

**FALHER REGIONAL INTERMUNICIPAL LIBRARY BOARD**

**(FALHER LIBRARY / BIBLIOTHÈQUE DENTINGER)**

**BY - LAWS**

**Approved by the Board March 15, 2016**

**Amended March 9, 2017, March 5, 2018**

## BY-LAWS OF THE FALHER REGIONAL INTERMUNICIPAL LIBRARY BOARD

The Falher Regional Intermunicipal Library Board, as appointed by the Town of Falher and Village of Donnelly, enacts the following bylaws pursuant to the Alberta Libraries Act, Chapter L-11, Section 36.

### Interpretation

- 1 (1) For the purpose of this bylaw the expression:
- a) "Act" refers to the **Alberta Libraries Act**, Chapter L-11 and amendments thereto.
  - b) "Board" means The Falher Regional Intermunicipal Library Board.
  - c) "Borrower" means the person to whom a library borrowers card has been issued.
  - d) "Library" means The Falher Regional Intermunicipal Library, operating as the Falher Library / Bibliothèque Dentinger.
  - e) "Library Manager" means the person(s) charged by the board with the operation of the Library.
  - f) "Library Resources" means any material, regardless of format, that is held in a library's collection and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micro materials, toys and games, kits, CD-ROMS and electronic resources in the collection of the Library or borrowed by the 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.
  - c) Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
  - d) Where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.
- 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.
- 1 (4) The Board may, from time to time, change the specifics set out in the accompanying schedules.

### Library Facility

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| Access to the Public Library Portion of the Building | 2 (1) | The portion of any building used for Public Library purposes is open to any member of the public <b>FREE OF CHARGE</b> during the hours of opening as set out by The Falher Regional Intermunicipal Library Board from time to time. |
| Multi Purpose Room Rental                            | 2 (2) | Charges for the use of Library premises not normally used for public library purposes are set out in Schedule A and forms part of this bylaw.  |
| Conduct in the Library Building                      | 2 (3) | Any person using the library building shall conduct himself so as to not disturb other library users.  |

### **Procedure for Acquiring a Borrowers' Card**

- 3 (1) Any person resident in the jurisdiction of The Falher Regional Intermunicipal Library (Town of Falher, Village of Donnelly, Municipal District of Smoky River, Village of Girouxville), or adjacent municipalities that are members of the Peace Library System is eligible to apply for a borrowers card.

A library card should be acquired by a Peace Library System resident at his or her home library or, in the case of a rural resident, at the nearest public library location.

- 3 (2) A TRAC (The Regional Automation Consortium) Borrowers Card shall be issued to patrons residing within those Municipalities that are members of the Peace Library System (PLS). In addition, upon request, a TAL (Alberta Library Card) shall be issued to TRAC-eligible patrons who wish to physically visit and borrow from a university library.

Any person resident in a jurisdiction that is not participating in the Peace Library System but is within its area of service boundaries is eligible to receive a local borrowing card only.

- 3 (3) Visiting Patrons

Alberta residents (age 18 or older) who have a current borrowing card from a participating Alberta public library are encouraged to register for Alberta Wide Borrowing, using the free ME Libraries service to borrow items from our collection, if travelling in the area.

For visitors that are not eligible to borrow items using ME Libraries, a local library card may be issued. A cardholder fee and refundable deposit will be charged in accordance with Schedule B.

- 3 (4) For any patrons below the age of eighteen (18), pre-approval and written authorization of a parent or guardian shall be required.

The parent / guardian thereby agrees to accept responsibility for monitoring their child's library resource use, as well as any financial charges incurred due to penalty provisions outlined in section 6.

### **Responsibilities of a Borrower**

- 4 (1) A borrowers card may only be used by the person to whom it is issued.
- 4 (2) A borrower shall notify the librarian of any change of address and/or telephone number.
- 4 (3) A borrower shall take proper care of any Library item entrusted to his care.
- 4 (4) A borrower should return any library item to the library on or before the due date as provided in Schedule C.

### Loan of Library Resources

No charge for Loan of Library Resources	5 (1)	In accordance with the Libraries Act Section 36 (3) there shall be NO CHARGE for the use of library resources.
Loan Period for Library Resources	5 (2)	The loan periods for various library resources are set out in Schedule C.
Reserve	5 (3)	Library resources may be reserved in accordance with the policy established by the Peace Library System.
Renewals	5 (4)	Library resources may be renewed in accordance with the policy established by the Peace Library System.

