

# Town of Drayton Valley Library Board

## Bylaw

**DVLB-2018-01**

Revised & Adopted by

**The Town of Drayton Valley Library Board**, August 23<sup>th</sup>, 2018

Reviewed & Accepted by

**Town of Drayton Valley Council**, October 17<sup>th</sup>, 2018  
**Resolution #222/18**

**Brazeau County Council**, September 18<sup>th</sup>, 2018



**Drayton Valley Libraries**

Imagine ~ Engage ~ Explore ~ Discover!

# Bylaw in Effect as of **August 23<sup>rd</sup>, 2018**

## 1. Preamble

The Town of Drayton Valley Library Board enacts the following Bylaw pursuant to the *Province of Alberta Libraries Act, R.S.A.2000, chapter L-11, section 36* current as of October 4, 2007:

**36(1)** A board may pass Bylaws for the safety and use of the Library, including

- a) the terms and conditions under which:
  - i. the public may be admitted to the building
  - ii. public Library property may be used or borrowed by members of the public  
AND
  - iii. borrowing privileges may be suspended or forfeited;
- b) notwithstanding subsection (3), fees to be paid by members of the public for:
  - i. the issuance of Library borrowing cards, and
  - ii. the use of those parts of the building not used for the purposes of the public Library
  - iii. photocopying
  - iv. receiving information in a printed, electronic, magnetic, or other format,  
AND
  - v. receiving, on request, a Library service not normally provided by the public Library.
- c) Penalties to be paid by members of the public for abuse of borrowing privileges.

(2) The *Regulations Act* does not apply to Bylaws passed under subsection (1).

(3) A Bylaw or part of a Bylaw that requires a member of the public to pay a fee or charge for any of the following is invalid:

- a) admittance to any portion of the building used for public Library purposes;
- b) using Library resources on Library premises;
- c) borrowing Library resources, in any format normally lent by the Library;
- d) acquiring Library resources through inter-Library loan;
- e) consultation with members of the Library staff;
- f) receiving basic information services.

## 2. Interpreting the Bylaw

2.1. The Town of Drayton Valley Library Board is a corporation as defined by the *Interpretation Act, R.S.A. 2000, c. I-8*.

2.2. The Board may, from time to time, change the specifics set out in the accompanying schedules.

2.3 **Definitions** in this Bylaw shall mean:

- 2.3.1 **Act:** shall refer to the Libraries Act, R.S.A., Chapter L-11, 2000.
- 2.3.2 **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 of Privacy (FOIPP) Act*; elsewhere in the Bylaw means a person applying for a Library card.
- 2.3.3 **Board:** the Town of Drayton Valley Library Board.
- 2.3.4 **Cardholder:** the registered user of a current Library Borrowing Card.
- 2.3.5 **Cardholder Categories** shall include the following (see Schedule B):
- 2.3.5.1 **Standard Adult Card:** issued to any one person 18 years and older.
  - 2.3.5.2 **Standard Juvenile Card:** issued to any one person up to and including 17 years of age.
  - 2.3.5.3 **Associated Parent Card:** issued to any one person 18 years and older with at least one Associated Juvenile Card linked via patron records.
  - 2.3.5.4 **Associated Juvenile Card:** issued to any one person up to and including 17 years of age with at least one Associated (primary) Adult Card linked via patron records.
  - 2.3.5.5 **Family Card:** issued as a single Borrowing Card to be used for multiple users in one household that shares a common mailing address. Only one responsible adult (the individual signing the registration card) must assume financial accountability for all borrowing on the Family Card. Additional adults in the household will be issued as separate Standard Adult Card to respect and prevent FOIPP related issues.
  - 2.3.5.6 **Institution / Teacher Card:** issued as a single Borrowing Card to be used for multiple users in an organization such as a classroom or business that shares a common mailing address. One responsible adult (the individual signing the registration card) must assume financial accountability for all borrowing on the Institution / Teacher Card.
  - 2.3.5.7 **Special Services Card:** issued to any one person of any age that has visual or other impairment or requires specialized services or conditions on borrowing such as extended item loan periods.
- 2.3.6 **Drayton Valley Libraries:** includes Drayton Valley Municipal Library and the Drayton Valley Rotary Children's Library.
- 2.3.7 **Good Standing:** a cardholder with no outstanding overdue items or charges.
- 2.3.8 **Integrated Library System (ILS):** a database used by libraries to record and recall information on collection materials and registered Library users: Drayton Valley Libraries use Polaris ILS provided through Yellowhead Regional Library.
- 2.3.9 **Librarian:** may refer to any paid member of Drayton Valley Libraries staff above the level of Student Page, including the Library Director.
- 2.3.10 **Library Director:** the person charged by the Board with operation of Drayton Valley Libraries.

