

City of Spruce Grove Library Board



Bylaws & Schedules

Updated May 16, 2023

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The Spruce Grove Public Library is fully managed by and under the collective control of the City of Spruce Grove Library Board (the Board) as a corporate body in compliance with the Alberta Libraries Act that sets out their powers and duties and Alberta Library Regulations that outline their practices and requirements to provide library service with financial, advocacy, and policy practices. Trustees are appointed by City of Spruce Grove (CoSG) Council. All bylaws and schedules will be reviewed every three (3) years unless otherwise stated and all changes will be communicated to trustees and staff per Communication Policy 6.0.

BYLAWS

The Spruce Grove Library Board makes the *Spruce Grove Public Library Bylaw* pursuant to section 36 of the *Libraries Act*, R.S.A. 2000, c.L-11.

DEFINITIONS AND INTERPRETATION

1(1) In this Bylaw,

- (1) “Act” means the *Libraries Act* and the regulations made under that Act;
- (2) “Board” means the Spruce Grove Library Board;
- (3) “borrower” means the person to whom a library borrower’s card is issued;
- (4) “Director” means the Director of Library Services;
- (5) “Library” means the Spruce Grove Public Library;
- (6) “library resources” means any material, regardless of format, held in the collection of the Library, or borrowed by the Library, and includes books, periodicals, newspapers, audio-visual materials, paintings, drawings, photographs, micromaterials, toys, games, multi-media kits, CD-ROMS and any other electronic database or software.

(2) For the purposes of this Bylaw,

- (1) words in the singular include the plural and words in the plural include the singular;
- (2) if a word or expression is defined, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (3) if a time, act or event is expressed to begin after or to be from a specified day, act or event, the time does not include that day, act or event;
- (4) if the time limited for the doing of a thing expires or falls on a day when the Library is closed to the public, the thing may be done on the day next following that is not closed to the public.
- (5) The Board may, from time to time, change the specifics set out in the accompanying Schedules.

LIBRARY FACILITY

2(1) The portion of the building that is used for the Library's purposes is open to any member of the public free of charge during the hours that the Library is open as determined by the Board in Schedule A.

(2) An unaccompanied child may not be permitted to enter or to remain in the Library if the child does not meet the requirements established by the Board.

(3) The Library's program room is available for use by groups in accordance with the terms and conditions outlined in Schedule B.

(4) Every person who uses the Library must conduct himself or herself in such a manner so as not to disturb other Library patrons.

BORROWER'S CARD

3(1) Any person may, in accordance with subsection (2), apply for a borrower's card from the Library.

(2) An application for a borrower's card must be

(a) in writing,

(b) in a form determined by the Director,

(c) signed and dated by the applicant,

(d) if the applicant is less than 18 years old, signed and dated by a parent or guardian of the applicant,

(e) accompanied by the fee set out in Schedule C.

(3) The Director may issue a borrower's card to a person who has satisfied the requirements set out in subsection (2).

(4) A borrower's card is valid for one year from the date of issue and may be renewed on payment of the applicable fee set out in Schedule C.

(5) Despite subsection (3), a borrower's card belongs to the Library and must be immediately returned to the Library if the holder of a borrower's card is requested to do so by the Director pursuant to section 6(3).

BORROWER'S RESPONSIBILITY

4(1) Only the person in whose name a borrower's card has been issued may use that borrower's card to borrow library resources from the Library.

(2) Every holder of a borrower's card must promptly notify the Director of a change of address or telephone number.

(3) Every borrower must take proper care of any library resource entrusted to his or her care.

(4) Every borrower must return to the Library the library resource that he or she has borrowed from the Library on or before the due date specified in Schedule D in respect of that borrowed library resource.

USE AND LOAN OF LIBRARY RESOURCES

5(1) In accordance with section 36(3) of the Act, there is no charge for the use of the following library resources:

- a) library resources used on the premises of the Library,
- b) library resources loaned to a borrower, and
- c) library resources acquired from other sources at the discretion of the Board.

(2) Library resources may be reserved by a borrower in accordance with policy established by the Board.

(3) Library resources may be renewed by a borrower in accordance with the policy established by the Board.

PENALTIES, PROCEDURE, APPEAL, ETC.

6(1) The fines for the late return of library resources are as set out in Schedule E.

(2) The fines for damaged or lost library resources are as set out in Schedule F.

- (3) The Director may suspend or revoke a borrower's card if the borrower
- (a) fails to conduct himself or herself in such a manner so as not to disturb other Library customers,
 - (b) fails to comply with the conditions prescribed in section 4,
 - (c) fails to pay overdue fines within the time specified by the Director,
 - (d) fails to pay an amount assessed by the Director for the loss or damage of a library resource within the time specified by the Director, or
 - (e) exceeds the maximum allowable fine limit set out in Schedule E in respect of an item listed in that Schedule.

(4) A person whose borrower's card has been revoked by the Director under subsection (3) may, within 30 days of such revocation, make an appeal to the Board, in writing, setting out the grounds of the appeal.

(5) The decision of the Board in an appeal under subsection (4) is final.

(6) Any person who willfully contravenes this bylaw is guilty of an offence 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* (Canada).

