

COLD LAKE LIBRARY BOARD BYLAWS

The Cold Lake Public Library Board enacts the following bylaws pursuant to the Libraries Act, R.S.A., Chapter L-11.1, 2000 Section 40.

1.0 Interpretations

- 1.1 Act - means the Libraries Act, R.S.A. 2000, Chapter L-11.1, as amended from time to time.
- 1.2 Board – refers to the Board of Trustees of the Cold Lake Public Library.
- 1.3 Library Director – is the person charged by the Board with the operation of the Cold Lake Public Library.
- 1.4 CLPL – refers to Cold Lake Public Library.
- 1.5 CLPL Member – means any person holding a valid CLPL membership OR a library card from any library with a reciprocal borrowing agreement within the Northern Lights Library System, and Lakeland Regional Library System.
- 1.6 TRAC/TAL Member – means any person holding a valid library membership with any libraries participating in the TAL Card program.
- 1.7 Patron – means a person with or without a library membership card who makes use of the library and its services.
- 1.8 Trustee – refers to any person appointed to the Board.
- 1.9 FOIP Head – refers to the person appointed by the Board to be responsible for all decisions made under the FOIP Act.

2.0 Library Facility

- 2.1 The portion of any building used for public library purposes is open to any member of the public FREE OF CHARGE during the hours of opening as are set by Cold Lake Public Library Board from time to time.
- 2.2 Any person using the library building shall conduct himself so as to not disturb other library users.

3.0 Procedure for acquiring a borrower's card.

- 3.1 Any person resident in the City of Cold Lake, Municipal District of Bonnyville, Cold Lake First Nations. and Elizabeth Metis Settlements is eligible to apply for a borrower's card

- 3.2 An application pursuant to 3.1 shall be
 - 3.2.1 in writing in the form prescribed by the Library Director
 - 3.2.2 dated and signed by the applicant
 - 3.2.3 dated and signed by the parent or guardian of an applicant who is less than 15 years if age
 - 3.2.4 accompanied the fee prescribed in Schedule A
- 3.3 In writing in the form prescribed by the Library Director
- 3.4 Responsibilities of a borrower
 - 3.4.1 a borrower's card may only be used by the person to whom it is issued
 - 3.4.2 a borrower shall notify the librarian of any change of address and/or telephone number
 - 3.4.3 a borrower shall take proper care of any library item entrusted to their care
 - 3.4.4 a borrower shall return any library item to a library on or before the due date as provided in Schedule B

4.0 Loan of Library Resources

- 4.1 In accordance with the *Libraries Act*) 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.
- 4.2 The loan periods for various library resources are set in Schedule B
- 4.3 Library resources may be reserved in accordance with policy established by the board .
- 4.4 Library resources may be renewed in accordance with policy established by the board.

5.0 Penalty Provisions

- 5.1 The fines for damaged or lost resources are as set out in Schedule C
- 5.2 The procedures for demanding the return of overdue materials are as set out in Schedule C.
- 5.3 A borrower's card may be revoked by the library director for the reasons set out in Schedule C.
- 5.4 A person who has a borrower's card revoked pursuant to 5.3 may within 30 days of such revocation make an appeal to the board in writing setting out the grounds of the appeal.
- 5.5 The decision of the board in an appeal pursuant to 5.4 is final and not subject to further appeal.

5.6 In cases of serious dereliction the board may prosecute an offence under the Libraries Act, s41. Such an offense is punishable under the Libraries Act, s41. The range of penalties applying on conviction is set out in Schedule C.

5.7 Any fine or penalty imposed to an offence under 5.6 inures to the benefit of the Cold Lake Public Library Board in accordance with the Libraries Act, s42.

6.0 Fiscal Year

6.1 The Fiscal Year shall be from January 1 to December 31. Audits must be completed in order to meet deadline for the Alberta library operating grant application.

7.0 Library Board

7.1 C.L.P.L. Board shall govern the affairs of the two Cold Lake Public Library branches.

7.2 The Board shall consist of at least seven members and no more than ten.

a) one member shall be a Councilor from the City of Cold Lake.

b) one member may be a Councilor from the MD of Bonnyville.

8.0 Freedom of Information Protection of Privacy (FOIP) Bylaw

8.1 The purpose of this bylaw is to establish the administrative structure of the Cold Lake Public Library in relation to the FOIP Act and to set fees thereunder.

8.2. The Director of Library Services shall be responsible and accountable for all decisions taken under the FOIP.

8.3 Where an applicant is required to pay a fee for services, the fee payable is in accordance with the FOIP Regulation, AR 200195, as amended from time to time or any successor regulation that sets fees for requests for information from the Policy.

9.0 Amendments

9.1 Amendments to the Bylaws may be made at Board meeting by at least a two-thirds vote of the Trustees attending, provided that notice of motion to so amend has been given not less than fourteen (14) days before the Board meeting.