- 2.3.11 **Library Resources:** any virtual or physical properties that have been expensed by the Town of Drayton Valley Library Board and may be accessed by the public. Virtual properties include non-tangible assets such as database licenses, performance licenses, electronic files, etc. Physical properties include tangible assets in the Library's collections that may be lent out to the public such as books, magazines, audio-visual materials, micro-materials, kits, toys, games etc.
- 2.3.12 **Loan Period:** the prescribed length of time that a cardholder may borrow Library Resources, including any renewal periods beyond the original loan period. Loan Periods are defined in Schedule C of this Bylaw.
- 2.3.13 **ME Library:** A Province-wide data-sharing program that allows a Cardholder from another Library system to register for borrowing privileges from Drayton Valley Libraries. User registration information is shared electronically between Integrated Library Systems only if the Cardholder's home library account is in "Good Standing".
- 2.3.14 **Non-Resident:** 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 Libraries OR Yellowhead Regional Library System OR does not otherwise satisfy the terms defining "Resident".
- 2.3.15 **Resident:** 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:
- 2.3.15.1 A municipality that is party to the Town of Drayton Valley Library Board.
  - 2.3.15.2 A municipality that is party to the Yellowhead Regional Library System.
  - 2.3.15.3 An individual student who is a resident of outside of Brazeau County or other district, but who attends classes in Drayton Valley or area.
- 2.3.16 **TAL (the Alberta Library) Borrowing:** the Alberta Library allows a TRAC cardholder limited borrowing privileges from any Library, including academic libraries, participating in The Alberta Library (TAL) program.
- 2.3.17 **TRAC (the Regional Automation Consortium) card:** a card issued by any Library participating in the TRAC agreement. Registration information is shared between TRAC Libraries via a common ILS (Polaris) to track patrons, borrowing and fines. TRAC cardholders whose accounts are in good standing may borrow materials from any Library participating in the TRAC agreement.
- 2.4 In this Bylaw, unless the contrary intention appears in the context
- 2.4.1 Words in the singular include the plural and words in the plural include the singular.
  - 2.4.2 Where a word is defined, variations and tense in the word have corresponding meaning.
  - 2.4.3 When a period of time from a given day, act or event is prescribed or allowed, the time shall be reckoned exclusively of said day.
  - 2.4.4 When a prescribed time limit is established and the limiting date falls on a day when the Library is closed to the public, the time limit will be extended to the first day thereafter when the Library is open to the public.

### **3 Concerning Admittance to/ Conduct in the Building**

3.1 The portion of the building used for public Library purposes is to be open to any member of the public free of charge during posted operational hours as per Schedule A.

3.2 No person using the Library building shall:

- 3.2.1 Create any unnecessary disturbance for other Library users and/or contravene Library Board Policy.
- 3.2.2 Smoke any type of material or consume any product, medicinal or otherwise that may be considered a drug anywhere on the premises up to 10 meters from building entranceways.
- 3.2.3 Take away any Library item from the building unless the item has been properly checked out in agreement with the procedures established for the circulation of Library materials or has been sold through a book or property sale transaction.
- 3.2.4 Go into or stay in the building except during those time periods chosen for public use unless otherwise arranged and agreed to by Library Administration, and supervised by at least one Library staff member.
- 3.2.5 Solicit other Library users and staff for personal, commercial, religious, or political reasons.

3.3 Except with the permission of the Library Director, or unless otherwise defined in policy, no person shall:

- 3.3.1 Consume food in the Library outside of designated lounge areas.
- 3.3.2 Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, stroller or baby carriage into the building.
- 3.3.3 Leave a child unaccompanied to attend programs; the Library will not be responsible for incidents or injury resulting from unaccompanied children.

