



Drayton Valley Municipal Library

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Town of Drayton Valley Library Board

Bylaws

DVLB-2021-01

Revised & Adopted by

The Town of Drayton Valley Library Board, March 18th, 2021

Reviewed & Accepted by

Town of Drayton Valley Council, April 21st, 2021

Resolution #062/ 21

Presented as Information to

Brazeau County Council, May 4th, 2021

Preamble

The Town of Drayton Valley Library Board enacts the following Bylaws pursuant to the *Libraries Act*.

1. Concerning Definitions and Interpretation of these Bylaws

1.1. In these bylaws and schedules:

- 1.1.1 **“Act”** refers to the *Libraries Act*.
- 1.1.2 **“Board”** refers to the Town of Drayton Valley Library Board.
- 1.1.3 **“Borrower Card”** refers to a piece of identification with a distinct barcode issued to individuals that have successfully registered for borrowing privileges.
- 1.1.4 **“Cardholder”** refers to the person to whom a library borrower card is issued.
- 1.1.5 **“Director”** refers to the person employed by the Board to administrate the library on behalf of the Board.
- 1.1.6 **“Good Standing”** refers to a borrower with no outstanding account charges.
- 1.1.7 **“Integrated Library System (ILS)”** refers to the database used to record and share item and borrower information between libraries.
- 1.1.8 **“Librarian”** refers to a library employee.
- 1.1.9 **“Library”** refers to Drayton Valley Municipal Library unless specified as other libraries.
- 1.1.10 **“Library Resource”** refers to any material, regardless of format, held in the library collection, or lent by the library including, but not limited to, audio-visual materials, books, magazines, newspapers, micro-materials, multi-media kits, toys or games.
- 1.1.11 **“Loan Period”** refers to the length of time that a library resource may be borrowed.
- 1.1.12 **“Manager”** refers to the person employed by the Director to supervise staff in the conduct of front-line service operations.
- 1.1.13 **“Non-Resident”** refers to any person who resides in a community that does not pay property or business taxes to a municipality that contributes to the operation of Drayton Valley Library OR Yellowhead Regional Library System OR does not otherwise satisfy the terms defining “Resident”.
- 1.1.14 **“Resident”** refers to any person residing within Brazeau County borders, the Town of Drayton Valley or other community where household taxes are paid to a municipality that meets any of the following criteria:
 - 1.1.14.1 A municipality that is party to the Board.
 - 1.1.14.2 A municipality that is party to the Yellowhead Regional Library System Membership Agreement.
 - 1.1.14.3 An individual student who is a resident outside of Brazeau County or other district, but who attends classes in Drayton Valley or area.
- 1.1.15 **“The Regional Automation Consortium (TRAC)”** refers to the ILS used to share information and resources between libraries.

- 1.2 For the purposes of these bylaws:
 - 1.2.1 Words in the singular include the plural, and words in the plural include the singular.
 - 1.2.2 Where a word or phrase is defined, variations and tense in the word or phrase have corresponding meaning.
 - 1.2.3 When a time period, act or event is expressed to begin after, or to be from a specific day, the time period does not include that day, act or event.
 - 1.2.4 When a time limit for action expires or falls on a day when the library is closed to the public, the time limit will be extended to the next following business day.

1.3 The Board may, from time to time, change specific set out in the accompanying schedules.

2 Concerning Admittance to and Conduct in the Building

- 2.1 The portion of the building used for library purposes is open to any member of the public free of charge during posted operational hours.
- 2.2 The public may access collection areas or other common areas including program spaces when not otherwise in use. The public may not access work areas without express permission, and under direct supervision, of staff.
- 2.3 Members of the public are not allowed to:
 - 2.3.1 Violate safe-use or code of conduct policies, including deliberate violation of public health and safety directives.
 - 2.3.2 Cause disturbance to other library users.
 - 2.3.3 Use the library as a daytime shelter to sleep.
 - 2.3.4 Solicit others for personal, commercial, religious, or political reasons.
 - 2.3.5 Consume food in the library outside of designated lounge areas.
 - 2.3.6 Leave a child unaccompanied in the library space unless arrangements have been made in advance with staff.
 - 2.3.7 Bring a wheeled vehicle, such as a bicycle, into the building; this does not include wheelchairs, walkers, strollers or baby carriages.
 - 2.3.8 Smoke any type of material within 10 meters of building entranceways or consume any product that may be considered an illicit drug while on the premises.
 - 2.3.9 Take or intentionally conceal any library resource without proper transaction through the circulation desk.
 - 2.3.10 Access the building for any purpose outside of the library's advertised public hours without a staff or Board member being present.
- 2.4 A member of the public may be refused access to the building or asked to leave the premises if they willfully violate any of the above.
- 2.5 Town of Drayton Valley employees may access the library after-hours only when responding to facility concerns and only if the Director or Manager are notified.

