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## TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAWS

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### INTRODUCTION

The Town of Cochrane Library Board created these Town of Cochrane Library Board Safety and Use Bylaws pursuant to the *Libraries Act*, R.S.A. 2000, Chapter L-11.

### DEFINITIONS AND INTERPRETATION

In these Bylaws:

1. "Act" means the *Libraries Act* and the regulations made under that Act;
2. "Board" means the Town of Cochrane Library Board;
3. "Borrower" means the person to whom a Cochrane Public Library card is issued;
4. "Materials" include, but are not limited to, books (whether hard cover, paper cover or soft cover), periodicals, pamphlets, newspapers, audio-visual materials, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micromaterials in all formats, toys, games, multi-media kits, CDs, DVDs, subscription-based online resources and any other electronic database or software and any other lending items;
5. "Executive Director" means the person charged by the Board with the operation of the Cochrane Public Library;
6. "Library" means the Cochrane Public Library;
7. "Patron" means any user of the Library, whether a borrower or non-borrower, and whether by actual presence or by telephone or any electronic means;
8. "Staff" means any person employed under the authority of the Executive Director;
9. Words in the singular include the plural and words in the plural include the singular;
10. Words imparting male persons include female persons and vice-versa; and
11. If a word or expression is defined, other parts of speech and grammatical forms of the same word or expression have corresponding meanings.

### BYLAW 1: SERVICES ACCESS

Services will not be denied or abridged because of religious, racial, social, economic, gender, sexual orientation/gender identity or political beliefs and status.

## **BYLAW 2: LIBRARY FACILITY AND EQUIPMENT**

1. The Library facility is open to all members of the public.
2. The Library facility's program and meeting rooms are available for use by individuals and groups in accordance with terms, conditions and charges as set out in Schedule A.
3. Lending of Library equipment is at the discretion of the Executive Director or designate. Fees may be charged for this equipment as determined by the Executive Director and approved by the Board.
4. All persons using the Library facility shall conduct themselves so as not to disturb other persons in the Library or cause damage to Library property, as per the Library Code of Conduct as set out in Schedule B.

## **BYLAW 3: LIBRARY CARD**

1. Requirements for a Library card include identification and proof of address and payment of the accompanying fee as set out in Schedule C.
2. An applicant of less than 18 years old needs to provide permission from a parent or guardian to fully access the Library materials.
3. The Library will then issue a Library card to anyone who has satisfied the requirements set out above and followed by Library registration procedures.
4. A Library card is valid for one year from the date of issue and may be renewed on payment of the applicable fee as set out in Schedule C.
5. Notwithstanding the above, the Library may authorize the issuance of a free year Library card to anyone who is a resident of the Town of Cochrane or the designated boundaries within the County of Rockyview, (see Attachment 1 - Library Boundaries Map) when the Library card fee presents a financial hardship to that individual.

## **BYLAW 4: USE AND LOAN OF MATERIALS**

1. Persons shall not remove materials from the Library unless they have properly checked them out according to Library procedure.
2. The loan and renewal periods for various Library materials are as set out in Schedule D.
3. Penalty provisions, including fines, revocation or suspension of privileges or offences concerning prosecution brought before the Board, are as set out in Schedule E.
4. Library Borrowers are responsible for the observance of Library rules and regulations and are responsible for all materials entrusted to their care.



## BYLAW 5: PENALTY PROVISIONS

1. The fines for late return of materials are as set out in Schedule E.
2. The fines for damaged or lost materials are as set out in Schedule E.
3. The procedures for demanding the return of overdue materials are as set out in Schedule E.
4. The opportunity to place Holds may be restricted for the reasons as set out in Schedule E.
5. In accordance with Section 41 of the Act, access to the Library facility and/or its services may be denied for due cause, as laid out in the Library Code of Conduct as in Schedule B.
6. When access to Library privileges has been denied, revoked or suspended, the patron will be notified verbally and in writing of the reason for the denial, revocation or suspension. Notification will include time period of denial, revocation or suspension, reason and the terms under which privileges can be reinstated, as per Schedule B.
7. A patron, whose Library privileges have been denied, revoked or suspended may, within 30 days of such denial, revocation or suspension, make an appeal to the Board, in writing, setting out the grounds of the appeal.
8. The decision of the Board in such an appeal under Subsection 7 of the Act is final.
9. At the discretion of the Executive Director, an overdue account may be sent to a collection agency. The cost for this will be added to the Borrower's overdue amount owed.
10. Paid penalties are not refundable.
11. Any person who willfully contravenes these Bylaws is guilty of an offence under Section 41 of the Act, in addition to any liability that may attach civilly or under the Criminal Code of Canada.
12. Each offence brought before the Board concerning prosecution will be dealt with on an individual basis.
13. Any fine or penalty imposed pursuant to the prosecution of any offence under this Section of the Act inures to the benefit of the Board in accordance with Section 42 of the Act.