3.4 Persons who do not act in accordance with 3.2 and 3.3 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 and/or Library staff may ask for outside assistance.

3.5 All persons using the Library shall comply with applicable public health regulations.

3.6 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 at all times. Town of Drayton Valley employees have after-hours access to the building in responding to facility concerns.

### **4 Concerning Procedures for Acquiring a Library Card**

4.1 Any resident or non-resident is eligible to apply for a Library card. A Library card is issued upon:

- 4.1.1 Completion of an official Drayton Valley Libraries card application form.
  - 4.1.1.1 Forms will be hand written by the Librarian with all pertinent fields completed.
  - 4.1.1.2 Forms must be dated and signed by the applicant, parent, or legal guardian.

- 4.1.2 Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child or student is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address.
- 4.1.3 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.
- 4.1.4 Payment of applicable fees as outlined in Schedule B.
- 4.1.5 Presentation of photo identification is mandatory in the case of a TAL cardholder.

#### 4.2 Applicants will receive a Library card which:

- 4.2.1 Is valid from the date of issue to the date of expiry, unless revoked by the Head Librarian under 7.4.
- 4.2.2 Remains the property of the Drayton Valley Libraries.
- 4.2.3 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.
- 4.2.4 May only be used by the person to whom it is issued, by an immediate family member identified either on the card application form or a specific form filed by the card-holder giving permission for others to sign items out in proxy, except at the Librarian's discretion.

#### 4.3 Applicants may receive a TAL card:

- 4.3.1 If the applicant is a cardholder in good standing with their home Library.

### **5 Concerning Responsibilities of a Cardholder**

- 5.1 The cardholder named on a Library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her Library records.
- 5.2 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. Cardholders may be assessed a minimal charge as outlined in Schedule B for a replacement card.
- 5.3 Cardholders must notify the Library of any change of address or telephone number as soon as possible.
- 5.4 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. In the case of Family cardholders, the cardholder of the master membership is responsible for all Library items borrowed on all Family cards and will compensate the Library for all Library items damaged or lost while borrowed on their card or those of the associated family members.
- 5.5 A cardholder is responsible for returning or renewing any Library item on or before the due date as provided in Schedule C.



## 6 Concerning Loan of Library Resources

- 6.1 There is no charge for using Library resources on Library premises or borrowing Library resources normally lent by the Library, consultation with members of the Library staff or receiving basic information service.
- 6.2 Loan periods for Library resources are set out in Schedule C.
- 6.3 Library resources may be reserved and/or renewed in accordance with policies established by the Library Board and instituted in procedure by the Library Director.

## 7 Concerning Penalty Provisions

- 7.1 The fines for the late return of materials are as set out in Schedule D.
- 7.2 The fines for damaged or lost materials are as set out in Schedule D.
- 7.3 The procedures for demanding the return of materials are set out in Schedule D.
- 7.4 A Library card may be denied, suspended or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she can not 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.
- 7.5 A person who has had borrowing privileges revoked pursuant to 7.4 may, within thirty (30) days of revocation, submit a written appeal to the Town of Drayton Valley Library Board. The Board's ruling regarding appeals is final and not subject to further appeal.
- 7.6 In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offence is punishable under the *Libraries Act, s. 41*. The range of penalties applying on conviction for such an offence is set out in Schedule D.
- 7.7 Any fine or penalty imposed pursuant to an offence under 7.6 inures to the benefit of the Town of Drayton Valley Library Board in accordance with the *Libraries Act, s. 42*.

## 8 Concerning Freedom of Information and Protection of Privacy

- 8.1 In accordance with s.95 of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25*, the Library Manager is designated as Coordinator responsible for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- 8.2 Where an applicant is required to pay a fee for services, the fee payable is in accordance with the *Freedom of Information and Protection of Privacy Regulation, A R 200/95*, as set out in Schedule E and as amended from time to time or any successor regulation that sets fees for requests from the Board.

## 9 Concerning Service and Equipment Rental Fees

- 9.1 Refer to schedule E for service and equipment fees.

