
SPRUCE GROVE PUBLIC LIBRARY BYLAW

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.

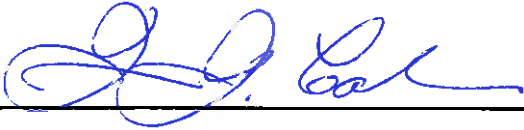
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- 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.

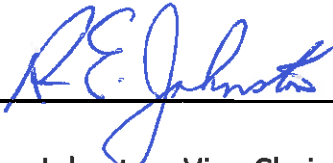
Read a first time: March 15, 2011

Read a second time: March 15, 2011

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



Tren Cole, Chairperson



Ron Johnston, Vice-Chair





BYLAW SCHEDULES

SCHEDULE A - HOURS OF OPENING

The Library will be open to the public, a minimum of 50 hours per week (exceptions will be made for statutory holidays). The hours will be set on an annual basis by the Board and the Director upon review of the budget.

Emergency closures will be at the discretion of the Director of Library Services in consultation with the Board Chairman and/or other members of the Board Officers.



BYLAW SCHEDULES

SCHEDULE B - USE OF LIBRARY MEETING ROOMS

ELIGIBLE GROUPS The library meeting rooms are available to community groups for meetings when not otherwise being used by the library

BOOKING Library sponsored programs will have unlimited advance booking privileges. Groups using Library Meeting Rooms must provide their own general liability coverage for their program if they are not operating on behalf of the Library. They will need to provide the Library with a certificate of insurance indicating that they have general liability coverage and the certificate should also name the Spruce Grove Public Library as an “Additional Insured”

FEES Rental fees will apply (see contract for specific rates). There is a reduced rate for qualifying non-profit organizations. At the discretion of the Director of Library Services, a donation of materials is acceptable, in lieu of cash.

USE Serving of alcoholic refreshments may be permitted with prior approval and requires appropriate licensing. Smoking is not permitted.

The meeting rooms shall be left in a clean and orderly condition. Any damage to facilities or equipment is the financial responsibility of the user.

Programs may not disrupt the use of the library by others. Persons attending meetings are subject to all library rules and regulations.

Programs may not normally extend past hours of operation of the library unless special arrangements have been made in advance with the Director of Library Services.

Minors using the rooms require the presence of a supervising adult.

The library will not be responsible for articles or equipment left in the rooms. Granting of permission to use library facilities does not constitute an endorsement by library staff or Board, of the group or its beliefs.



BYLAW SCHEDULES

SCHEDULE C - BORROWER'S CARD FEE

Adult library card FREE (must provide government issued ID with proof of address in Spruce Grove or Parkland County)

Child library card FREE (parents must bring government issued ID with proof of address in Spruce Grove or Parkland County and sign for any child under 18 years of age)

Non-Resident Basic \$40.00 / year

Non-Resident Senior Citizen \$20.00 / year

Institutional/Corporate Card \$40.00 / year

Temporary Residents* \$40.00 / year

Replacement Cards \$ 3.00 / each

*Will be charged a pro-rated fee for the period of time living in the qualifying area. Must provide temporary AND permanent address and contact information.

History	Date	Motion
Revised	September 15, 2015	071L-15



BYLAW SCHEDULES

SCHEDULE D - LOAN PERIODS & BORROWING GUIDELINES

Loan Period 3 weeks for all circulating materials with the following exceptions:

DVD's, Blu-ray, and Music CD's	1 week
Video Games	2 weeks
TV Series on DVD and Blu-ray	2 weeks
Special Collections	1 week

Borrowing Guidelines

Maximum items on an Account 100 items, with a maximum of 10 of any combination of the following audio-visual materials: DVD's, Blu-ray, and Music CDs. Video games are restricted to 2 video games per account.

History	Date	Motion
Revised	April 16, 2013	029L-14
Revised	April 15, 2014	025L-14
Revised	September 15, 2015	072L-15



BYLAW SCHEDULES

SCHEDULE E - FINES AND PENALTIES

Material Type	Charge per Item per Day	Maximum Fine per Item
Print Material Books on CD DVD's	.25	10.00 or price of item, whichever is less
Literacy Backpacks	1.00	
Video Games	1.00	
Holds Non Pick up Fee	2.00	

History	Date	Motion
Revised	April 15, 2014	026L-14



BYLAW SCHEDULES

SCHEDULE F - OTHER FINES AND CHARGES

LOST OR DAMAGED ITEMS

Replacement cost for materials is understood to be the price entered in the database.

PROCESSING FEES

CD, DVD or Video Game Case	3.00
Audio Book Case	10.00
Audio CD Pages	1.50
Label Protectors, Spine Labels, etc	1.00
RFID Tags	2.00

The Library reserves the right to recover any charges incurred for the procurement of materials from other sources.

SERVICE FEE SCHEDULE

Photocopying/Printing	Black & White	.25 per page
	Colour	.50 per page
3D Printing	All objects	Up to .20/gram
Scanning	Per page	.50
Fax		
Sending	First Page, Local	1.25
	First Page, Long Distance	2.75
	First Page, International	4.25
	Additional Pages	.50
Receiving	Per page	1.00

History	Date	Motion
Revised	February 17, 2015	024L-15
Revised	September 15, 2015	073L-15
Revised	December 15, 2015	111L-15



BYLAW SCHEDULES

COMPUTER TIME

Library Patrons	2 hours free per day
Guest	30 minutes free per day
Additional Time	\$1.00 per 30 minutes