

Purpose: The Medicine Hat Library Board enacts the following Bylaws pursuant to the *Province of Alberta Libraries Act, RSA 2000, C. L-11*.

- 1.0 Definitions in these Bylaws shall mean:
- 1.1 *Applicant*: in the case of 7.0 below, a person who makes a request for access to a record under Section 7 (1) of the *Freedom of Information and Protection of Privacy Act*; elsewhere in the Bylaws means a person applying for a library card.
  - 1.2 *Basic Information Service*: public access to current and accurate information and assistance, making use of information, communication technology, and library resources.
  - 1.3 *Board*: the Medicine Hat Library Board.
  - 1.4 *Cardholder*: the registered user of a current library card, or the cardholder's parent/guardian in the case of a child if the context deals with permission to access or cardholder responsibility.
  - 1.5 *Cardholder Categories shall include the following*:
    - 1.5.1 *Adult*: any person 18 years and older.
    - 1.5.2 *Young Adult*: any person 13 through 17 years of age.
    - 1.5.3 *Child*: any person up to and including 12 years of age.
    - 1.5.4 *Family*: two or more members of the same family, in the case of non-residents only.
    - 1.5.5 *Deposit Collection*: an institution (i.e. nursing home, long-term care facility) loaned library resources in bulk for subsequent borrowing by individuals resident in that institution.
    - 1.5.6 *Reciprocal borrower*: a cardholder from outside the Shortgrass Library System with an eligible library card.
  - 1.6 *Chief Librarian*: the Chief Librarian and any person who holds the position of Chief Librarian in an acting capacity.
  - 1.7 *Good Standing*: a cardholder with no outstanding charges in excess of the maximum allowed in Schedule C.
  - 1.8 *Library*: the Medicine Hat Public Library or, if the context so requires, any premises used by the Medicine Hat Public Library for library purposes.
  - 1.9 *Library Resources*: any material, regardless of format, that is held in the Medicine Hat Public Library's collection, or borrowed by the Medicine Hat Public Library, and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micro materials, toys and games, kits, CD Roms, and electronic databases.
  - 1.10 *Loan period*: the period of time, as set out in Schedule E, in which a cardholder may borrow library resources and includes any renewal of an original loan period.
  - 1.11 *Reciprocal Borrowing Card*: an Alberta Library card permitting the cardholder to borrow materials from any library participating in a reciprocal borrowing/lending program.
  - 1.12 *Resident*: any person who has a residence within the City of Medicine Hat and/or pays City of Medicine Hat property or business taxes. This may also apply to residents of member municipalities of the Shortgrass Library System.
- 2.0 Interpreting the Bylaws
- 2.1 The headings used herein are for convenience and do not form part of these Bylaws;
  - 2.2 The Board is a corporation as defined by the *Interpretation Act, RSA 2000 Chapter I-8*.
- 3.0 Acquiring a Library Card
- 3.1 Any resident or non-resident is eligible to apply for a library card. A library card is issued upon:
    - 3.1.1 Successful completion of an application in a form prescribed by the Chief Librarian;

- 3.1.2 Presentation of one piece of identification bearing the applicant's permanent address in the case of a person applying for a Young Adult or Adult library card;
  - 3.1.3 Payment of any applicable fees as outlined in the Schedules, as well as payment of any outstanding fees or fines.
  
- 4.0 Responsibilities of a Cardholder
  - 4.1 The cardholder named on a library card shall abide by the Bylaws and Policies of the Board and take full responsibility for the materials borrowed on this card or with a facsimile of the card's barcode or licensed materials accessed using the barcode and pin number.
  - 4.2 Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.
  
- 5.0 Loan of Library Resources
  - 5.1 There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, acquiring library resources through interlibrary loan, consultation with members of the library staff or receiving basic information service.
  - 5.2 Loan periods for library resources are set out in the Schedules.
  - 5.3 Library resources may be reserved or renewed in accordance with procedures set out in the Schedules.
  
