

FORESTBURG MUNICIPAL LIBRARY BYLAW

The Forestburg Municipal Library Board enacts the following by-law pursuant to Section 36 of the Libraries Act, R.S.A. 2000, Chapter L-11 with revisions up to October 2007.

Interpretation

1 (1) For the purpose of this by-law the expression

- a) "Act" refers to the Libraries Act, R.S.A. 2000, Chapter L-11.
- b) "Board" means the Forestburg Municipal Library Board.
- c) "Borrower" means the person to whom a library membership card has been issued.
- d) "Library Manager" means the person charged by the board with the operation of the Forestburg Municipal Library.
- e) "Library resources" includes books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, video disks, video tapes, motion pictures, filmstrips, slides, filmloops, paintings, drawings, prints, or photographs (whether or not they are mounted or framed), micro-computer software and multi-media kits in the collection of the Forestburg Municipal Library or borrowed by the Forestburg Municipal Library.

1 (2) In these bylaws, unless the 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.

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

2 (1) The portion of any building used for public library purposes is FREE OF CHARGE to any member of the public during the hours of opening as are set out by the Forestburg Library Board.

2 (2) Permission of the board or Library Manager must be obtained before library can be used by anyone else, with fees as per Schedule A.

2 (3) Any person using the library building shall conduct himself so as not to disturb library users.

Procedure for Acquiring a Borrower Card

3 (1) Any person resident or temporarily resident in the Village of Forestburg or surrounding area, is eligible to obtain a borrower card. Proof of residency may be requested, as well as photo identification if staff do not know the individual.

- 3 (2) Before issuing a borrower card, staff shall check borrower records to ensure the person does not already have a Parkland Regional Library card. Personal information as required shall be entered into the borrower record on the circulation system, and a card issued. The borrower card shall be signed by the borrower, or in the case of a borrower under 16, by his or her parent or guardian. The required fee, if any, must be paid (as set out in Schedule B).

Responsibilities of a Borrower

- 4 (1) A borrower is responsible for returning all resources borrowed on his borrower card, in good condition and on time.
- 4 (2) A borrower shall notify library staff of any change of address and/or telephone number or lost or missing borrower cards.

Loan of Library Resources

- 5 (1) Only persons holding a borrower card can remove resources on loan from the Library. Reference books are not to be removed. There is no charge for the use of resources.
- 5 (2) The loan periods for various resources are set out in Schedule C.
- 5 (3) Library resources may be reserved in accordance with policy established by the board.
- 5 (4) Library resources may be renewed in accordance with policy established by the board.

Penalty Provisions, Appeals and Prosecution

- 6 (1) The fines for late return of library resources are as set out in Schedule D.
- 6 (2) The fines for damaged or lost resources are as set out in Schedule D.
- 6 (3) The procedures for demanding the return of overdue resources are as set out in Schedule D.
- 6 (4) Borrowing privileges may be suspended by the Library Manager for the reasons set out in Schedule D.
- 6 (5) A person who has had his borrowing privileges suspended pursuant to 6 (4) may make an appeal to the board in writing setting out the grounds of the appeal.
- 6 (6) The decision of the board in an appeal pursuant to 6(5) is final and not subject to further appeal.
- 6 (7) In cases of serious dereliction the board may prosecute an offence under the Libraries Act, Section 41. Such an offence is punishable under the Libraries Act, Section 41.

The range of penalties applying on conviction for an offence is set out in Schedule D.

- 6 (8) Any fine or penalty imposed pursuant to an offence under 6(7) inures to the benefit of the Forestburg Library Board in accordance with the Libraries Act, Section 42.

Internet Procedure

- 7 (1) Any person using the internet or computers shall follow library rules. The board will not monitor and has no control over information accessed through the internet and cannot be held responsible for its contents. It is the user's responsibility to determine the accuracy of the information retrieved from the internet.
- 7 (2) Parental permission slips for internet access are required for all users under the age of 16. Proof of age may be requested by library staff.
- 7 (3) Misuse or abuse of the computer equipment and/or internet will result in suspension of internet access privileges.
- 7 (4) Illegal activities or any other activities intended to disrupt network services or equipment are prohibited. Canadian civil and criminal law prohibit display or dissemination of harassment, libel, slander, hate literature, child pornography, graphic pornography, illicit drug literature, obscene material, material that deprives any person of his or her rights or is an affront to human dignity.

Freedom of Information and Protection of Privacy Act (FOIP)

The Freedom of Information and Protection of Privacy Act hereafter known as "FOIP" contains two major parts:

- Part 1: which deals with access to records held by public bodies as defined by the FOIP Act;
- Part 2: which deals with rules concerning the protection of privacy of the personal information of individuals that is held by public bodies.

- 8 (1) FOIP HEAD The Forestburg Municipal Library adheres to the Freedom of Information and Protection of Privacy Act, and as such appoints the Library Manager as the FOIP Head.
- 8 (2) FEES Fees for FOIP requests will be charged as per the current FOIP Regulation Guide and will cover the following:
- ❖ Locating, retrieving and producing the record;
 - ❖ Computer and programming time for producing electronic records;
 - ❖ Preparing the record for disclosure;
 - ❖ Copying records for release;
 - ❖ Supervising the inspection of records; and

- ❖ Shipping charges.

8 (3) TRANSFER, STORAGE AND DESTRUCTION OF RECORDS

- The Personal Records of applicants for employment are kept one year in a secure place after the position is filled, and then are destroyed.
- The Personal Records of current employees are kept for the duration of their employment in a secure place.
- Current borrower records are kept in a secure place.
- Inactive borrower records are kept for two years and then destroyed.
- All financial and payroll records must be kept as required by Canada Revenue Agency in a secure place.

Schedules A to D are part of the By-Laws of the Forestburg Library

Schedule A - ROOM RENTAL FEES

Refer to Policy 12 in Policy Handbook

Schedule B - BORROWER CARDS

Borrower Card - FREE - each person in the family may have their own card

The Alberta Library (TAL) Patrons – free of charge – limit of 5 resources on loan at one time

Non-Resident - \$60/family or individual residing in a municipality that does not belong to Parkland Regional Library.

Temporary Resident - \$15 for 3 months with limit of 5 resources on loan at one time.

Schedule C - LOAN PERIODS FOR LIBRARY RESOURCES

Books - Three weeks

Audiovisual Materials and Magazines – One week

Max. 25 items per card (10 audiovisual items per card)

Schedule D - PENALTY PROVISIONS

- Fines for late resources as determined by Parkland Regional Library. Fines will be collected for overdue resources from our library as well for those from other libraries.*
- Fines for badly damaged or lost resources -- Borrower pays for the resource at its cost in the system. If borrower does not pay for the resource, his borrowing privileges will be suspended (see 4 below).*
- Procedures for notice of overdue resources and demand for return of resources -- Phone, email, send reminder notices.*
- Suspension of borrowing privileges – Library Manager will decide if extreme irresponsibility has been shown. Reasons may include: more than one lost or damaged resource that has not been paid for, failure to return library resources as requested. Appeal procedure is noted in Sections 6(5) and 6(6) of this bylaw.*

- 5) *A borrower whose privileges have been suspended may apply for reinstatement of privileges if all resources have been returned and costs and penalties have been paid.*
- 6) *A fine or penalty imposed pursuant to an offence prosecuted under the Libraries Act shall be \$100 for the first offence, \$500 for the second.*

Read a first time this 9th day of September, 2010.

Read a second time this 9th day of September, 2010.

Read a third time, by unanimous consent, this 9th day of September, 2010.

Chairperson

Secretary

Ratified by Council of the Village of Forestburg

Date _____