First Reading: Oct. 18, 2016

Second Reading: Oct. 18, 2016

Third Reading and adopted this 18 day of October, 2016

Board Approved Jean Urschel Board Chair

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## TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAW SCHEDULES

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### SCHEDULE A – USE OF LIBRARY MEETING ROOMS

Library sponsored programs and meetings will have unlimited advance booking privileges for any Library facility program and meeting rooms.

The program and meeting rooms are then available to community individuals and groups for programs or meetings when not otherwise being used by the Library.

Rental fees are determined by the Executive Director as approved by the Board. Fees may be waived at the discretion of the Executive Director if the user groups are in partnership with the Library or a not-for-profit organization. Current fees are:

Spray Lake Boardroom	\$30.00 per hour
Multi-Purpose Room	\$50.00 per hour
Break Out Room A	No charge for walk in use/ \$10.00 per hour
Break Out Room B	No charge for walk in use/ \$10.00 per hour
Rotary Lounge (in public area)	No charge

Break Out rooms are available for free use on a first-come, first-served basis. To guarantee room usage, persons or organizations should book ahead, but then must pay the fee.

All rooms are wheelchair accessible and have WIFI capability. Laptops, projector and video conference facilities via large flat screen TV are also available at no extra charge.

Rooms may be booked outside of library opening hours.

Serving of alcoholic beverages may be permitted with prior approval and requires appropriate licensing.

The meeting rooms shall be left in a clean and orderly condition. Any damage to the Library facility and/or equipment is the financial responsibility of the user.

Individuals or groups using the rooms may not disrupt the use of the Library by other patrons. Persons attending programs or meetings are subject to all Library rules and regulations.

Programs or meetings may not normally extend past the normal hours of operation of the Library unless special arrangements have been made in advance with the Executive Director.

The Library is not responsible for articles or equipment left in the meeting rooms after a program or meeting.

Granting of permission to use the Library facility does not constitute an endorsement by the Cochrane Public Library or the Board, of the individual or group and their/its beliefs.

A contract must be filled out for the use of a Library meeting room. This contract must be signed by the individual or a designate of the group.



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## TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAW SCHEDULES

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### SCHEDULE B – LIBRARY CODE OF CONDUCT

While in the Library facility, patrons should be:

- respectful of others in the Library;
- careful and considerate of Library property;
- lawful; and
- responsible.

While in the Library, every patron must:

- dress appropriately: shoes and a shirt must be worn;
- attend to and supervise children in their care;
- attend to personal belongings;
- use Library furniture, equipment, washrooms, and property properly and for their intended purposes only; and
- leave the Library promptly at closing time and when requested to do so in emergency situations.

Behaviours which are not permitted in the Library include:

- threatening, abusive, harassing language, behavior or actions;
- behaviour that disturbs others' use of the Library or damages Library property;
- being under the influence of alcohol or illegal substances;
- selling, using, or possessing alcohol or illegal substances;
- carrying weapons or implements which can be used as weapons;
- damage or theft of Library materials;
- sleeping;
- offensive body or clothing odour;
- use of cell phones, pagers, head phones, and other communication devices which disturbs other's use of the Library;
- taking Library materials into the washrooms;
- bringing large bags into the Library (maximum of two small bags);
- entering non-public areas; and
- food or drink causing damage to the Library facility, equipment, or materials.

Children under 12 years of age must be accompanied by a parent or a guardian.

Violation of any provisions of the Library Code of Conduct may result in charges for damage or misuse, suspension of Library privileges, exclusion from the Library facility and/or criminal prosecution.