- 6.0 Penalty Provisions
  - 6.1 A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 5.0 or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, loss or damage assessments, etc.
  - 6.2 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 B.
  - 6.3 Any fine or penalty imposed pursuant to an offence under 6.0 inures to the benefit of the Board in accordance with the *Libraries Act*, s.42
  
- 7.0 Freedom of Information and Protection of Privacy
  - 7.1 In accordance with s.95 of the *Freedom of Information and Protection of Privacy Act, RSA2000, c.F-25*, the Chief Librarian is designated as Coordinator responsible for the purposes of the *Freedom of Information and Protection of Privacy Act*.
  - 7.2 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, AR 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.
  
- 8.0 Admittance to/Conduct in the Building and on the Grounds
  - 8.1 The portion of any building used for public library purposes is open to any member of the public free of charge during the hours of opening as are set out by the Board in Policy LS.9.
  - 8.2 Charges for the use of library premises not normally used for public library purposes are set out in Schedule D.
  - 8.3 No person using the building or grounds shall:
    - 8.3.1 Cause unnecessary disturbance to other library users and/or violate Library Board policy.
    - 8.3.2 Remove any library item from the library unless the item has been properly checked out in accordance with the procedures established for checking out library items.
    - 8.3.3 Enter or remain in the library building except during those periods designated as open for public use.

- 8.3.4 Solicit other library users and staff for personal, commercial, religious, or political purposes.
- 8.3.5 Consume food and drink at the computers.
- 8.4 Persons who do not conduct themselves in accordance with 8.3 shall be asked to discontinue their actions. If the action continues or the severity of the action warrants it, library staff will direct that the person leave the building and grounds and/or library staff may seek outside assistance.
- 8.5 No member of the public is to be left in the building for any reason without a staff person or member of the Board present at all times except in the case of refusal to leave during an evacuation.

### SCHEDULE A – Fees for the Issuance of Library Cards

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| Resident Child and Young Adult Card Fee                         | no charge  |
| Resident Adult Card Fee   | \$5.00/year                                      |
| Non-resident Individual (Adult, Young Adult, or Child) Card Fee | \$60.00/year, plus<br>\$5.00/year for adults     |
| Non-resident Family Card Fee                                    | \$80.00/year, plus<br>\$5.00/year for each adult |
| Deposit Collection Card Fee                                     | \$50.00/year                                     |
| Replacement Card Fee  | \$1.00/card; first card replaced for no charge   |

Card Fees may be waived at the discretion of the Chief Librarian or designate – proof of hardship may be required.

All library card fees are subject to review.

### SCHEDULE B – Overdue Fines and Procedures for the Return of Overdue Material

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#### B.1 Overdue Fines Per Item Borrowed

| Material Type         | Charge/Day | Maximum Fine per Item |
|-----------------------|------------|-----------------------|
| Adult Resources       | \$0.25     | \$5.00                |
| Children's Resources  | \$0.10     | \$2.00                |
| Young Adult Resources | \$0.25     | \$5.00                |

#### B.2 Overdue and Lost Materials

1. Cardholders will be notified of overdue materials in accordance with procedures set out by the Chief Librarian. Items will be deemed to have been lost if they have been overdue for eight (8) weeks.
2. At the discretion of the Chief Librarian, an overdue account may be sent to the library's collection agency. The collection agency's fee is assessed as a percentage of the overdue account and will be added to the cardholder's overdue account.
3. Adult and Young Adult cardholders who have reached twenty dollars (\$20.00) in outstanding fines or other fees, and Child cardholders who have reached ten dollars (\$10.00) in outstanding fines or other fees will not be allowed to borrow resources until their account is paid.
4. Notwithstanding paragraph 3, accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived in special circumstances.

#### B.3 Penalties for lost or damaged items

1. The original purchase cost if it is available, shall be charged. If this is not available a fee for the type of item damaged or lost shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder. Should the cardholder find a lost item within six (6) months of having paid the lost fee for the item, the cardholder shall be reimbursed for the item. After the six (6) month period, the item remains the property of the cardholder.
2. At the discretion of the Chief Librarian, a processing fee of \$5.00 per item may be charged.

