

## BYLAWS OF THE TOWN OF VERMILION LIBRARY BOARD

1<sup>st</sup> Reading Approved: 24 September 2018

2<sup>nd</sup> Reading Approved: 10 October 2018

3<sup>rd</sup> Reading Approved: 30 October 2018

The Town of Vermilion Library Board enacts the following Bylaws pursuant to Section 36 of the Alberta *Libraries Act*.

1. Definitions in these Bylaws shall mean:

**Applicant:** in the case of 8.0 below, a person who makes a request for access to a record under 8(1) of the *Freedom of Information and Protection Act*; elsewhere in the Bylaws means a person applying for a library card.

**Board:** Town of Vermilion Library Board.

**Borrower:** the person to whom a library borrower's card has been issued.

**Cardholder:** the registered user of a current library card.

**Cardholder Categories** shall include the following:

Adult: any person 18 years and older.

Youth: any person under 18 years of age.

Family: two or more members of the same family residing in the same home.

TAL Card borrower: a cardholder from outside the Northern Lights Library System with a current TAL card.

ME Libraries borrower: a cardholder from outside the Northern Lights Library System whose card is registered in the ME Libraries program.

**Good Standing:** a cardholder with no outstanding overdue items or charges.

**Library Manager:** the person charged by the Board with operation of the Town of Vermilion Public Library.

**Library:** The Vermilion Public Library.

**Library resources:** any resources, regardless of format, that are held in the Vermilion Public Library's collection, or borrowed by the Vermilion Public Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, electronic databases and equipment.

**Loan Period:** the time, as set out in schedule C, which a cardholder may borrow library resources and includes any renewal of an original loan period.

**Non-resident:** any person who resides in an area which is not a member municipality of the Northern Lights Library System.

**Resident Categories:**

Town Resident: any person any person who resides within the Town of Vermilion  
Resident: Any person who resides within any division of the County of Vermilion  
River or resides in an area which is a member municipality of Northern Lights  
Library System

**TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.

**ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta who participates in the Alberta Public Library Network.

1. Interpreting the Bylaws
  - 1.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8* and shall be known as the Town of Vermilion Library Board.
  - 1.2. Board meetings shall be held at the library one day each month, except for July, August and December.
  - 1.3. The annual general meeting of the board shall be held during the last quarter of each year or as designated by the board.
2. Trustee Appointments shall be in accordance with the current Alberta Library Act.
  - 2.1. In recognition of the fundraising activities of the Friends of Vermilion Public Library Society, the Board requests the Friends of Vermilion Public Library select one representative from their membership to be appointed to the Library Board of Trustees. This application shall then be submitted to Town Council for approval. Should the Friends of Vermilion Public Library be unable to find an interested person from among their membership, the board will appoint a substitute member from applications.
  - 2.2. Trustees must have a valid borrower's card.
3. The board consists of a Chair, Vice-Chair, Treasurer, and members at large. The library manager shall be a non-voting member of the Board. Any executive officer may retain their office for more than one year.
  - 3.1. The board shall establish such committees as deemed necessary.
  - 3.2. Chair, Vice-Chair, Treasurer positions shall be filled by election.
  - 3.3. The board shall consist of 6-9 members total.
4. The board operates according to Roberts Rules of Order
  - 4.1.1. Any board meeting shall have the presence of 50% of the board members to represent a quorum.
  - 4.1.2. Unless a quorum is present, no official business of the Board may be carried out.
  - 4.1.3. All communication on behalf of the board shall be carried out through proper

channels through established protocols.

4.1.4. The current minute book and all correspondence shall be kept in the library and on the library website.

4.1.5. Each committee shall fulfill its duties and report regularly to the entire board

4.1.6. It is the duty of all trustees to attend all meetings and serve on committees in any other capacity that may be required should it be deemed reasonable

## 5. Method of adoption or amendment of Bylaws

5.1. The board will pass bylaws governing the safety and operation of the library.

5.2. Bylaws require three (3) readings by the Board prior to passage.

## 6. Admittance to/Conduct in the Building

6.1. The portion of any building used for public library purposes is open to the public free of charge during the hours of operation as set out in Schedule A

6.2. Any person using the library shall follow the library code of conduct

6.3. No person using the library building shall:

6.3.1. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.

6.3.2. Go into or stay in the building outside of those time periods chosen for public use, except with the permission of the Library Manager.

6.3.3. Solicit other library users and staff for personal, commercial, religious, or political reasons.

6.3.4. Except with the permission of the Library Manager, no person shall:

6.3.4.1. Bring any animal, other than an aid dog, into the building.

6.3.4.2. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.

6.3.5. Persons who do not act in accordance with 6.1 and 6.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.

6.3.6. All persons using the library shall comply with applicable public health regulations.

6.3.7. No member of the public is to be left in the library building for any purpose without a staff person or member of the Board present.

## 7. Procedures for Acquiring a Library Card

7.1. Any resident or non-resident is eligible to apply for a library card. An annual fee for issuance of a borrower's card will be charged. A library card is issued upon:

7.1.1. Completion of an official Borrower's card application form.

7.1.2. Presentation of one piece of identification bearing the applicant's permanent

address if an adult is applying for a card. County residents will provide land locations. If a child is applying for a card, a parent or legal guardian must present identification bearing his/her permanent address.