3 Concerning Library Borrower Cards

- 3.1 Any person may apply for a library borrower card.
- 3.2 A library borrower card is issued upon:
 - 3.2.1 Completion of a Drayton Valley Library borrower card registration form.
 - 3.2.1.1 Forms will be completed in writing by an employee to include all relevant contact and verification information.
 - 3.2.1.2 Forms must be signed and dated by applicants over 16 years old, or by the parent, or legal guardian of applicants under 16 years old.
 - 3.2.1.3 Online registration request may be processed as an interim registration with borrower signature and date completed later.
 - 3.2.2 Presentation of one piece of photo identification bearing the applicant's current address.
 - 3.2.2.1 If a child or student is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address.
 - 3.2.2.2 In the absence of photo identification, the applicant must present a recent item received through Canada Post within the past month as well as one other piece of identification.
 - 3.2.3 Payment of applicable fees as outlined in Schedule B.
- 3.3 Library borrower cards:
 - 3.3.1 Are valid from the date of issue to the date of expiry, unless revoked by the Library Director under section 6 of these bylaws.
 - 3.3.2 Remain the property of the Drayton Valley Library and must be immediately returned to the library if the cardholder is requested to do so by the Director pursuant to section 6.3.

4 Concerning Cardholder Responsibilities

- 4.1 The cardholder is the individual named on a library borrower card.
- 4.2 The cardholder is the only person allowed to use the card for borrowing materials unless approval is extended to another individual by the applicant for in-proxy material borrowing.
 - 4.2.1 The proxy borrower must be named on the application form and Polaris patron record and may be asked to show proof of identification to check-out materials.
 - 4.2.2 Proxy borrowing to individuals not named on a cardholder's application or Polaris record may be allowed at the librarian's discretion only after contacting the primary cardholder to confirm authorization for the proxy borrower to check-out materials.
- 4.3 Cardholders must notify the library of any change of address, email or telephone contact as soon as possible.
- 4.4 A cardholder is responsible for all items borrowed on their card and will compensate the library for any items damaged or lost while borrowed on their card.
 - 4.4.1 In the case of Family cardholders, the primary cardholder is responsible for all items borrowed by family members using the card and will compensate the library for any damage or loss of items checked out on the card.
- 4.5 Cardholders are responsible for immediately reporting a card that has been lost or stolen. Cardholders are responsible for fines attributed to items borrowed on a lost or stolen card if

the loss or theft is not reported in a timely fashion. There is a minimal fee for a replacement card as defined in Schedule B.

- 4.6 A cardholder is responsible for returning or renewing any library item on or before the due date as provided in Schedule C.

5 Concerning Loan of Library Resources

- 5.1 In accordance with *section 36(3)* of the *Act*, there is no charge for using resources when:
- 5.1.1 Resources are being used on the library premises,
 - 5.1.2 Resources are loaned to a borrower whose cardholder account is in good standing,
 - 5.1.3 Resources are acquired from other libraries through resource sharing agreement.
- 5.2 Library resources may be reserved and/or renewed in accordance with policies established by the Library Board.
- 5.3 Loan periods for Drayton Valley Library resources are set out in Schedule C.
- 5.4 Loan periods and renewals for resources borrowed from other libraries through inter-library loan may differ from those of Drayton Valley Library.
- 5.5 Borrowers may use library cards issued by other TRAC libraries to borrow materials from Drayton Valley Library only if their home library account is in good standing.
- 5.6 Borrowers may use library cards issued by other non-TRAC libraries to borrow materials from Drayton Valley Library only after completing an on-line registration form; home library account must be in good standing to complete the on-line form and allow borrowing.

