

## **BY-LAWS OF THE VILNA & DISTRICT MUNICIPAL LIBRARY**

The Vilna & District Municipal Library enacts the following by-laws pursuant to the Libraries Act, R.S.A. Chapter L-11, RSA 2000, Section 36.

### **INTERPRETATION**

1. For the purposes of this by-law the expression:
  - a) "Act" refers to the Libraries Act, Chapter L-11, RSA 2000
  - b) "Board" means the Vilna & District 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 Vilna District & Municipal Library or their approved delegate.
  - e) "Library Materials" means any material, regardless of format, that is held in a library's collection and includes books(whether hardcover, paperback, or soft cover), periodicals, audio recordings, video recordings, projected media, paintings, drawings, prints or photographs(whether or not they are framed or mounted), micro materials in all formats, compact discs, video tapes, motion picture, film strips, film loops, slides, toys and games, computer software, and multi-media kits in the collection of the Vilna District & Municipal Library.
2. In these by-laws, 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 from a given day, act, or event is prescribed or allowed for any purpose, the time shall be reckoned exclusively of such day or of the day of the act or event.

### **LIBRARY FACILITY**

#### **Access to the Public Library Portion of the Building**

- 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 set out by the Vilna & District Municipal Library Board from time to time.

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**Date to be Reviewed: May, 2014**

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### Conduct in the Library Building

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

### **PROCEDURE FOR ACQUIRING A MEMBERSHIP CARD**

- a) Any person resident in the village of Vilna, surrounding area, county area, or NLLS is eligible to apply for a membership card.
- b) A membership verbal request pursuant to 3(1) shall be accompanied by the fee prescribed in Schedule A.
- c) The Library Manager may issue a membership card to a person who has made a membership request pursuant to 3(1) and 3(2).

### **RESPONSIBILITIES OF A MEMBER**

- a) A membership card may only be used by the person to whom it has been issued or by an immediate family member.
- b) A member shall notify the library manager of any change of address and/or telephone number.
- c) A member should take proper care of any library item entrusted to his care.
- d) A member should return any item to the library on or before the due date as provided in Schedule B.

### **LOAN OF MATERIALS**

#### No charge for Loan of Materials

- 1) In accordance to the Libraries Act Section 40(3) there shall be NO CHARGE for the use of library materials. This includes materials on the premises, materials loaned or materials acquired from other services, at the discretion of the board.

#### Loan Period for Library Materials

- 2) The loan periods for various materials are set out in Schedule C.

#### Reserves

- 3) Library materials may be reserved in accordance with policy established by the board.

#### Renewals

- 4) Library materials may be renewed in accordance with policy established by the board.

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## PENALTY PROVISIONS

1. The fines for late return of materials are set out in Schedule C.
2. The fines for damaged or lost materials are set out in Schedule C.
3. The procedures for demanding the return of overdue materials are set out in Schedule C.

## Revocation of Membership

4. A membership card may be revoked by the library manager for the reasons set out in Schedule C.

## Appeal

5. Any person who has had their membership card revoked pursuant to 6(4) may within 30 DAYS of such revocation, make an appeal to the board in writing setting out the Grounds of the appeal.
6. The decision of the board in an appeal pursuant to 6(5) is final and not subject to further appeal.

## Prosecution

7. In cases of serious dereliction, the board may prosecute an offence under the Libraries Act, Section 45. The range of penalties is set out in Schedule C.
8. Any fine or penalty imposed pursuant to an offence under 6(7) ensures to benefit of Vilna & District Municipal Library Board in accordance with the Libraries Act, Section 46.

Read a first time \_\_\_\_\_ 2011

Read a second time \_\_\_\_\_ 2011

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Chairperson Francis Parker

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Treasurer Loni Leslie

Read a third time and adopted this \_\_\_\_\_ of \_\_\_\_\_, 2011.

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**Date to be Reviewed: May, 2014**

# BY-LAWS OF THE VILNA & DISTRICT MUNICIPAL LIBRARY

## Freedom of Information and Protection of Privacy

**Whereas**, pursuant to Section 89 of *the Freedom of Information and Protection of Privacy Act*, S.A. 1994,cF-18.5, the Vilna & District Municipal Library Board must designate a person or group of persons as the head of the Board for the purposes of the Act.

And **Whereas**, pursuant to Sections 87 and 89 of *the Freedom of Information and Protection of Privacy Act*, the Vilna & District Municipal Library Board may set any fees payable to the Board for services under the *Act* and Regulations;

The Vilna & District Municipal Library Boards enacts:

**Purpose** The purpose of the Bylaw is to establish the administrative structure of the Vilna & District municipal Library Board in relation to *the Freedom of Information and Protection of Privacy Act*, and set fees there under.

**Definitions** In this Bylaw, unless the context otherwise requires:

**Act** means the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, cF-18.5;

**Applicant** means a person who makes a request for access to a record under section 7(1) of the *Act*;

**Board** means the Vilna & District Municipal Library Board and includes any committee, commission, panel, agency, or corporation that is created or represented by the Vilna & District Municipal Library Board and all the members or officers of which are appointed or chosen by the Vilna & District Municipal Library Board.

**Library Manager** means the person charged by the board responsible for the operation of the Vilna & District Municipal Library.

**Province** means the province of Alberta.

**Interpretation** The marginal notes and headings in this Bylaw are for reference purposes only.

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Designated Head For the purpose of the *Act*, the Library Manager is designated as the Head of the Board.