7.1.3. Presentation of payment of applicable fees as outlined in Schedule B.

7.2. Applicants will receive a library card which:

7.2.1. is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under section 10.

7.2.2. Remains the property of the Vermilion Public Library.

7.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/legal guardian in the case of a Child or under special circumstances.

7.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.

7.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.

## 8. Responsibilities of a Cardholder

8.1. The cardholder named on a library card will be the only person that may use the card, however;

8.1.1. The cardholder may designate alternate people to access their records and sign out material on their behalf

8.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported.

8.3. Cardholders must notify the library of any change of contact information as soon as possible.

8.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card as set out in Schedule B. In the case of a youth, the parent or legal guardian who signed the youth cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.

8.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule C.

## 9. Loan of Library Resources

9.1. There is no charge for using library resources on library premises, consultation with members of the library staff or receiving basic information service.

9.2. Loan periods for library resources are set out in Schedule C.

9.3. Library resources may be borrowed in quantities as set out in Schedule C.

9.4. Library resources may be reserved/renewed in accordance with procedures established by the Library Manager.

## 10. Penalty Provisions

- 10.1. The procedures for demanding the return of overdue resources are as set out in Schedule D.
- 10.2. Cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule D.
- 10.3. A borrower's card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.
- 10.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense is set out in Schedule C.
- 10.5. Any fine or penalty imposed pursuant to an offence under section 10 inures to the benefit of the Vermilion Public Library Board in accordance with the *Libraries Act, s.42*.

## 11. Other Library Fees

- 11.1. Charges for the use of library premises not normally used for public library purposes (i.e. Library Basement) are set out in Schedule E.
- 11.2. Charges for other library services (faxing, scanning, etc) are set out in Schedule E

Schedules A-E are a part of the By-laws of the Town of Vermilion Library Board

- Schedule A Library Hours of Operation
- Schedule B Fees and Fines
- Schedule C Loan Periods
- Schedule D Overdue Fines/Procedures for the Return of Overdue Material
- Schedule E Other Library Charges

## SCHEDULE A – Library Hours of Operation

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Tuesday	10:00 AM to 7:00pm
Wednesday	10:00 AM to 7:00pm
Thursday	10:00 AM to 7:00pm
Friday	10:00 AM to 5:00pm
Saturday	10:00 AM to 5:00pm

Hours of operation are set by the Board and may vary in the attempt to accommodate community needs. Operating hours are reviewed in response to patron demands and budget.

## SCHEDULE B – Cardholder Fees

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Town Resident Individual Youth Card Fee (Under 18 years of age)	\$5.00/year
Town Resident Individual Adult Card Fee (18 years and older)	\$15.00/year
Town Resident Family Card Fee	\$20.00/ year
Resident Individual Youth Card Fee (Under 18 years of age)	\$5.00/year
Resident Individual Adult Card Fee (18 years and older)	\$15.00/year
Resident Family Card Fee	\$20.00/year
Non-resident Individual Adult Card Fee (18 years and older)	\$75.00/year
Non-resident Family Card Fee	\$100.00/year
Replacement Card Fee	\$1.00/ card

Card fees may be waived at the discretion of the Library Manager. All library cards are subject to review.

## SCHEDULE C – Loan Periods for Library Resources

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1. All circulating resources are loaned for three weeks, with the following exceptions:
  - a. Audiovisual recordings are loaned for one week, three weeks if there are multiple discs (i.e TV Series).
  - b. Magazines are loaned for one week.
  - c. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library. No renewals.
2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, except for magazines which may be renewed only once for a total of two weeks.

- a. Extended due dates may be granted by at the discretion of the Library Manager or his designate in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
  - b. All renewals are subject to recall or reservations from other cardholders.
3. The maximum amount of material borrowable is 25 items (all resources combined).

**SCHEDULE D –Overdue Fines/Procedures for the Return of Overdue Material**

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1. Fines for late return of library resources:

Material Type	Charge per day
Audiovisual material and equipment	\$1.00
All other items	\$0.25

2. Procedures for return of overdue materials

- a. An overdue notice is produced by the automated system one week after the item(s) is/are due and the cardholder is called, and/or a message is left.
- b. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is called and/or a message is left by library staff.
- c. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.
- d. Cardholders who have reached a maximum fine of \$10.00, or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account is paid.
- e. Notwithstanding number 2(d), accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Library Manager.

3. Penalties for lost or damaged items

- a. The purchase cost as listed in the library’s integrated library system (ILS) shall be charged for lost or damaged items.

**SCHEDULE E – Service and Equipment Fees**

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Photocopying and Printing BW	\$0.25 per page
Photocopying and Printing Colour	\$1.00 per page
Scanning (5 Pages or less)	No Charge
Scanning (More than 5 pages)	\$2.00
Faxing (sending)	\$2.00
Faxing (receiving)	\$2.00 + \$0.25 per page
Basement Rental	\$25.00(incl. GST) per hour to a daily max of \$125(incl. GST)