9.2 Amendments to the Fee & Penalty schedules by simple majority resolution of the board.

SCHEDULES

SCHEDULES A to D are part of the Bylaws of the Cold Lake Public Library.

Schedule A Borrowers Card Fees

Schedule B Loan Periods for Library Resources

Schedule C Penalty Provisions

- 1) Fines for Late Returns
- 2) Fines for Damaged or lost library resources
- 3) Procedures for notice of overdue library resources and demand for return for library resources
- 4) Revocation of borrower's cards
- 5) Procedure for prosecution
- 6) Penalties for abuse of borrowing privileges

Schedule D Fees for Freedom of Information and Personal Privacy Requests

SCHEDULE A

Borrowers Cards Fees

The Cold Lake Public Library currently does not charge membership fees.

SCHEDULE B

LOAN PERIODS FOR LIBRARY MATERIALS

Loan Period:

Books	3 week loan	Maximum of 2 renewals*
Audio Books	3 week loan	Maximum of 2 renewals*
Magazines	3 week loan	Maximum of 2 renewals*
DVD TV Series	3 week loan	Maximum of 2 renewals*
DVD/Blu-Rays	1 week loan	Maximum of 2 renewals*
CDs	1 week loan	Maximum of 2 renewals*
Video Games	1 week loan	Maximum of 2 renewals*
Overdrive Audio Books	1, 2 or 3 week loan	Renewals possible**
Overdrive E-Books	1, 2 or 3 week loan	Renewals possible**
3M E-Books & Audio Books	3 week loan	

*Renewal not available if item has been requested by another patron

**Borrowing period to be selected by patron at checkout

SCHEDULE C

PENALTY PROVISIONS

1. Fines for late return of library resources

<i>Items</i>	<i>Fines/Item/day</i>	<i>Maximum Fine</i>
Books	\$.25/item/day	\$10.00/item
Daisy	\$.25/item/day	\$10.00/item
Album (LP)	\$.25/item/day	\$10.00/item
Audio Book	\$.25/item/day	\$10.00/item
MP3 Book	\$.25/item/day	\$10.00/item
CD-ROM	\$.25/item/day	\$10.00/item
Braille	\$.25/item/day	\$10.00/item
Games	\$.25/item/day	\$10.00/item
Kits	\$.25/item/day	\$10.00/item
Magazine	\$.25/item/day	\$10.00/item
Music CD	\$ 1.00/item/day	\$10.00/item
MP3 Music	\$ 1.00/item/day	\$10.00/item
Playaway	\$ 1.00/item/day	\$10.00/item
Blu-Ray	\$ 1.00/item/day	\$10.00/item
DVD	\$ 1.00/item/day	\$10.00/item

- a. The maximum fine imposed on a card is \$40.00.
- b. When fines and other charges exceed \$10.00, borrowing privileges shall be suspended until the balance is paid in full.
- c. An item is considered **lost** when it has not been returned after two months.

2. Fines for damaged or lost library resources

- a. The charge for all other lost or irreparably damaged library materials will be **replacement cost plus GST**.

3. Procedures for notice of overdue library resources and demand for return of library resources.

Patrons will be notified that material is overdue by telephone, mail or e-mail.

4. Revocation of borrower's cards

- a. A patron's library card may be suspended or revoked for the following reason:

Unpaid library fines or charges for lost or damaged books in excess of \$40.00 that have remained on the patrons file for 3 months or more.
- b. Recommendation for suspension or revocation will be made to the Cold Lake Library Board by the Library Director.

5. Procedure for prosecution

- a. Steps may be taken by the Cold Lake Library Board to take patrons to small claims court to recover materials that have not been returned when the amount is more than \$250.00. The costs for this would be attached to the patron's file to be recovered from the patron.
- b. If the decision is made to proceed to prosecution to recover materials the patron will be notified by special delivery requiring a signature that this matter will be taken to small claims courts if not resolved within 7 days of reception of the notification.
- b. Every option will have been made prior this written notification to forestall the Board proceeding to this step.

6. Penalties for abuse of borrowing privileges

- a. Fines for late return of different types of materials.

- b. Charges for materials that have been returned damaged by a patron
- c. Charges for lost materials
- c. Amnesty periods when patrons can return overdue materials without having to pay fines will occur at various times during the year.

SCHEDULE D

FEEES FOR FREEDOM OF INFORMATION AND PERSONAL PRIVACY REQUESTS

Where an applicant is required to pay a fee for services, the fee payable is in accordance with the FOIP Regulation, AR 200195, as amended from time to time or any successor regulation that sets fees for requests for information from the Policy.

Read a first time	January 22, 2018
Read a second time	January 22, 2018
Read a third time	January 22 , 2018

Chairperson: _____

Treasurer: _____

Read and adopted January22, 2018