6 Concerning Penalty Provisions

- 6.1 Fines for late, lost or damaged materials are defined in Schedule D.
- 6.2 The Director may suspend or revoke a borrower card if the cardholder:
- 6.2.1 Fails to comply with the conditions laid out in section 2 concerning admittance to and conduct in the library.
 - 6.2.2 Fails to comply with conditions laid out in section 4 concerning cardholder responsibilities.
 - 6.2.3 Fails to reconcile fines within the time-frame specified by the Director.
 - 6.2.4 Exceeds the maximum allowable fine limit set out in Schedule D.
- 6.3 A cardholder whose borrowing privileges are revoked by the Director under subsection 6.2 may, within thirty (30) days of revocation, submit a written appeal to the Board. The Board's decision regarding an appeal is final.
- 6.4 Measures for pursuing fines or return of library resources are defined in Schedule D.
- 6.5 Any person who willfully contravenes these bylaws is guilty of an offense and is subject to a fine or penalty under *section 41* of the *Act* in addition to any liability that may attach civilly or under the *Criminal Code of Canada*.
- 6.6 Any fine or penalty imposed pursuant to the prosecution of an offense under this section of the bylaws inures to the benefit of the Board in accordance with *section 42* of the *Act*.

7 Concerning Fees for Service and Equipment Rental

- 7.1 There is no charge for accessing basic information services during business hours.
- 7.2 Fees for services are intended only to offset the cost of supply replenishment or replacement.
- 7.3 Fees for services and equipment rental are set out in Schedule E.

8 Concerning Freedom of Information and Protection of Privacy

- 8.1 For the purposes of this section, “applicant” means a person who makes a request for access to a record pursuant to *section 7(1)* of the *Freedom of Information and Protection of Privacy (FOIP) Act* RSA 2000, c.F-25.
- 8.2 The Director designated as the head of this local public body for the purposes of ensuring compliance with *section 95* of the *FOIP Act*.
- 8.3 Fees for processing FOIPP requests are defined in Schedule E and will not exceed those prescribed in *sections 11-14* of the *FOIP Regulation* 186/2008.

Concerning the History of these Bylaws

Library Board Bylaws 99-02 was repealed August 23, 2018.

Library Board Bylaws DVLB-2018-01 is repealed as of the signing of **DVLB 2021-01**.

2021 Revision

Read a first time on this **21st** day of **January 2021**

Read a second time on this **18th** day of **February 2021**

Read a third time on this **18th** day of **March 2021**

Lyndara Cowper-Smith
Board Chair

Donna Gawalko
Board Vice-Chair

This document is a true copy of the original document approved and signed by the Board on March 18, 2021.

SCHEDULE A - PUBLIC HOURS

Drayton Valley Municipal Library will be open to the public an average of **50 hours** per week except for weeks that include holidays. Public hours and scheduled closures are defined in policy.

1. **Scheduled Closures** will be determined well in advance of the closure and broadcast publicly using the appropriate media.
2. **Unscheduled Closures** in response to unforeseen events that pose a risk to workers or public.
 - Decision regarding unscheduled closure of the library is the responsibility of the Director and/ or Operations Manager.
 - The Board Chair must be notified as soon as possible following any interruption of library services due to unscheduled or emergency closures. All trustees will be notified at or before the next scheduled Board meeting.

SCHEDULE B – FEES FOR ISSUANCE OF BORROWER CARDS

All borrower card fees are based on an annual rate unless otherwise indicated.

Resident Card Fees

Standard Adult (Individual) Card	Free
Standard Juvenile (Individual) Card	Free
Associated Parent Card	Free
Associated Juvenile Card	Free
Family Card (Single Card - Multiple Users)	Free
Institution / Teacher Card (Primary Cardholder with Multiple Users)	Free
Seniors OR Special Services Card (visual or other impairment)	Free
Replacement Card	\$2.00

Non-Resident Card Fees

Standard Adult (Individual) Card	\$30.00/ year
Standard Juvenile (Individual) Card	\$10.00/ year
Associated Parent (Family) Card	\$30.00/ year
Associated Juvenile (Family) Card	\$5.00 / year
Family Card (Single Card - Multiple Users)	\$40.00/ year
Institution / Teacher Card (Primary Cardholder with Multiple Users)	\$40.00/ year
Seniors OR Special Services Card (visual or other impairment)	\$20.00/ year
Replacement Card	\$2.00

NOTES: Non-Resident Card Fees are non-refundable.

Non-Resident Card borrowing is restricted to a maximum of five (5) items at any one time.