Fees 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 amended from time to time or any successor Regulation the sets fees for information from the province.

Effective Date This Bylaw comes into effect on April 12, 2011. Where a request for information is given and not disposed of becoming into force of the Bylaw, the request deemed to be a request made on April 12, 2011, under the provision of the *Act*.

Read a first time \_\_\_\_\_

Read a second time \_\_\_\_\_

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Chairperson Francis Parker

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Treasurer Loni Leslie

Read a third time and adopted this \_\_\_\_ of \_\_\_\_\_, 2011

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## **BY-LAWS OF THE VILNA & DISTRICT MUNICIPAL LIBRARY**

### **Schedule A – MEMBERSHIP CARD FEES**

1. The library shall charge a membership fee to all persons wishing to join the Vilna & District Municipal Library, with the exception of a person holding a valid membership in another library within NLLS-that person shall receive a membership at no cost.
2. A membership card shall be issued to each borrower. It shall be valid for 1 year from date of issue (or from date of issue from original library in the event of NLLS member).
3. Memberships shall be valid for 1 year from the date of issue or to that point in time it is revoked by the library manager for just cause (see Schedule C(7) Revoking a Membership).
4. The fee structure shall be as follows:

|         |         |
|---------|---------|
| Adults  | \$10.00 |
| Family  | \$15.00 |
| Seniors | \$8.00  |

### **Schedule B - LOAN PERIODS FOR LIBRARY MATERIALS**

1. At any given time, a patron may have no more than 15 library items by any author, or of any subject or series in his/her possession
2. It is the Library Manager's decision whether or not to grant special borrowing privileges to patrons who need a great many books and/or A>V materials for special projects such as workshops, study courses, and book-talk programs. If in the library manager's judgement, the library's resources would not be depleted by the large loan, then the loan limitations (1) may be waived for that occasion.
3. Book Loan Period: Books may be kept for 3 weeks.
4. A.V Material Loan Period: A.V materials may be kept for 1 week.

### **Schedule C – PENALTY PROVISIONS**

#### **Fines for Late Returns**

1. Patrons shall be charged \$0.10 for each operational day for each overdue book to a maximum of 40 days overdue or \$4.00
2. Patrons shall be charged \$0.25 for each operational day for each overdue A.V item to a maximum of 20 days overdue or \$5.00

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## **BY-LAWS OF THE VILNA & DISTRICT MUNICIPAL LIBRARY**

### Fines for Damaged Books

1. Books that are unreasonably soiled or damaged beyond repair will be treated the same as with lost books.
2. A letter shall be mailed to the patron informing him/her that the library considers the book(s) to be damaged beyond repair and the library considers such books to be treated as lost.
3. The library manager's decision as to what constitutes unreasonable soiling or damage will be final.
4. Repairs for lesser damaged items will be assessed by the library manager.
5. Library Policy Manual Procedures will then be followed.

### Fines for Lost Books

1. A book that is 40 days overdue is considered to be lost.
2. A letter shall be mailed informing the patron that the library considers the book to be lost and state the library's lost book policy.
3. Library Policy Manual procedures will then be followed.

### Fines of Damaged A.V Materials

1. A.V materials that are returned unreasonably scratched, broken, or damaged so that they cannot be used by others will be treated as with lost A.V materials.
2. A letter shall be mailed informing the patron that the library considers the material to be unreasonably damaged and that the library considers the material to be lost.
3. The library manager's decision in this will be final.
4. Library Policy Manual procedures will be followed.

### Fine for Lost A.V Materials

1. A.V material that is 20 days overdue will be considered lost.
2. A letter shall be mailed informing the patron that the library considers the material lost and state the library's policy procedures.
3. Library Policy Manual procedures will be followed.

### Procedures for Notice of Overdue Materials and Demand for Return

1. Books that are not returned within 3 weeks or A.V materials that are not returned in 1 week are considered overdue.
2. Patrons shall be notified by telephone where possible and by mail if necessary.
3. Fines shall be assessed according to the fine schedule.

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## **BY-LAWS OF THE VILNA & DISTRICT MUNICIPAL LIBRARY**

### Revocation of Membership Cards

1. The library manager shall revoke the membership of any patron when the patron has:
  - a) failed to pay overdue fines to \$5.00
  - b) failed to pay for damaged or lost items entrusted to his/her care within 2 weeks of the final letter mailing giving such notice.
  - c) failed to return library items as requested by the library manager.
2. Patrons guilty of said offences listed above shall have their names placed on a restricted list and borrowing privileges shall be cancelled until such time as all overdue fines are paid, damaged or lost items are paid for, or library items previously withheld are returned.
3. When the library manager has revoked a membership, the patron or where the patron is a junior member, his/her parent or guardian may, with 30 days of such revocation make an appeal to the board in writing against the revocation, setting out the grounds of appeal.
4. The decision of the board in an appeal pursuant to Section 7(c) is final and not subject to further appeal.

### Procedure for Prosecution

1. Any contravention of the bylaws set forth shall be referred, upon motion of the board to the acting Solicitor for recommendations and possible prosecution.

### Penalties for Abuse of Borrowing Privileges

1. The range of penalties for conviction under Prosecution (7) page 3 shall be from revocation of membership privileges to a maximum of a \$5000.00 fine.

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