



## Town of Hinton Library Board Bylaws

## **Safety & Use Bylaw of the Town of Hinton Library Board Hinton Municipal Library**

Date approved by the Town of Hinton Library Board: February 26, 2018

Date presented to Hinton Town Council: April 3, 2018

The Town of Hinton Library Board enacts the following Bylaws pursuant to Section 36 of the *Alberta Libraries Act*. The Town of Hinton Library Board is a corporation established under the *Libraries Act* Section 3(4) as defined by the *Interpretation Act, R.S.A. 2000 Chapter I-8*.

### **1. Definition in these Bylaws shall mean:**

- 1.1. Applicant: a person applying for a library card; in some circumstances may also mean a person who makes a request for access to a refund under 8(1) of the *Freedom of Information and Protection Act*.
- 1.2. Board: The Town of Hinton Library Board
- 1.3. Cardholder Categories shall include the following:
  - 1.3.1. Adult: any person age 18 and up
  - 1.3.2. Child: any person age 0 – 17
  - 1.3.3. Temporary Resident: any person without a permanent Hinton address and or staying in Hinton for less than 6 months.
  - 1.3.4. TAL card borrower: a cardholder from outside the Yellowhead Regional Library System with a current TAL card.
  - 1.3.5. ME Libraries borrower: a cardholder from outside the Yellowhead Regional Library System whose card is registered in the ME Libraries program.
- 1.4. Good Standing: a cardholder with no outstanding lost items or any charges over \$10.
- 1.5. Manager of Library Services: the person charged by the board with operation of the Hinton Municipal Library.
- 1.6. Library: The Hinton Municipal Library
- 1.7. Library Resources: any resources, regardless of format, that are held in the Hinton Municipal Library's collection, or borrowed by the Hinton Municipal Library, and includes but is not limited to books, periodicals, audio recordings, video recordings, projected media, toys and games, kits, and electronic databases.
- 1.8. Loan Period: the period of time, as set out in Schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.
- 1.9. Non-resident: any person who has a residence outside the Town of Hinton or the designated library service area of Yellowhead County property, does not pay Town of Hinton or Yellowhead County property or business taxes, and is not a resident of any member municipality of the Yellowhead Regional Library System.
- 1.10. Resident: any person who resides within the Town of Hinton or the designated library service area of Yellowhead County and/or pays Town of Hinton or Yellowhead County property or business taxes and/or is a resident of any member municipality of the Yellowhead Regional Library System.

- 1.11. TAL Card: The Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.
- 1.12. ME Libraries: a provincial program that allows library card holders to borrow materials from any Alberta library participating in the Alberta Public Library Network.

## **2. Admittance to and Conduct in the Library Building:**

- 2.1. The Library building is to be open free of charge to the public for library purposes at the hours posted, except when closures are approved by a motion of the Board or when closures are required for maintenance purposes.
- 2.2. No person using the library building shall:
  - 2.2.1. Contravene any Library Board Policy.
  - 2.2.2. Create any excessive disturbance for other library users.
  - 2.2.3. Use threatening, abusive, harassing language or behaviour towards other library users or staff.
  - 2.2.4. Traffic in, consume, or appear to be under the influence of alcohol or illegal drugs and substances.
  - 2.2.5. Steal, vandalize, or damage library property, including hacking into or altering public computer settings.
  - 2.2.6. Cut or remove pages or articles from library resources.
  - 2.2.7. Sleep in the library, place feet on library's furniture, or jump and/or climb on the library's furniture or book shelves.
  - 2.2.8. Solicit other library users and staff for personal, commercial, religious, or political reasons.
  - 2.2.9. Post or distribute materials without permission from the library staff.
  - 2.2.10. Use cell phones, pagers, laptops, and other electronic devices in a manner that creates an excessive disturbance for other library users.
  - 2.2.11. Consume beverages without a lid in the library building or consume food or drink when operating the library's public computers.
- 2.3. Except with the permission of the Manager of Library Services, no person shall:
  - 2.3.1. Go into or stay in the building outside of the open hours posted.
  - 2.3.2. Bring any animal, other than a registered assistance animal, into the building.
  - 2.3.3. Bring wheeled vehicles or conveyance, other than a wheelchair, walker, baby carriage or stroller, into the building.
- 2.4. Children under the age of 18 must be attended in accordance to Library Policy.
- 2.5. The Library rules of Conduct will be posted in the building for public viewing.
- 2.6. Persons who do not act in accordance to 2.2, 2.3, and 2.4 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff may suspend or restrict library privileges and/or may direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.
- 2.7. All persons in the library building shall comply with applicable public health regulations, including non-smoking regulations.
- 2.8. No member of the public is to be left in the library building for any purpose without a staff person or member of the Board always present. Town of Hinton staff have access to the building in relation to building concerns and/or janitorial services. Security persons may have access to the building under special circumstances.

