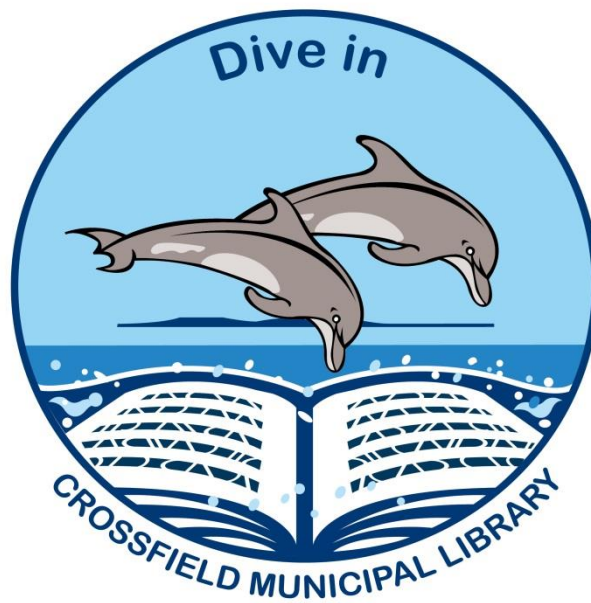


**SAFETY AND USE BYLAWS OF**  
**THE TOWN OF CROSSFIELD LIBRARY BOARD**



**Bylaws Adopted April 17, 2019**

**Schedules Last Revised February 16, 2022**

The Town of Crossfield Library Board enacts the following by-laws pursuant to the current *Libraries Act* from Alberta Municipal Affairs. The Board also follows the guidelines of the Marigold Library System.

## **1. Interpretation**

1.1. For the purpose of this by-law, the expression:

1.1.1. "Board" means The Town of Crossfield Library Board.

1.1.1.1. The Board is a corporation as defined in the Libraries Act, section 3. It was established on November 2, 1953 (Crossfield Bylaw no.169)

1.1.2. "Town" means the Town of Crossfield Council.

1.1.3. "Patron" means the person to whom a library TRAC (The Regional Automation Consortium) card has been issued.

1.1.4. "Family" is considered to be those individuals living at the same civic address.

1.1.5. "Librarian" means the person employed by the Board with the operation of the Crossfield Municipal Library.

1.1.6. "Library" means the Crossfield Municipal Library.

1.1.7. "Library items" includes all resources, regardless of format, that are held in the collection of the Library, or borrowed by the Library, and includes books, periodicals, audiovisual materials, kits, computers, and the like.

1.2. In these by-laws, unless the contrary intention appears in the context:

1.2.1. Words imparting male persons include female persons and vice versa.

1.2.2. Words in the singular include the plural and words in the plural include the singular.

1.2.3. Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.

1.2.4. 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.

1.2.5. 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.

1.3. The Board may, from time to time, change the specifics set out in the accompanying Schedules.

## **2. Library Building**

- 2.1. The library building hosts the library, the Chamber of Commerce office, and public meeting rooms.
- 2.2. The library is open to any member of the public free of charge during the operating hours posted.
- 2.3. Services for which a fee is charged are set out in Schedule D.
- 2.4. Any person within the building shall conduct himself so as not to disturb other users.
- 2.5. Misconduct by persons may result in being requested to leave the premises by the librarian or person in charge. Failure to do so may result in revocation of building access, TRAC card and/or prosecution for serious offences.
- 2.6. No person shall take away any item from the building unless
  - 2.6.1. The item has been properly checked out in agreement with the procedures established for the circulation of library items.
  - 2.6.2. The librarian or person in charge has authorized the removal.
- 2.7. Public meeting rooms are available for use and room rental information is set out in Schedule E.