1. Applicants registering for a borrower card are required to show government issued picture identification (Passport, Driver's License, or current Student ID or other institution card), or produce a recent utility bill or other piece of mail stamped by Canada Post.
 - 1.a) The Librarian will note the type of ID used for registration on the application card as well as the Polaris ILS Patron Record as a statistical code.
 - 1.b) Applicants that do not provide a government issued ID, mail item or have no fixed address (motel address, campsite, etc.) may be issued a Non-Resident Card with restrictions that limit borrowing to a **maximum of five (5) items at any one time.**
2. Any person registering for a borrower card, in addition to providing a current mailing address, will be required to provide phone contact and/ or email address:
 - 2.a) Applicants that do not provide phone and/ or email address contact information at the time of registration will have borrowing privileges limited to **five (5) items at any one time.**
3. Phone and email information will be checked within two weeks to ensure the modes of contact are "in-service" and/ or active: borrowing privileges will be suspended immediately until correct contact information is provided.

Schedule B Effective as of March 18, 2021

SCHEDULE D – PENALTY PROVISIONS

1. Penalties for Late Return of Library Materials

1.1. Fines for the late return of library materials will be applied to borrower accounts as follows:

Item Type	Penalty	Maximum Penalty
a. Print Items (Book, Periodical)	\$0.25/ day	\$10.00
b. Audio Items (Music CDs, Audio Books)	\$0.25/ day	\$10.00
c. Audio-Visual Items (DVD, Blu-Ray)	\$1.00/ day	\$10.00
d. Other Equipment (Kits, Special Items)	as per Schedule E	cost of replacement

1.2. Fines for the late return of materials owned by other libraries within the TRAC system that are returned late will be applied according to the owning library's fine schedule; in the absence of an established fine schedule, the fines will default to those listed above.

1.3. Fines for the late return of materials owned by other libraries outside the TRAC system that are returned late will be applied based on the owning library's fee schedule.

2. Procedures for Overdue Materials

2.1. Library cardholders have 24-hour access to personal account information through the library website and TRACpac (online public access catalogue) including items currently on loan, item due date, overdue items, and fine summaries.

- a) Fines will accumulate at a daily rate for each overdue item based on the above-listed schedule.
- b) Cardholders with fines exceeding **\$9.99** will have borrow privileges suspended until fines are reconciled below the \$10.00 limit.
- c) Accounts may be paid by installment without loss of borrowing privileges only with approval from the Director or Manager.
- d) Accounts may be reduced or waived by the Librarian for late fines only; fines for lost or damaged items may only be reduced or waived by the Director.

2.2. Library cardholders receive automated notification when borrowed items are nearing (3 days prior to) the due date. Automated notices are delivered automatically by the ILS via email, telephone or text depending on the cardholder's preferred mode of contact.

- a) First overdue notification will be automatically generated on the seventh (7th) day following the due date.
- b) Second overdue notification will be automatically generated on the twenty first (21st) day following the due date.
- c) Billing notification will be automatically generated on the thirty fifth (35th) day following the due date.
- d) The Librarian will attempt to contact cardholders whose automated notifications have failed to correct contact information in the ILS.

3. Penalty for Lost or Damaged Materials

Cardholders are responsible for loss or damage to library materials borrowed on their account.

3.1. The original purchase cost as listed in the ILS item record will be charged. If no price code exists then the replacement cost will be charged according to Yellowhead Regional

Library's schedule for item pricing. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.

- 3.2. When a cardholder pays for a damaged item replacement, they will be given the option to keep the item. Severely damaged items will not be kept by the library beyond one month.
- 3.3. An additional processing fine of \$5.00 may be charged on any lost or damaged item at the discretion of the Librarian.
- 3.4. When a lost item is found and returned in good condition within six months of fine payment:
 - a) All but the \$5.00 processing fee will be credited to the patron's account.
 - b) Issuance of cheque reimbursement is at the discretion of the Library Director.

4. Legal Measures to Collect on Delinquent Fines

- 4.1. The Board may pursue legal measures to reconcile significant delinquent fines due to lost or damaged items when:
 - a) Three (3) months have passed since the item was listed as lost or damaged AND at least three (3) attempts to contact the cardholder to return items or reconcile fines.
 - b) Cardholder contact information is inaccurate AND/OR all attempts to communicate have failed.
- 4.2. The Board may pursue borrower accounts depending on severity of loss or damage by:
 - a) Collection agency when fines for lost or damaged items attributed to one cardholder, or the combined lost or damaged fines on family members, exceed **\$50.00**.
 - b) Civil suit when fines for lost or damaged items attributed to one cardholder, or the combined lost or damaged fines on family members, exceed **\$500.00**.
 - c) Criminal charges for severe infractions or damages.