**Library Board Bylaw 99-02** is hereby repealed.

**2018 Revision**

Read a first time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Lyndara Cowper-Smith  
Chairperson

Read a second time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Lyndara Cowper-Smith  
Chairperson

Read a third time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Lyndara Cowper-Smith  
Chairperson



**SCHEDULE A – OPERATIONAL HOURS**

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***Drayton Valley Municipal Library (ADV)*****Regular Operating Hours**

Effective from September 1<sup>st</sup> through to June 30<sup>th</sup> of each year the Drayton Valley Municipal Library will be open to the public as follows:

Monday, Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Friday:	<b>9:00 am to 5:00 pm</b>
Saturday:	<b>12:00 noon to 4:00 pm</b>
Sunday:	<b>Closed</b>

**Summer Operating Hours**

Effective from July 1<sup>st</sup> through to August 31<sup>st</sup> of each year the Drayton Valley Municipal Library will be open to the public as follows:

Monday, Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Friday:	<b>9:00 am to 5:00 pm</b>
Saturday:	<b>Closed</b>
Sunday:	<b>Closed</b>

**Optional Operating Hours**

The Director may elect to open the Drayton Valley Municipal Library to the public on a trial basis to determine user access outside of the Regular or Summer Operating Hour schedule following consultation with, and approval from, the Library Board.

***Drayton Valley Rotary Children's Library (ADVR)***

Effective from January 1<sup>st</sup> through to December 31<sup>st</sup> of each year the Drayton Valley Rotary Children's Library will be open to the public as follows:

Monday through Friday:	<b>10:00 am to 4:30 pm</b>
Saturday and Sunday:	<b>Closed</b>

***Library Closures***

1. Drayton Valley Libraries (ADV and ADVR) will be closed on all statutory and civic holidays unless otherwise approved by the Board. The Board will review statutory and civic holidays and decide on Library closures no later than November of the preceding calendar year.

Annual recurring dates to be considered for Library closures include the following:

<b>**New Year's Day</b>	<i>January 1**</i>
<b>Family Day</b>	3 <sup>rd</sup> Monday in February
<b>Good Friday</b>	Friday immediately before Easter Sunday
<b>Easter Monday</b>	Monday immediately following Easter Sunday
<b>Victoria Day</b>	Monday before May 25
<b>**Canada Day</b>	<i>July 1**</i>
<b>Heritage Day</b>	1 <sup>st</sup> Monday in August

<b>Labour Day</b>	1 <sup>st</sup> Monday in September
<b>Thanksgiving Day</b>	2 <sup>nd</sup> Monday in October
<b><i>**Remembrance Day</i></b>	<i>November 11**</i>
<b><i>**Christmas Day</i></b>	<i>December 25**</i>
<b><i>**Boxing Day</i></b>	<i>December 26**</i>

*\*\*Identifies statutory or civic holidays that may or may not coincide with a weekend\*\*. In these cases the Board will decide in advance regarding Library closures according to the following:*

- If the *\*\*holiday\*\** falls on a weekday when both Libraries would otherwise be open then the Libraries will be closed to the public on the designated date.
  - If the *\*\* holiday\*\** falls on a weekend when the Libraries would otherwise be closed then the Board will decide, for either or both of the libraries, whether to close for the entire weekend (including Saturday), and/ or to include modified or shortened public hours on either the Friday preceding or the Monday following the statutory holiday.
2. **Scheduled Closures:** All scheduled closures will be publicly advertised in the appropriate media for broadcasting to the public such as newspapers, newsletters, website, social media platforms, signage in plain view of the public, etc.
  3. **Unscheduled Closures:** The Libraries may be required to close on short notice in response to staff shortage due to illness, severe weather events, prolonged power outage (>30 minutes), safety or other environmental hazards within the facility, or any other unforeseen event or situation that poses a risk to the public.
    - Decision regarding unscheduled closure of the Libraries is the responsibility of the Director and/ or Library Operations Administrator.
    - The Board Chair must be notified as soon as possible following any interruption of Library services due to unscheduled closures with an explanation of circumstances. All trustees will be notified no later than the next scheduled Board meeting.