(7) Any fine or penalty imposed pursuant to the prosecution of an offence under this section inures to the benefit of the Board in accordance with section 42 of the Act.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

7(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 Act*, RSA 2000, c.F-25.

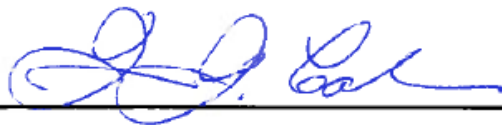
(2) The Director is designated head of this local public body for the purposes of the *Freedom of Information and Protection of Privacy Act*.

(3) Where an applicant is required to pay a fee for services in respect of a request referred to in subsection (1), the fee payable must not exceed the fee that is provided for under the *Freedom of Information and Protection of Privacy Regulation* (AR 200/95), as amended from time to time.

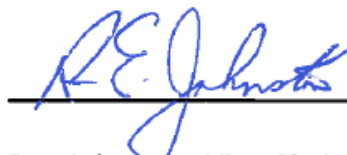
Read a first time: March 15, 2011

Read a second time: March 15, 2011

Third reading carried unanimously, carried and adopted March 15, 2011



Tren Cole, Chairperson



Ron Johnston, Vice-Chair

SCHEDULES A - G

A - Hours of Operation

SGPL is open to the public a minimum of 50 hours per week unless approved closures and exceptional circumstances require otherwise; library hours, subject to governance policy and protocols, are approved by the Board.

B – Room Rentals

AFFILIATION	SGPL is not affiliated with nor does it endorse the beliefs, actions, and opinions of the individuals, groups, and businesses to whom rooms are rented. SGPL reserves the right to accept and decline room rental applications.
AVAILABILITY	Space at SGPL is available for rent when not in use by the library and/or its partners.
BOOKING	Requests to book space at SGPL are made online but alternate formats will be made available to ensure equitable accessibility.
FEES	Fees to rent space at SGPL are included in each booking contract and subject to rates that provide affordable opportunities to individuals, groups, and businesses.
USE	Rental spaces are subject to SGPL’s Code of Conduct and the following: <ul style="list-style-type: none">• Administrative pre-approval and legislated licensing required for use of alcohol.• Administrative pre-approval required for use of space before and/or after regular hours of operation.• Renters are financially responsible for damages to the facility, furniture, fixtures, and/or equipment.• Renters are solely responsible for their personal belongings.

C – Cardholders’ Fees

RESIDENTS (ALL AGES)	Free Government-issued ID and proof of residency required for the qualified area; children under the age of 16 must have a parent/guardian as signatory for their cards
TEMPORARY / NON-RESIDENT (18 YEARS+)	\$60 (pro-rated for temporary residents) Government-issued ID and current contact information required; does not include access to cardholder e-Resources
GROUP REPRESENTATIVE (18 YEARS+)	\$60 Proof of organization and representative’s affiliation and contact information required; may not include access to cardholder e-Resources

D – Material Loan Periods & Quantity Maximums

SPECIAL COLLECTIONS	7 Days
MOVIES & MUSIC	7 Days
TV SERIES	14 Days
VIDEO & BOARD GAMES	14 Days
ALL OTHER ITEMS	21 Days

Residents may accumulate up to 100 items on their cardholder accounts with specified maximums for the following:

- any combination of itemized movies, music, and television series – 20 total
- board games – 5 total
- video games – 5 total

E – Extended Loan Fees

SPECIAL COLLECTIONS	\$1 / Day
SPECIAL EQUIPMENT	\$1 / Day
MOVIES & MUSIC	\$0.25 / Day
TV SERIES	\$0.25 / Day
VIDEO & BOARD GAMES	\$1 / Day
TRI-LEISURE PASS	\$1 / Day
ALL OTHER ITEMS	\$0.25 / Day
HOLDS NON-PICKUP	\$2 / Item

Cardholders and signatories are charged up to a maximum of \$10 per item without exceeding its replacement price unless the item is accompanied by a high-cost replacement waiver to which they agree in writing at the time of borrowing.

F – Damaged & Lost Material Processing Fees

DVD, CD, & VIDEO GAME CASES	\$3 / Case
AUDIO BOOK CASE	\$10 / Case
AUDIO CD SLEEVE	\$1.50 / Page
LABELS, INSERTS, & PROTECTORS	\$1 / Item
RFID TAGS	\$2 / Tag

SGPL reserves the right to recover any additional charges incurred as a result of processing damaged and lost materials; replacement costs are determined by the current price listed in the collection database.

G – Public Service Fees

PHOTOCOPIES & PRINT JOBS	\$0.25 / Black & White Page \$0.50 / Colour Page
FAXING	\$0.50 / Page
CARDHOLDER COMPUTER TIME	FREE 2 Hours / Day
LIBRARY GUEST COMPUTER TIME	FREE 30 Minutes / Day
ADDITIONAL COMPUTER TIME	\$1 / 30 Minutes

Schedule Revision History		2023 Schedule Revision
Date	Motion	
April 16, 2013	029L-14	New or Revised: Revised Statutory: YES Category: Bylaw Schedules Approval History: 037L-23 Review Schedule: 2025; 2028; 2031
April 15, 2014	025L-14	
February 17, 2015	024L-15	
September 15, 2015	072L-15	
December 15, 2015	111L-15	
February 19, 2019	018L-19	
November 16, 2021	092L-21	