## **3. Procedures for 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. Completion of an official Hinton Municipal Library card application form.
- 3.1.2. For applicants ages 18 and up, one piece of photo ID bearing the applicant's permanent address must be presented.
- 3.1.3. For a child's card, a parent or guardian must present photo ID bearing the applicant's permanent address.
- 3.1.4. Photo ID requirements may be amended and/or waived by the Manager of Library Services.
- 3.1.5. Presentation of payment of applicable fees as outlined by Schedule A. Fees are reviewed yearly by the Board and may be changed by a motion of the Board.
- 3.2. Applicants will receive a library card which:
  - 3.2.1. Is valid from the date of issue to the date of expiry unless revoked by the Manager of Library Services under 6.3. Date of expiry is one year from the date of issue.
  - 3.2.2. Remains the property of the Hinton Municipal Library.
  - 3.2.3. Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/legal guardian in the case of a child membership or under special circumstances.
- 3.3. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.
- 3.4. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing, consents to having their birthdate entered on their record, and has an email address to be entered on their record.

#### **4. Responsibilities of a Library Cardholder**

- 4.1. The cardholder named on a library card will be responsible for all uses on the card. The cardholder may designate alternate people to use the card; however, the cardholder named on the library card will still be responsible for all uses on the card.
- 4.2. Loss or theft of a current library card 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 as outlined in Schedule A. Fees are reviewed yearly by the Board and may be changed by a motion of the Board.
- 4.3. Cardholders must notify the library of any change of contact information as soon as possible.
- 4.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a Child's card, the parent or legal guardian who signed the Child's cardholder application form is responsible for all library items borrowed on that card and will compensate the library for all items damaged or lost while borrowed on that card.
- 4.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B. Loan periods are reviewed yearly by the Manager of Library Services and may be changed at that time.

## **5. 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. There is no charge for consultation with members of the library staff or receiving basic information services.
- 5.2. Loan periods for library resources are set out in Schedule B. Loan periods are reviewed yearly by the Manager of Library Services and may change at that time.
- 5.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Manager of Library Services.
- 5.4. Hinton Municipal Library resources may be reserved and shipped to cardholders at other transacting libraries in accordance with policies and procedures established by The Regional Automation Consortium (TRAC). Cardholders are not responsible for damage or loss of library resources that occurs during shipping.

## 6. Penalty Provisions

- 6.1. The procedure for demanding the return of overdue resources are as set out in Schedule C. Procedures are reviewed yearly by the Board and may be changed by a motion of the Board.
- 6.2. As per 4.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C. The fine schedule is reviewed yearly by the Board and may be changed by a motion of the Board.
- 6.3. A library card may be denied or revoked by the Manager of Library Services if the cardholder fails to satisfy the conditions prescribed in 4 or has previously shown that they cannot be trusted with library resources by repeated damaged to or loss of library materials and/or by non-payment of overdue fines and/or loss or damage assessments.
- 6.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s41*. The range of penalties applying on conviction for such an offense is set out in Schedule C. Penalties are reviewed yearly by the Board and may be changed by a motion of the Board.
- 6.5. Any fine or penalty imposed pursuant to an offence under 6.4 insures to the benefit of the Town of Hinton Library Board in accordance to the *Libraries Act, s.42*.

**7. Services**

7.1. Service fees are listed in Schedule D. Service Fees are reviewed yearly by the Board and may be changed by motion of the Board.

## **8. FOIP**

8.1. To establish the administrative structure of the Library in relation to the Freedom of Information and Protection of Privacy Act of Alberta (FOIP) and to set fees there under.

### **8.2. Definitions**

8.2.1. "Act" means FOIP S.A.1994, c.F-18.5;

8.2.2. "Applicant" means the Hinton Municipal Library and includes any Board or Committee created by the Library and all members or officers appointed or chosen by the Library;

8.2.3. "Manager of Library Services" means the person Board appointed as the Manager of the Library, including any person holding the position of Designated Head/CEO in an acting capacity. The Manager of Library Services is responsible and accountable for all decisions taken under FOIP.

