

FORT SASKATCHEWAN PUBLIC LIBRARY BYLAW #1

The Fort Saskatchewan Public Library enacts the following bylaws pursuant to the Libraries act, R.S.A. Chapter L-11, RSA 2000, Section 36.

INTERPRETATION

- 1 (1) For the purposes of this bylaw the expression:
 - a) "Act" refers to The Libraries Act, Chapter L-11, RSA 2000.
 - b) "Board" means The Fort Saskatchewan Public Library Board.
 - c) "borrower" means the person to whom the borrower's card has been issued.
 - d) "librarian" means the person charged by the Board with the operation of the Fort Saskatchewan Public Library or their approved delegate.
 - e) "Library resources" means any material, regardless of format, that is held in a library's collection and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micromaterials, toys and games, kits, CD-ROMs and electronic databases.

- 1 (2) In these bylaws, unless contrary intention appears in the context:
 - a) Words imparting male persons include female persons.
 - b) Words in the singular include the plural and words in the plural include the 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 purpose, the time shall be reckoned exclusively of such day or of the day of such act or event.

- 1 (3) 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 on which the library is open to the public.

LIBRARY FACILITY

Access to the Public Library Portion of the Building

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

Age Limits

2 (1) a. Persons less than 6 years of age must be in the charge of a responsible adult while in the library.

Use during closed hours

2 (1) b. Use of the library by non-employees during the time when it is closed to the public is to be in accordance with policy established by the Board.

Conduct in the library building

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

Use of electronic resources in the library building

2(2) b. Persons using electronic resources in the library are subject to policies established by the Library Board.

Disruptive behavior

2 (2) c. The procedure for dealing with disruptive behavior in the library will be in accordance with policy established by the Board.

PROCEDURE FOR ACQUIRING A BORROWER'S CARD

City residents

3 (1) Any person resident in the City of Fort Saskatchewan is eligible to apply for a borrower's card.

Non-residents

3 (1) a. Persons not resident in the City of Fort Saskatchewan may apply for a borrower's card. The issue of a borrower's card to a non-resident shall be in accordance with Schedule A.

Borrower's card fees

3 (1) b. Borrower's card fees are set out in Schedule A.

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

- a) Dated and signed by the applicant or parent or guardian of an applicant who is less than 18 years old.
- b) Accompanied by the fee prescribed in Schedule A.

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

3 (4) The librarian may issue a borrower's card to a person without charge at the Board's discretion.

RESPONSIBILITIES OF A BORROWER

- 4 (1) The borrower is responsible for the resources issued on their card.
- 4 (2) A borrower should take proper care of any library item entrusted to their care.
- 4 (3) A borrower should return any library item to the library on or before the due date as provided in Schedule B.
- 4 (4) A borrower shall notify the librarian of any change of address and/or telephone number (such information to be kept in confidence in accordance with policy established by the Board).

LOAN OF RESOURCES

No Charge for Loan of Resources

- 5 (1) In accordance with The Libraries Act, Section 36 (3), there shall be NO CHARGE for use of library resources as set out in Schedule B. This includes resources used on the premises, resources loaned or resources acquired from other services at the discretion of the Board.
- 5 (1) a. Use of certain specified items in the library collection may be subject to special restriction at the discretion of the Board.

Loan Period for Library Resources

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

Quantity of Resources on Loan

- 5 (2) a. The maximum number of items on loan to one member shall be in accordance with policy established by the Board.

Reserves

- 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.

PENALTY PROVISIONS

- 6 (1) Fines for late return of resources are set out in Schedule C.
- 6 (2) Fines for lost or damaged resources are set out in Schedule C.
- 6 (3) Procedures for demanding return of overdue resources are set out in Schedule C.

SUSPENSION OF BORROWING PRIVILEGES

6 (4) *A patron's borrowing privileges may be suspended by the librarian for the reasons set out in Schedule C.*

Revocation of borrower's card

6 (5) A borrower's card may be revoked by the librarian for the reasons set out in Schedule C.

Appeal

6 (6) A person whose borrower's card has been 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. That person's borrower's card is suspended until the appeal has been decided.

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

Prosecution

6 (8) In cases of severe dereliction, the Board may prosecute an offence under The Libraries Act Section 41. Such an offence is punishable under The Libraries Act, s41. The penalties applying on conviction for such an offence is set out in Schedule C.

6 (9) Any fine or penalty imposed pursuant to an offence under 6 (7) enures to the benefit of The Fort Saskatchewan Public Library Board in accordance with The Libraries Act, Section 41.

Read a first time February 13, 2002

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Chair _____

Secretary/Treasurer _____

Read a third time and adopted this 13 day of February 2002

Revised February 13, 2002