**SCHEDULE B – FEES FOR THE ISSUANCE OF LIBRARY BORROWING CARDS**

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All Library 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 Library Borrowing Card will be required to show government issued picture identification (Passport, Driver's License, or current Student ID or other institution card), or produce a bill or other piece of mail with a residential address 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 piece of government issued ID, mail or those with no fixed address (motel address, campsite, etc.) may be issued a Non-Resident Card with restrictions on borrowing privileges that limits borrowing to a **maximum of three (3) items at any one time.**
2. Any person registering for a Library Borrowing 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 restricted to **five (5) items at any one time.**
3. Phone and email contacts will be checked within two business days to ensure they are "in-service" and/ or active: borrowing privileges will be suspended immediately until correct contact information is provided.

**Schedule B Effective as of June 1, 2018**

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

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Loan periods for all circulating resources are as follows:

- **Print Item:**                                    **Standard Loan: 21 days**                                    **Renewal limit: 2**  
Includes: hardcover, paperback, large print, non-reference atlases, picture books, combined item kits, graphic novels, etc.
  - **Audio Book Items**                                    **Standard Loan: 21 days**                                    **Renewal limit: 2**  
Includes: MP3 and CD audio books, Play-Away audiobooks, etc.
  - **E-Downloads**                                    **Standard Loan: 14 days**                                    **Renewal limit: 0**  
Includes: OverDrive items such as eBooks, eAudio-Book downloads)
  - **Magazines**                                    **Standard Loan: 7 days**                                    **Renewal limit: 2**
  - **Music CDs**                                    **Standard Loan: 7 days**                                    **Renewal limit: 2**
  - **AV Items (1-2 Disc)**                                    **Standard Loan: 7 days**                                    **Renewal limit: 2**  
Includes: DVD, BluRay single or double-disc items
  - **AV Items (Multi-Disc)**                                    **Standard Loan: 14 days**                                    **Renewal limit: 1**  
Includes: DVD, BluRay multiple disc sets (>3 disc)
  - **Reference / Special Items**                                    **Standard Loan: 0 days**                                    **Renewal limit: 0**  
Includes: newspapers, manuals, annuals, encyclopedias, atlases, oversize books, items that are of significant monetary or historic value or are otherwise irreplaceable
1. Special Services Cardholders may be allowed Extended Loan periods (double the Standard Loan period), but Standard Renewal limits still apply.
  2. Extensions to Standard Renewal limits will be at the discretion of the Library Director or Library Operations Administrator.
  3. A maximum limit of 10 DVD and/or BluRay items may be borrowed at any one time on any one card.

## SCHEDULE D – PENALTY PROVISIONS

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### 1. Penalty Fines for Late Return of Library Materials

Materials owned by Drayton Valley Libraries that are returned late will be applied to patron accounts as follows based on TRAC guidelines:

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. AV Items (DVD, Blu-Ray)	\$1.00/ day	\$10.00
d. Other Equipment (Kits, Special Items)	as per <b>Schedule F</b>	cost of replacement

1.1. Fines for materials owned by other Libraries within the TRAC system that are returned late will be applied at the same rate as listed above for print, audio, and audio-visual Items.

1.2. Fines for 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. Drayton Valley Library patrons 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 fines assessed.
- Fines will accumulate at a daily rate for each overdue item based on the above-listed schedule.
  - Cardholders who have reached a maximum item fine limit of \$10.00 will not be allowed to borrow resources until their account is reconciled.
  - Accounts may be paid in installments without loss of borrowing privileges with approval from the Library Director or Library Operations Administrator.
  - Accounts may be reduced or waived by the Librarian for Late Fines only; Lost or Damaged Item Replacement Fines may only be reduced or waived with approval from the Library Director or Library Operations Administrator.
- 2.2. Patrons of Drayton Valley Libraries will receive automated notification when borrowed items are past the return date. Automated notices are delivered automatically by the ILS via email, telephone or text depending on the patron's preferred mode of contact.
- First overdue notification will be automatically generated on the seventh (7<sup>th</sup>) day following the due date.
  - Second overdue notification will be automatically generated on the twenty first (21<sup>st</sup>) day following the due date.
  - Billing notification will be automatically generated on the thirty fifth (35<sup>th</sup>) day following the due date.
  - Automated notification failures will be assessed on a weekly basis; patrons whose automated notifications have failed will be contacted by the Librarian by phone within one week of the failed notice.