### **8.3. Fees**

8.3.1. Any fee for service is payable in accordance with FOIP Regulation, AR 200195, as amended from time to time.

## 9. Teck Coal Room

- 9.1. The purpose of this bylaw is to facilitate the use of the Teck Coal Room by the Library Board, for Library programs, by Town departments, and by members of the public, while ensuring that the room and equipment remains in good repair. The Teck Coal Room will hold about 75 people comfortably. It can also be divided into 2 spaces, a large side which is 2/3 of the space will hold about 50 people comfortably, and a small side which is about 1/3 of the space will hold about 25 people comfortably. Use of the large side of the Teck Coal Room includes chairs, a board table, a smartboard and computer with internet access, wi-fi, a projector and screen, a mobile speaker system, and a continental kitchen area. Use of the small side of the Teck Coal Room includes chairs, 4 folding banquet style tables, a projector and screen, wi-fi, and a mobile speaker system.
- 9.2. Use of the Teck Coal Room by the Library Board takes priority over all other use and may, at the Library Board's discretion, bump any other bookings at any time. These bookings are not billable.
- 9.3. Use of the Teck Coal Room for Library programs and meetings takes next priority and is booked as far in advance as possible by Library staff. These bookings are not billable.
- 9.4. Members of Town departments must speak to a Library staff member and fill out the appropriate form to book the Teck Coal Room. These bookings will be taken on a first come, first served basis and are subject to availability. These bookings are not billable if the booking is for a Town staff meeting or a free public information session. These bookings are billable if the booking is for a program run by a Town department where attendees are charged a fee to register.
- 9.5. Members of the public must speak to a Library staff member and fill out the appropriate form to book the Teck Coal Room. These bookings will be taken on a first come, first served basis and are subject to availability. These bookings are not billable if the booking is for a free public information session. These bookings are billable if the booking is for a paid or closed program/event.
- 9.6. The Library Board reserves the right to refuse any rental requests at its discretion and delegates this right to the Manager of Library Services.
- 9.7. The Teck Coal Room is only available for use by the public or Town departments during regular Library open hours. A Library staff member will open the Teck Coal Room for renters at their scheduled time and provide a brief safety orientation. A Library staff member will be available for equipment assistance or troubleshooting during the booking time. If time is needed for set up and/or clean-up it must be included in the initial booking request.
- 9.8. The fees for use of the Teck Coal Room are Stated in Schedule E and are reviewed yearly by the Board and may be amended on a situational basis by discretion of the Manager of Library Services.
- 9.9. Renters are responsible for setting up the room for their events and returning the room to its original condition once their activity is complete. Library staff is responsible for setting up equipment and technology for events, as well as putting such equipment away afterwards.
- 9.10. Renters will not permit any actions by attendees at their program or event which may be deemed a nuisance, annoyance, or contrary to any federal, provincial, or municipal law or regulation. Renters will obey all Library policies.
- 9.11. Renters are responsible for the conduct of participants at all times during their rental period and will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings.

9.12. The Library Board reserves the right, at its discretion, to book public areas of the Library for group use during regular Library open hours and such use will not be billed. The Library Board delegates this right to the Manager of Library Services.

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Schedule A – Fees for the Issuance of Library Cards

Child’s Card (ages 0-17) with a lending limit of 40 items.	Free
Adult’s Card (ages 18 and up) with a lending limit of 40 items.	Free
Temporary Resident (expires after 6 months) with a lending limit of 40 items (In-house items only)	Free
Replacement card	\$2.00

Fees may be waived at the discretion of the Manager of Library Services as per Bylaw 6.3.

All Library card applications are subject to review and may be denied by the Manager of Library Services as per Bylaw 6.3.

Fee schedules are reviewed yearly by the Board and may be changed by a motion of the Board.

Date fees for the issuance of library cards schedule was approved by the Town of Hinton Library Boards January 22, 2018

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### Schedule B – Loan Periods for Library Resources

1. All circulating resources are loaned for three weeks, with the following exceptions:
  - a. Audiovisual recording (DVD and Blu-ray) are loaned for two weeks.
  - b. Videogames are loaned for two weeks.
  - c. Magazines are loaned for two weeks.
  - d. Story bags are loaned for two weeks.
2. Renewal Period: all circulating resources may be renewed a maximum of two times for a total loan of nine weeks, except for audiovisual recordings, videogames, magazines, and story bags which may be renewed a maximum of two times for a total of six weeks.
  - a. All items checked out to cardholders are available for being placed on hold by other cardholders, and if placed on hold by another cardholder must be returned on their due date.
  - b. If a library resource is on hold for another cardholder when a renewal is requested no renewals will be granted.
  - c. Extended due dates may be granted at the discretion of the Manager of Library Services in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
  - d. Interlibrary loan items are typically not able to be renewed, unless authorized by the lending library.