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**SCHEDULE C – Meeting Room and Equipment Fees**


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Fees will be charged for a minimum of one hour and increments of ½ hour after that.

#### Meeting Rooms (Charges)

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| Legion Room       | \$15.00/hour   |
| Honor Currie Room | \$20.00/hour   |
| Theatre           | \$40.00/hour<br>Including rehearsals, scenery, set-up, storage, take down<br>or production |

An additional fee will be charged to groups or organisations with special permission to book library facilities for time periods occurring fully or partially outside of the Library's open hours. To provide for required staff supervision, a fee will be charged for a minimum of three hours.

Additional fees will be charged for the following:

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| Coffee   | \$ 5.00/pot<br>\$15.00 (52 cup perk)<br>\$30.00 (100 cup perk)<br>(Includes cups, napkins, cream, sugar) |
| Photocopying and Printing  | \$0.10 black and white<br>\$0.50 colour  |
| In-house projection unit   | \$15.00/booking  |
| Piano  | \$15.00/hour to a maximum of \$60/booking  |
| Gaming console and associated hardware with projector<br>(in-house use only) | \$50.00/booking  |
| Cleaning fee (eg. food in theatre)   | \$20.00/booking  |
| Caretaking after hours   | \$30.00/hour, minimum 3 hours  |
| Daily rate   | number of opening hours x hourly rate  |
| Overtime   | as per hourly rental rate  |

Goods and Services Tax @ current rate.

The Board may enter into a separate [rental agreement](#) at the Board's discretion.

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**SCHEDULE D – Fees Related to the *Freedom of Information and Protection of Privacy Act***

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

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| For locating and retrieving a record             | \$6.75 per ¼ hour                |
| For producing a record from an electronic record |                                  |
| a) computer processing and related charges       | actual amount charged to library |
| b) computer programming                          | \$20.00 per ¼ hour               |

All other applicable fees will be charged as set out in the *Freedom of Information and Protection of Privacy Regulation, AR 186/2008, s.10 and Schedule 2.*

**SCHEDULE E – Lending**

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E.1 Responsibilities of a cardholder:

1. The cardholder named on a library card shall be responsible for items borrowed with the card or with a facsimile of the card's barcode.
2. Loss or theft of a current library card or misuse of a facsimile of the barcode 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 for a replacement card.
3. Cardholders must notify the library of any change of address, email or telephone number.
4. Cardholders are responsible for all library items borrowed on their card and shall compensate the library for all library items damaged or lost while borrowed on their card.
5. A cardholder shall return to the library or renew, if renewal is possible, any library item on or before the due date.
6. The remedies for overdue, damaged or lost materials are as set out in Schedule B of the Bylaws.

E.2 Loan Periods for Library Resources.

All circulating resources are loaned for three weeks, with the following exceptions:

1. Items loaned to homebound and visually impaired cardholders are loaned for six weeks, not including 'Hot Off The Press' items.
2. Items not in high demand may be loaned for six weeks to accommodate vacations or the need for more time.
3. Interlibrary items are loaned for six weeks.
4. 'Hot off the Press' items are loaned for one week. No holds or renewals are permitted.
5. Renewal Periods: Most circulating resources may be renewed a maximum of two times for a total loan of nine weeks. All renewals are subject to recall or reservations from other cardholders.

E.3 Return of materials

1. Borrowers may check their own accounts online at any time, or phone during opening hours, to ensure they return their materials on time.
2. When a valid email address is on file a courtesy notice is emailed to the borrower two days prior to the items being due.
3. An overdue notice is emailed or mailed to the borrower after an item has been overdue for two weeks.
4. A second overdue notice is emailed or mailed to the borrower after an item has been overdue for five weeks.
5. A lost item notice is sent to the borrower after an item has been overdue for 8 weeks.