### 3. Penalty Fines for Lost or Damaged Materials

Patrons are responsible for fines attributed to loss or damage of Library materials borrowed on their account.

- 3.1. The original purchase cost, if it is available, shall be charged. If this is not available a fee for the type of item lost or damaged shall 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 the full amount for the replacement of a damaged item they will be given the option of keeping the damaged 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, and proof of payment is produced, all but the \$5.00 processing fee will be credited to the patron's account.

#### **4. Suspension of Library Card Privileges**

- 4.1. A cardholder's Library privileges may be suspended for non-payment of Library fines or for repeated incidents of Lost or Damaged materials.
- 4.2. Grounds for suspension of Library Borrower Card privileges
  - a) The total accumulated cost of overdue, lost, or damaged Library materials exceeds \$100.00.
  - b) The Library Director will provide the Library Board with a written statement outlining the transactions for the delinquent card-holder, including notifications for billing.
  - c) The Library Director will notify the patron whose account is delinquent through written communication that suspension of their Library Borrower Card privileges will be discussed by the Library Board. The notification letter must clearly outline the details of account delinquency and provide the date and time when the Library Board will meet to discuss the matter.
  - d) The Library Board will consider delinquent accounts at the first available meeting.
  - e) If the Library Board decides to suspend privileges then the person will be notified in writing within 30 days of the Board meeting date.
  - f) The person may appeal the decision in writing within 30 days of the date that the notification of suspension was sent. The Board will consider the appeal at the next scheduled meeting. Suspension of privileges requires 75% majority vote of Trustees in attendance.
  - g) Decisions by the Board are final.

#### **5. Procedure for Prosecution**

- 5.1. If the value of lost or damaged items is in excess of \$250.00 and suspension procedures have failed, then the Library Board may proceed with prosecuting the offender by the following protocol:
  - a) Notify the offending person in writing that prosecution is pending.
  - b) Submit the account claim with Municipal Bylaw Enforcement or collection agency.
  - c) Take the offending person to small claims court and pursue civil action, or
  - d) Lay charges under the *Libraries Act*, s. 41 after legal consultation.

**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 Fees:**

<b>Fee Type</b>	<b>Details</b>	<b>Description</b>	<b>Fee</b>
<b>Copying/ Printing</b>	Black & White:	(Supplies)	\$0.25 per page
	Colour:	(Supplies)	\$1.00 per page
<b>Faxing</b>	Outgoing:	(Provider/ Supply)	\$2.00 first page
	Incoming:	(Provider/ Supply)	\$1.00 first page
	Added pages:		\$0.25 per page
<b>Laminating</b>	8.5" x 11" page:	(Supplies)	\$1.00 per page
<b>After Hours Facility Use</b>		(Staffing)	\$30.00 per hour
<b>Exam Invigilation*</b>	Under 2 hr. booked	(Administrative)	\$25.00 per exam
	Over than 2 hr. booked		\$50.00 per exam

\* Exam bookings must be made at least one full week in advance. Fee must be paid before the student writes the exam unless otherwise agreed to by the Library staff invigilating the exam.

**Equipment Rental Fees for Off-Premises Lending\*\*:**

<b>Item Description</b>	<b>Fee/ Loan Period</b>	<b>Deposit</b>	<b>Replace Cost</b>
DAISY Victor Reader***	No Fee/ <i>Indefinite</i>	\$75.00	\$500.00
Kobo/Sony eReader***	No Fee/ <i>Indefinite</i>	\$50.00	\$200.00
DVD player:	\$5.00 <i>per day</i>	\$20.00	\$100.00

\*\* 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.

**FOIPP Request Fees:**

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

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

**Waiving Service and Equipment Fees**

1. Equipment rental fees may be waived in whole or in part at the discretion of the Library Director or designate.
2. Fees are not waived for businesses, private functions, or events for which admission is charged.

**Schedule E Effective as of June 1, 2018**