Date loan periods schedule was reviewed by the Manager of Library Services: January 22, 2018

Schedule C – Overdue Fines and procedures for the Return of Overdue Material

Material Type	Charge per Day	Maximum Charge per Item
Print books	\$0.20	\$10.00
Magazines	\$0.20	\$10.00
Story bags and Kits	\$0.20	\$10.00
Audiovisual materials (DVD, Blu-Ray, Videogames, Music CDs, talking books)	\$0.50	\$10.00

1. Procedures for return of overdue materials.
  - a. An almost overdue notice is produced one week before the item(s) is/are due and the cardholder is notified by the library's integrated library system (ILS).
  - b. An overdue notice is produced one week after the items(s) is/are due and the cardholder is notified by the library's ILS.
  - c. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is notified by the library's ILS.
  - d. A third and final notice is produced four weeks after the item(s) is/are due and the cardholder is notified by the library's ILS. Depending their default notice setting, it may be printed and mailed to the cardholder by the Hinton Municipal Library.
  - e. Cardholders who have reached a maximum fine of \$10.00, or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account is paid down below \$10.00.
  - f. Notwithstanding 1.e, accounts may be paid in installments without loss of borrowing privileges and/or overdue fine amounts may be reduced or waived under special circumstances at the discretion of the Manager of Library Services.
2. Penalties for lost or damaged items
  - a. The purchase cost as listed in the library's ILS shall be charged either to the cardholder or the transacting library as per TRAC policies.
  - b. If the purchase cost is charged either to the cardholder or the transacting library, then the overdue fees for that item shall be waived. No cardholder or transacting library will be required to pay both the purchase cost and the overdue fees for any items.
  - c. Penalties for lost or damaged items may be waived and/or reduced depending on the age and pre-loan condition of the lost or damaged items(s) as per Yellowhead Regional Library's Item Condition Statements of Understanding.
  - d. Cardholders who have reached a penalty of \$10.00, or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account in paid down below \$10.00.

- e. Notwithstanding 2.c, accounts may be paid in installments without loss of borrowing privileges and/or penalty amounts for lost or damaged items which may be reduced or waived under special circumstances at the discretion of the Manager of Library Services.

Date overdue fines and procedures for the return of overdue materials schedule was approved by Town of Hinton Library Board: January 22, 2018

Schedule D – Service Fees

Services	Fees
Letter sized Photocopying and printing – B&W	\$0.25/page
Letter sized Photocopying and printing – Colour	\$0.50/page
Oversized paper – Photocopying and printing – B&W	\$0.50/page
Oversized paper – Photocopying and printing – Colour	\$1.00/page
Faxing (sending) 4 pages within Canada	\$2.00
Faxing (sending) 4 pages outside Canada	\$5.00
Faxing (sending) additional pages	\$0.50/page
Scan to Email	\$1.00
Exam proctoring	\$12.00/hr
Laminating (hot)	\$5.00/meter
Laminating (Cold – only for card sized items)	\$1.00/item
Folders and envelopes	\$0.25/item

Date Service fee schedule was approved by Town of Hinton Library Board: January 22, 2018

## Schedule E – Tech Coal Room Fees

- a. Whole Coal Teck Room:
  - i. Billable Profit/Commercial Business: \$34.65 per hour.
  - ii. Billable Adult non-profit booking: \$26.25 per hour.
  - iii. Billable Youth non-profit booking: \$12.60 per hour.
  - iv. Town department booking: Free.
  
- b. Large side of Coal Teck Room:
  - i. Billable Profit/Commercial Business: \$28.35 per hour.
  - ii. Billable Adult non-profit booking: \$18.90 per hour.
  - iii. Billable Youth non-profit booking: \$8.05 per hour.
  - iv. Town department booking: Free.
  
- c. Small side of Coal Teck Room:
  - i. Billable Profit/Commercial Business: \$12.60 per hour.
  - ii. Billable Adult non-profit booking: \$9.45 per hour.
  - iii. Billable Youth non-profit booking: \$8.05 per hour.
  - iv. Town department booking: Free.
  
- d. Per day rate for Large side
  - i. Billable Profit/Commercial Business: \$147.00
  - ii. Billable Adult non-profit booking: \$94.50
  - iii. Billable Youth non-profit booking: \$52.50
  - iv. Town department booking: Free.
  
- e. Per day rate for whole room
  - i. Billable Profit/Commercial Business: \$183.75.
  - ii. Billable Adult non-profit booking: \$131.25
  - iii. Billable Youth non-profit booking: 78.75
  - iv. Town department booking: Free.

Date Service fee schedule was approved by Town of Hinton Library Board: February 26, 2018