES PER ITEM (GST Included)</b>
<b>Lost Library Materials (except magazines)*</b>	Full Undiscounted Item Price
<b>Magazines, all circulating</b>	\$5.00
<b>Membership Cards</b>	
Membership Card- Adult, Senior, Temporary Resident, Local Services, LPL Staff, Library Trustees, Volunteers, Homebound, Federal Lands, Print Impaired, TAL	\$3.00
Membership Card – Child, Young Adult, Internet Access Only	\$1.00
<b>Damaged Library Materials*</b>	
Items purchased within past 12 months and unusable	Full Undiscounted Item Price
Items 1-2 years old and unusable	80% of Full

	Undiscounted Price
Items 2-3 years old and unusable	70% of Full Undiscounted Price
Items 3-4 years old and unusable	60% of Full Undiscounted Price
Items over 4 years old and unusable	50% of Full Undiscounted Price or a minimum of \$10.00
<b>Damaged Equipment Rentals/Audiovisual Equipment/Toys</b>	Assessment made by Staff or actual repair Cost/Full Undiscounted Price
<b>Damaged/Lost Miscellaneous Items</b>	
Cases – CD, Video, DVD	\$2.00
Inserts – Audio, CD, DVD	\$5.00
Barcode Removed and Needs Replacing	\$2.00
Toy Bags	\$3.00
Kit Bags	\$2.00
<b>Cleaning Soiled Toys</b>	\$5.00

\* Processing charges do not apply

### C.3

#### **PROCEDURE FOR NOTICE OF OVERDUE LIBRARY RESOURCES AND DEMAND FOR RETURN OF LIBRARY RESOURCES**

Patrons will receive notification regarding Library Resources that are not returned by the date due by Canada Post or e-mail according to predetermined parameters within the automated library system. Once an item is overdue for a prescribed length of time, the patron will be assessed charges based on the replacement cost of the item and receive notification by e-mail or Canada Post of said charges according to the Board's Circulation Policies.

#### **C.4**

##### **REVOKING, DENIAL OR SUSPENSION OF MEMBERSHIP PRIVILEGES**

- C.4.1 Any person making application under section 4.7 for a Library membership card may be denied a card under the following conditions:
- a) If the applicant has a past Library account with outstanding fines and fees in excess of \$20.00
  - b) If the applicant is unable to meet the eligibility criteria/requirements outlined in this bylaw or the Board's Circulation Policies.
- C.4.2 Borrowing privileges may be suspended and a Library membership card revoked if a borrower has incurred charges in excess of \$20.00 according to the Board's Circulation Policies.

#### **C.5**

##### **PROCEDURE FOR PROSECUTION**

- C.5.1 The Board reserves the right to engage a collection agency to obtain from delinquent borrowers all Library Resources and associated fines and fees as stipulated in this Schedule.
- C.5.2 The Board reserves the right to prosecute, as an offence under the Libraries Act, s41 any borrower for willfully retaining any Library Resources from the Library.
- C.5.3 Penalties, fines and fees associated with prosecution will include any fines and fees imposed pursuant to the prosecution as well as all costs the Board may incur during prosecution.

This schedule will be reviewed and updated accordingly on an annual basis.

**SCHEDULE D – SERVICE FEES**

<b>SERVICE ITEM</b>	<b>FEE RATE</b>	<b>FEES (GST Included)</b>
<b>EQUIPMENT RENTALS FOR USE OUT SIDE THE LIBRARY</b>		
Slide Projector	Per Booking	\$10.00
Overhead Projector	Per Booking	\$15.00
Screen	Per Booking	\$5.00
Screen with Projector Rental	Per Booking	\$3.00

<b>SERVICE ITEM</b>	<b>FEE RATE</b>	<b>FEES (GST Included)</b>
<b>COPYING /PRINTING</b>		
Photocopying	Per Page	\$.15
Micro Materials Copying	Per Page	\$.15
Printing from Computers	Per Page	\$.15
Current LPL Staff Personal Copying	Per Page	\$.05
Remote Reference Prints Mail/Fax Service	Per Request	\$3.00
<b>EXAM ADJUDICATION</b>	Per Exam	\$30.00
<b>PUBLIC USE PRODUCTS</b>		
Headphones	Per Unit	\$2.00
Headsets	Per Unit	\$15.00
CD ROM Discs	Per Disc	\$1.00
Read On Student Binders	Per Binder	\$1.00
Easy Card*	Per Card	\$1.00
*First time Easy Card Purchaser will receive \$0.30 free print/copying. Easy Card purchasers can choose the value they wish placed on their Easy Card which can be used to pay for printing or photocopying on designated Library printers and photocopiers.		

<b>SERVICE ITEM</b>	<b>FEE RATE</b>	<b>FEE (No GST Required)</b>
<b>TOURS FOR GROUPS COMPRISED OF PEOPLE NOT RESIDING IN LETHBRIDGE (12 PEOPLE /GROUP)</b>	Per Tour	\$25.00
<b>READ ON STUDENT REGISTRATION</b>	Per Student	\$5.00

This schedule will be reviewed and updated accordingly on an annual basis.

**SCHEDULE E – LOAN PERIODS FOR LIBRARY RESOURCES**

<b>LIBRARY RESOURCES LOANED</b>	<b>LOAN PERIOD</b>
<b>AUDIO (CASSETTES, CDS, KITS)</b>	3 Weeks
<b>BOOKS (PAPERBACK/HARDCOVER)</b>	3 Weeks
<b>CONSUMER CORNER MATERIALS</b>	In Library Use Only
<b>GOVERNMENT DOCUMENTS</b>	In Library Use Only
<b>INTER LIBRARY LOANS</b>	Determined by Lending Library
<b>MAGAZINES, ALL CIRCULATING</b>	1 week loan
<b>NEWSPAPERS</b>	In Library Use Only
<b>INTERNATIONAL COLLECTION</b>	3 Weeks
<b>READ ON-BOOKS/KITS/AUDIO – READ ON VOLUNTEERS</b>	6 Weeks
<b>READ ON-BOOKS/KITS/AUDIO – ALL BORROWERS EXCEPT READ ON VOLUNTEERS</b>	3 Weeks
<b>READ ON-VIDEOS</b>	3 Weeks
<b>REFERENCE MATERIALS</b>	In Library Use Only
<b>SENATOR BUCHANAN/SENATOR BUCHANAN GENEALOGY</b>	In Library Use Only
<b>TALKING BOOKS/DAISY BOOKS/DESCRIPTIVE VIDEOS</b>	3 Weeks
<b>TOYS</b>	3 Weeks
<b>VERTICAL FILES (ADULT)</b>	In Library Use Only
<b>VIDEOS &amp; DVDs</b>	1 Week
<b>COMPUTER KITS/SOFTWARE/CD-ROMS</b>	3 Weeks
<b>KITS – VIDEO</b>	3 Weeks
<b>KITS - OTHER</b>	3 Weeks

This Schedule will be reviewed and updated accordingly on an annual basis.

