

December 3, 2005

LEGISLATIVE BYLAWS  
OF THE PEACE LIBRARY BOARD

The Peace Library Board enacts the following bylaws pursuant to *Libraries Act*, R.S.A. 2000 Chapter L-11, Section 36.

1. DEFINITIONS AND INTERPRETATIONS

1.1 Definitions

For the purposes of this by-law the expression:

- a) **Act** refers to *The Libraries Act*; R.S.A 2000, Chapter L-11 and amendments thereto;
- b) **Board** means the Peace Library Board;
- c) **Library service point** means a public library for which the Peace Library Board serves as the library board of record;
- d) **Librarian** means the person charged by the board with the operation of the library service point;
- e) **Borrower** means the person to whom a library borrower's card has been issued;
- f) **Library materials** includes any materials in the collection of any library service point or the Peace Library System or borrowed by either.
- g) **Member Library** means a public library in member municipal jurisdiction.

1.2 Interpretation

The following rules of interpretation must be applied in interpreting these by-laws:

- a) Words indicating the masculine gender also include the feminine gender and vice versa.
- b) Words indicating the singular include the plural and vice versa.
- c) Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
- d) Words indicating person also include corporations.
- e) These by-laws must be interpreted broadly and generously.
- f) Where the time limit for doing anything falls on a day when the library service point is closed to the public the time shall be deemed to be extended to the first day thereafter on which the library service point is open to the public.

## 2. ADMITTANCE TO HEADQUARTERS BUILDING

- 2.1 As the headquarters of the Peace Library System does not function as a public library, the general public does not require access to the facility. Peace Library System staff will redirect members of the public to Grande Prairie Public Library, or other area libraries and institutions as appropriate.
- 2.2 Library System personnel, board members, member library personnel and board members, along with representatives of other businesses, agencies or institutions having business with the System, will have access to the headquarters building during regular hours of operation (Monday to Friday, 8:00 a.m. - 4:30 p.m.).
- 2.3 No access to the headquarters building (other than for System personnel) outside of regular operation hours shall be permitted without the authorization of the Director and/or Chairman of the Board.
- 2.4 With the exception of the large meeting room, space within the headquarters will not be rented or loaned to outside agencies. Use of the large meeting room shall be authorized as per the terms and conditions of the Peace Library System's Meeting Room Policy.

## 3. ACQUIRING A LIBRARY BORROWERS CARD

- 3.1 Any person resident in a member jurisdiction in the Peace Library System is eligible to purchase a local library card which is a Universal Borrowers Card.
- 3.2 Universal Borrowers Cards are printed and issued at all member libraries. The registration procedure and fee for the card is determined by local library board policy.
- 3.3 The Universal Borrowers Card is honoured by all member libraries and by all libraries in The Regional Automation Consortium (TRAC), regardless of the issuing library.
- 3.4 A local library card must 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.
- 3.5 Any person resident in a jurisdiction that is not participating in the Peace Library System but is within its area of service boundaries is not eligible to receive a Universal Borrowers Card.
- 3.6 Any person resident in the Province of Alberta outside the boundaries of the Peace Library System will have his/her library card honoured at any member library providing that the library serving the municipality in which the person is a member of The Regional Automation Consortium (TRAC) or The Alberta Library

(TAL) and the person agrees to abide by the rules and regulations of the Member Library he wishes to use.

3.7 A member library issuing a Universal Borrowers Card will inform the borrower of his responsibilities. This will include providing patrons with information on loan periods, renewals, and reserves, as well as any penalties or fines associated with overdue or damaged/lost materials.

3.8 The patron to whom the card is issued is responsible for all use made of the card.

#### 4. LOAN OF MATERIALS

4.1 In accordance with *The Libraries Act*, Section 36(3), there shall be no charge for the use of library materials. However, the System will not normally make direct loans to library patrons except in jurisdictions where conventional library service is not available. Member libraries may borrow materials from System collections, as set out in policy.

#### 5. LOAN PERIOD FOR LIBRARY MATERIALS

The loan periods for various materials for are set out in Schedule A.

Unless materials are recalled because they have been requested by another library, the materials may be renewed.

Library materials may be reserved by placing a hold on the item online or contacting the staff person in charge of System collections.

#### 6. PENALTY PROVISIONS

6.1 There will be no fines for late return of materials to the Peace Library System headquarters.

6.2 The fees for damaged or lost materials are set out in Schedule B.

6.3 The procedures for demanding the return of overdue materials are set out in Schedule C.

#### 7. SUSPENSION OF BORROWING PRIVILEGES

7.1 Member library boards are responsible for policy on the suspension of borrowing privileges.

7.2 Suspension of borrowing privileges for Paperbacks by Mail patrons is in accordance with Schedule D.

7.3 A member's or jurisdiction's borrowing privileges may be suspended in accordance with Schedule D.

8. PROSECUTION

8.1 In cases of serious dereliction the board may prosecute an offense under *The Libraries Act*. Such an offense is punishable under *The Libraries Act*.

8.2 Any fine or penalty imposed pursuant to an offense under the above inures to the benefit of the Peace Library Board in accordance with *The Libraries Act*.

9. AMENDING THE BYLAWS

These Legislative Bylaws may be amended at any regular Board meeting. The only provision for advanced notice is that the proposed changes should be included in the meeting package mailed out prior to the Board meeting.

Date of first reading: December 3, 2005

Date of second reading: December 3, 2005

Date of third reading and adoption: December 3, 2005

Chair's Signature: \_\_\_\_\_

Schedule A  
Loan Periods for Library Materials

1. Adult Non-Fiction Collection - loan period is four weeks
2. Juvenile Non-Fiction Collection - loan period is four weeks
3. Adult Fiction Core Collection - loan period is four weeks
4. Juvenile Fiction Collection - loan period is four weeks
5. Professional Consulting Colln - loan period is four weeks
6. Alberta Audio Book Collection -loan period is three months
7. Christmas Blocks - loan period is three months
8. Large Print Blocks - loan period is six months
9. International Collection - loan period is six months  
*(circulated by Parkland Regional Library)*

## Schedule B

### Fees For Damaged or Lost Materials

1. The Peace Library System expects to be reimbursed for damaged or lost material. The cost of the material will be determined using current available pricing or the purchase price.
2. An additional fee may be charged as compensation for the cost of preparing the material for circulation. This fee shall be set from time to time by the Peace Library System Board.

## Schedule C

### Demanding the Return of Overdue Materials

1. Overdue notices are sent to the Member Library that borrowed the item three (3) times before the material is declared missing.
2. Once an item is declared lost, Schedule B comes into effect.

## Schedule D

### Suspension of Borrowing Privileges for Paperbacks by Mail Patrons and Direct Service Patrons

If borrowed materials are repeatedly damaged or lost by a patron or if damaged or lost materials exceed \$100.00 in value, the following steps may be undertaken.

1. The patron will be notified in writing concerning the amount owed.
2. If after notification, the patron refuses to reimburse the Peace Library System, System staff may suspend that patron's borrowing privileges.
3. Upon suspension, access to TRACpac will be blocked.
4. Upon restitution of the outstanding amount to the Peace Library System by the patron, the System shall rescind the suspension and remove the block in TRACpac. The block will be retained as history in the patron's record in accordance with the Records Management Policy.

The patron may appeal the suspension to the Director. If such an appeal is unsatisfactory, the patron may appeal in writing to the Executive Committee of the Peace Library System Board at one of its regular meetings for a decision on the matter.