### Penalty Provisions

	6 (1)	The fines for late return of 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.
Revocation of Borrowers Card	6 (4)	A borrower's card may be revoked by the librarian for the reasons set out in Schedule D.
Appeal	6 (5)	A person who has had his borrower's card revoked pursuant to 6(4) may, within <b>30 DAYS</b> of such revocation, 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 is not subject to further appeal.
Prosecution	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 such an offence is set out in Schedule D.
	6 (8)	Any fine or penalty imposed pursuant to an offence under 6 (7) is retained to the benefit of The Falher Regional Intermunicipal Library Board in accordance with the Libraries Act, Section 42.

The Bylaws come into effect on March 5, 2018.

Read a first time January 8, 2018.

Read a second time March 5, 2018.

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Chairman

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Director

Read a third time and adopted this 5th day of March, 2018

Schedules A to E are part of the Bylaws of Falher Regional Intermunicipal Library Board

Schedule A – Facility Rental Fees

Schedule B – Borrowers Card Fees

Schedule C – Loan Periods for Library Resources

Schedule D – Penalty Provisions

- 1) Fines for late return of library resources
- 2) Fines for damaged or lost library resources
- 3) Procedures for notice of overdue library resources and demand for return of library resources
- 4) Revocation of Borrowers cards
- 5) Procedure for prosecution

Schedule E – Fees for Other Services

## **SCHEDULE A – FACILITY RENTAL FEES**

The library is a community facility, and is available for rental outside of normal operating hours.

The Board may choose to reduce or waive fees for facility rental where programs or events are being held in partnership with other organizations.

A staff member or Board member will provide access and must be on-site during the usage of the library, so rental is subject to staff / volunteer availability.

The renter is responsible for setup and cleaning to leave the library in the same condition as found.

Fees:

1. Library Rental \$100 (for up to 3 hours, including setup and teardown).

This fee includes access to the following library equipment:

Chairs and tables

Coffee and tea (to be purchased from Library Coffee Corner)

Large screen television

Connections for laptop for presentations

Access to internet via the Supernet

Vacuum and janitorial supplies

2. Rentals for longer periods will be negotiated on a cost-recovery basis.

3. Additional Services

A. Movie Events \$250 plus 35% of fees charged for admission  
(Up to 3 hours, includes provision of equipment, movie, licensing cost and reporting).

Any movie events must be shown using the Library's movie license, within the Library building. The use of the Town of Falher's popcorn maker is included in this cost.

The Library will supply popcorn, bags and bottled water for these events, for an additional cost of \$2 per person. The group running the movie event is responsible for providing a volunteer to assist with setup and the concession.

B. Webinars / Videoconferences / Skype

Minimum 3 hours @ \$100 per hour plus any network and/or third party connection fees.

This includes up to 30 minutes of staff time to assist with setup and a pre-test of the connection prior to the event, if requested by the service provider.

Additional setup costs will be billed at \$100 per hour.

C. Recognition / Fundraising Events

All social functions require Board pre-approval, and an agreement in place. Special events may require an event liquor license. The library is a non-smoking facility.

**SCHEDULE B - BORROWERS CARD FEES**

Updated: May 6, 2019

1) The library shall charge a borrowers card fee to all persons wishing to join the Falher Regional Intermunicipal Library, with the exception of a person holding a valid membership with another library within the Peace Library System.

2) A library card shall be issued to each borrower. It shall be valid for one year from date of issue and shall indicate the expiry date.

3) Borrowers cards shall be valid for one year from the date of issue or to that point in time it is revoked by the librarian for cause (see Schedule D (4) Revocation of Borrowers cards).

4) The fee structure shall be as follows:

	Students	Seniors	Adults	Families (2)	Visiting Patrons
Definition	Under Age 18	Age 65+	Age 18+	Parents and dependent children living in the same household	Visitors that are not eligible to use Alberta Wide Borrowing (ME Library Service) that wish to borrow items from our collection
LOCAL Library Card (3)	FREE Available upon request, subject to parental signoff	FREE	FREE	FREE	\$15 Individual \$25 Family  Subject to refundable deposit of \$100.
TRAC Card	\$15 Individual Student (Age 16-18) or  School Partnership Family Card (1,2)  Restricted Access (excludes CDs and DVDs)	\$10  Unrestricted Access	\$15  Unrestricted Access	\$25  Unrestricted Access	Not applicable
TAL Card	Available upon request	Available upon request	Available upon request	Available upon request	Not applicable
Fee for Replacement Card	\$2 per card	\$2 per card	\$2 per card	\$2 per card	

**NOTES:**

(1) Restricted Family Borrowing Cards are available only through partnerships with local schools, subject to annual approval by the Board. Only one borrowing card will be issued per family membership.

(2) Only one borrowing card will be issued per family membership.