SCHEDULE E – FEES FOR SERVICE AND RESOURCE LENDING

The fees set out in this Schedule are the maximum amounts that can be charged to patrons.

Service & Sale Fees:

Description	Details	Definition	Fee
Earbuds	Bookshop- Sale Item	(Supplies)	\$2.50 per item
USB Flash-Drive	Bookshop- Sale Item	(Supplies)	\$10.00 per item
Copying/ Printing	Black & White:	(Supplies)	\$0.25 per page
	Colour:	(Supplies)	\$1.00 per page
Faxing	Outgoing:	(Provider/ Supply)	\$2.00 first page
	Incoming:	(Provider/ Supply)	\$1.00 first page
	Added pages	(Outgoing/ Incoming):	\$0.25 per page
Laminating	Full sheet (8.5 x 11”):	(Supplies)	\$2.00 per page
	Certificate wallet-size	(Supplies)	\$1.00 per page
3-D Printing	Any colour filament	(Supplies)	\$0.10 per gram
Public Lockers	Padlock	(Supplies)	\$1.00 deposit
Exam Invigilation*	Under 2 hours	(Administrative)	\$25.00 per exam
	Over 2 hours	(Administrative)	\$50.00 per exam
Facility Use**	Non-Profit Groups & Private Individuals		
	Small Meeting Room	(During Business Hours)	Free
		(Outside of Business Hours)	\$30.00 per hour
	Large Program Room	(During Business Hours)	Free
		(Outside of Business Hours)	\$30.00 per hour
	For-Profit Groups & Private Sector Companies		
	Small Meeting Room	(During Business Hours)	\$25.00 per hour
		(Outside of Business Hours)	\$50.00 per hour
	Large Program Room	(During Business Hours)	\$50.00 per hour
		(Outside of Business Hours)	\$100.00 per hour

Notes on Service Fees:

* **Exam Invigilation** must be booked at least one full week in advance. Fee must be paid before the student writes the exam unless otherwise agreed to by library staff invigilating the exam. When the student pays exam fees to an institution, that institution will be invoiced directly for the full scheduled booking time.

** **Facility Use Fees** include the use of projectors, monitors and other presentation equipment. Bookings must be made at least one full week in advance. Fee must be paid at the time of booking.

Waiving Service Fees:

1. Service fees may be waived in whole or in part at the discretion of the Director or designate.
2. Fees are not waived for private business functions where admission is charged, or products sold.

Equipment Rental Fees for Off-Premises Lending:

<u>Item Description</u>	<u>Replace Cost</u>	<u>Deposit (Refundable)</u>	<u>Fee/ Loan Period</u>
DVD Player (w/ remote) [‡]	\$50.00	\$5.00	\$2.00 per day
LCD Projector (w/ cables) [‡]	\$200.00	\$20.00	\$5.00 per day
E-Cent Kit (multiple components) [‡]	\$500.00	\$20.00	Free 7-day loan
DAISY Victor Reader ^{**}	\$500.00	\$20.00	Free 1-year loan

Notes on Equipment Lease Fees:

[‡] A waiver form must be used for off-premises borrowing of equipment.

^{**} Intended for long-term loan to patrons with special service needs, alternate reading abilities or senior's lodge residents or those with mobility (library access) restrictions.

Waiving Equipment Fees:

1. Equipment Lease fees may be waived in whole or in part at the discretion of the Director or designate.
2. Fees are not waived for businesses leasing equipment for use at events where admission is charged.

FOIPP Request Fees:

The Drayton Valley Library Board will take steps to manage FOIP requests and keep the personal information in its care confidential, except when required by law.

1. The Library Director is designated as head of the public body for the purposes of the FOIPP Act.
2. The fees set out in this Schedule are the maximum amounts that can be charged to applicants.

<u>Description / Details</u>	<u>Fee</u>
Initial application fee including GST	\$25.00
For locating and retrieving a record	\$5.00 per ¼ hour
For preparing and handling records for disclosure	\$5.00 per ¼ hour
For supervising the examination of a record	\$5.00 per ¼ hour
Photocopying	\$0.25 per page
For shipping a record or a copy	Actual amount incurred
For copying a record in electronic, audio or video formats	Actual amount incurred