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## TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAW SCHEDULES

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### SCHEDULE C – LIBRARY CARD FEES

Child (0 – 13) with a parent's signature	Free
Youth (13-17) restricted access until they have a parent's signature	Free
Student (post-secondary) with student ID	\$15.00
Adult	\$20.00
Senior (55+)	\$15.00
Group	\$40.00
Non-resident	\$70.00

Residents must provide proof of address for the Town of Cochrane or the designated boundaries within the County of Rockyview. (see Attachment 1 - Library Boundaries Map)

Those who own property and/or operate a Cochrane based business or a business within the designated boundaries of the County of Rockyview (see Attachment 1 - Library Boundaries Map) may be issued a resident Library card upon paid presentation of a paid tax receipt for the previous year.

Patrons are issued a Library card when they register with the Library. Replacement charges for lost cards will be \$5.00 per card.

The Executive Director or designate will accept written applications for refunds within 30 days of purchase. There will be a \$5.00 administration fee for processing such an application. No refund will be considered for any borrower who has outstanding penalties.

Cardholder fees may be waived, at the discretion of the Library, in cases of financial hardship.



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## **TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAW SCHEDULES**

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### **SCHEDULE D – LOAN OF MATERIALS**

#### **Loan of Materials:**

All materials are available for borrowing with the exception of:

- reference items; and
- designated special collections.

The Executive Director or designate may make an exception to this rule.

The Library will loan materials to schools or organizations for the use of their groups with the provision that:

- books must be signed out on a teacher's or leader's card;
- the person signing out the materials is responsible for overdue, lost or damaged materials;
- the Library's book stock is not depleted to the detriment of the general public; and
- the Executive Director or designate is responsible for determining limits.

The Library reserves the right to recover any charges incurred for the procurement of materials from other sources.

#### **Loan Periods:**

Loan periods will be for 21 days, including instructional and non-fiction DVDs.

The 21 day loan period may be extended if the Library is satisfied that the materials are not required by another Borrower.

Loan period will be for one week for all media materials, except for instructional and non-fiction DVDs.

Due date means the date on which a borrowed item is due back to the Library. However, where this falls on any day when the Library is closed to the public, the due date will be extended to the first date that the Library is open;

Loan periods for reserved items will be the same as for regular materials.

The most current issue of a magazine may not be borrowed.

**Resource sharing:**

- the Regional Automation Consortia (TRAC): loan periods for all materials loaned are set by the lending library;
- the Alberta Library Online (TALonline): loan periods for inter-library loan materials are set by the lending library; and
- ME: Gives the right of any resident in Alberta holding an eligible public library card to borrow on-site. Loan periods are as per Library policies.

**Renewals:**

Materials can be renewed for a maximum of 3 times as long as there are no reserves on that item.

**Quantity of Items Borrowed:**

A Borrower may check out up to 100 items.

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## TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAW SCHEDULES

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### SCHEDULE E – PENALTY PROVISIONS

#### **Overdue Fines:**

Fines for the late return of materials (with the exception of DVDs and other media) shall be \$.25 per item per day up to a maximum of \$10.00 per item.

Fines for the late return of DVDs and other media shall be \$1.00 per item per day up to a maximum of \$10.00 per item.

A fine of \$.75 per item shall be levied for non-pickup of Holds.

Borrowers will not be able to check out materials or place Holds if \$10.00 or more in overdue fines have accrued on their account. Fines must be cleared or brought under \$10.00 for Borrowers to resume borrowing or place Holds.

A maximum overdue fine of \$10 per item will be charged.

The procedure for notice of overdue material(s) and demand for return of material(s) are as follows:

- When materials are overdue 7 days, the Borrower will be notified by email or phone;
- When materials are overdue 21 days, the Borrower will receive a second notification by email or phone; and
- Materials overdue by 3 months or more shall be considered lost or damaged items and will be charged accordingly.

#### **Lost or Damaged Items:**

Lost or damaged items shall be charged to the Borrower at the replacement cost for the item plus a \$5.00 administration fee.

#### **NSF Cheques:**

A \$25 fee will apply to any NSF cheque.



**Revocation or Suspension of Library Privileges:**

A Library card may be revoked and/or suspended by the Library for failure to return books or pay fines.

# TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAW SCHEDULES



## ATTACHMENT 1—LIBRARY BOUNDARIES MAP