(3) FREE local library cards are available only to the residents of the communities we serve:

Town of Falher

Village of Donnelly

Municipal District of Smoky River

Village of Girouxville

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

- 1) Resource Loan Period: THREE WEEKS
- 2) It is at the Library Manager's discretion whether or not to grant special borrowing privileges to patrons who require numerous resources for special projects such as workshops, courses etc.



## **SCHEDULE D - PENALTY PROVISIONS**

### 1) Fines for Late Return of Library Resources

- a) Borrowers shall be charged \$.10 per library business day for each overdue book.
- b) Borrowers shall be charged \$.50 per library business day for each overdue non-print resource (DVD, book on tape, CD, etc.)
- c) If the fine balance exceeds \$10.00, the Borrower will not be permitted any further transactions until the overdue balance has been paid in full.

### 2) Fines for Damaged or Lost Library Resources

Damaged or lost library resources will be charged to the Borrower in accordance with the guidelines set out by the Peace Library System (PLS) and The Regional Automation Consortium (TRAC).

Replacement cost will be based on the 'Item Record' in the Polaris system. Replacement costs for resources lost by one of our borrowers are paid to the Falher Regional Intermunicipal Library, who forwards the amount to the owning library.

**The Borrower will not be permitted any further transactions until the cost of replacement has been paid in full.**

### 3) Procedures for Notice of Overdue Resources and Demand for Return of Library Resources

Notice of overdue items are sent to Borrowers by the Polaris system three (3) days before an item is due. The Library Manager at the Falher Regional Intermunicipal Library will be notified of late items via the Polaris System reports. Notification will be sent to the Patron of any overdue library resources. Patrons have ten (10) business days, after which time their account will be charged the replacement cost of the item.

**The Borrower will not be able to have any further transactions on their account until such time as the replacement cost for any lost or damaged items has been paid in full.**

### 4) Revocation of Borrowers Cards

Revocation of borrower's cards will be done by the Library Manager.

Revocation of privileges will be a result of the following infractions:

- a. Abuse, verbal or physical, of the Library Manager(s).
- b. Damage to the furniture or building as a result of negligence or abuse.
- c. Repeated offences (more than three) of lost and/or damaged items.
- d. Misuse of Public Access Computers or Library WIFI.

### 5) Procedure for Prosecution

Procedure for prosecution will be in accordance with the recommendations set forth by Legal Council of the Town of Falher and Village of Donnelly.

## **SCHEDULE E – FEES FOR OTHER SERVICES**

Updated: December 1, 2020

### **1. Assistance with Documents**

#### **Printing & Photocopying**

\$0.25 / page for black and white

\$1.00 / page for colour

#### **Faxing & Phone Usage**

\$1.00 for 1<sup>st</sup> page; \$0.25 for each additional page.

\$2.00 for 1<sup>st</sup> page; \$0.25 for each additional page for long distance calls.

If requested, a confirmation report can be printed for \$0.25 per fax.

The library does not offer public telephone service.

#### **Scanning**

Flat rate \$5.00 for up to 10 pages, plus printing costs, if applicable.

The customer must provide a public email account for the Library Manager to forward the scanned file to.

The customer is then responsible to forward onto the final party, if required, using a public workstation.

NOTE: The Library Manager cannot download any documents or images from personal devices.

### **2. Assistance with Public Computer Use and e-Resources**

Library staff help people access the Internet and other e-resources by using the free public terminals, at no charge. During library hours, staff may be able to assist with general questions, but due to staff scheduling and workload, Internet trained staff may not always be available to provide assistance.

Library staff cannot provide in-depth training on personal devices, or provide technical assistance to people in configuring their wireless devices to access the library's wireless network (WIFI).

Patrons will be directed to and encouraged to first use the extensive online training resources available on the library's website at [www.falherlibrary.ab.ca](http://www.falherlibrary.ab.ca).

The Library offers scheduled, drop-in training sessions on library e-resources.

**In addition, fee-based custom training (including assistance with their personal devices) may be requested by patrons, subject to staff availability, at the following rates:**

\$25 per hour	Individual one-on-one sessions, offered during library hours. Since additional staff will be booked to manage the library, these sessions must be pre-arranged.
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\$10 per session	Minimum 3 participants per group session; offered during non-core hours.
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### **3. Programming**

The Board reserves the right to charge fees or request entry by donation for non-core hour library events to cover additional costs (supplies, materials and labour) for these programs.

#### **4. Exam Proctoring**

Exams will be proctored during core library hours of operation, and are subject to staff availability.

#### **Fees for Exams**

##### Students Under 18 Years of Age

There is no charge for exam supervision for minors residing in the Town of Falher or Village of Donnelly and surrounding area (the M.D. of Smoky River and Village of Girouxville.)

Falher Library / Bibliothèque Dentinger Cardholders:      \$15 per hour for adults

Non-Cardholders:      \$30 per hour for adults