## **3. Membership**

- 3.1. Any resident of Crossfield or Rocky View County may receive a TRAC card through the Marigold Library System.
- 3.2. An application pursuant to section 3.1 shall be:
  - 3.2.1. In writing in the form prescribed by the librarian.
  - 3.2.2. Dated and signed by the applicant.
  - 3.2.3. Dated and signed by the parent or guardian of an applicant who is less than 12 years old.
  - 3.2.4. Accompanied by the fee prescribed in Schedule A.
- 3.3. The librarian may issue a TRAC card to a person who has made proper application pursuant to sections 3.1 and 3.2.

#### **4. Responsibilities of a Patron**

- 4.1. A TRAC card may only be used by the patron to whom it is issued. Any exceptions are at the discretion of the librarian.
- 4.2. A patron shall notify the librarian of any change of personal information.
- 4.3. A patron shall return any library item to a library on or before the due date as prescribed in Schedule B.
- 4.4. A patron is responsible for all library items borrowed on their TRAC card and will incur fines for items overdue, damaged, or lost while borrowed on their account as prescribed in Schedule C.

#### **5. Loan of Items**

- 5.1. In accordance with the Libraries Act, there shall be NO CHARGE for the use of library items on library premises, borrowing items normally lent by the library, items acquired from other services at the discretion of the Board, consultation with members of the library staff, or receiving basic information service.
- 5.2. The loan periods for various items are set out in Schedule B.
- 5.3. Library items may be renewed as set out in Schedule B.
- 5.4. Library items may be reserved at librarian's discretion.
- 5.5. Items designated as "non-circulating" can only be used while on library premises.
- 5.6. Items designated as "local" can only be borrowed by a Crossfield patron and must be picked up at and returned to the Crossfield Library.

**6. Appeals**

- 6.1. A person who has had their TRAC card and/or building access privileges revoked may, within thirty (30) days of such revocation, make an appeal to the Board in writing setting out the grounds of the appeal.
- 6.2. The decision of the Board in an appeal pursuant to section 6.1 is final and not subject to further appeal.
- 6.3. In cases of serious dereliction, the Board may proceed with prosecution if such an offense is punishable.

**7. Freedom of Information and Protection of Privacy (FOIP)**

- 7.1. Where an applicant is required to pay a fee for services, the fee payable is set out in Schedule F.

Read a first time \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Read a second time \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Treasurer

**Schedule A: Membership**

For the issuance of a TRAC card for one year:

1. There is no fee for the card.
2. The card shall cover a twelve (12) month period from date of issuance or current expiry date, whichever is later.

## **Schedule B: Loan of Library Items**

1. There is a borrowing limit of 20 items per card, including a maximum of 4 DVDs at any one time.
2. The loan period for books, in print and non-print form, and for kits is three (3) weeks.
3. Audiovisual items, magazines, and children's tablets have a loan period of one (1) week with the exception of television series, which have a loan period of three (3) weeks.
4. "Local" items have a loan period of one (1) week.
5. All items may be renewed twice for a period equivalent to the original loan period provided there are no holds on that item.
6. Loan periods may be extended at the discretion of the librarian under special circumstances (e.g. summer holidays).
7. Exceptions to the above can be made at the librarian's discretion.

### **Schedule C: Penalty Provisions**

1. The fine for late return of all items is \$0.25 per item per day to a maximum of \$10.00 per item.
2. The fine for damaged or lost items is the replacement value plus the cost of acquiring and processing the replacement item.
3. The fine for returning kits in the outside book drop slot is \$2.00 per item.
4. Demand for return of overdue items may be by phone or letter after ten (10) days past due date.
5. Amnesty period for return of overdue items without having to pay fines may be declared at the discretion of the Board.
6. Failure to observe items 1, 2, 3, or 4 will result in suspension of borrowing privileges.
7. A TRAC card may be revoked by the librarian if fines are not paid or items not returned after a period of six (6) months.
8. Exceptions to the above can be made at the librarian's discretion.



### **Schedule D: Service Charges**

1. Photocopier & Printer
  - a. \$0.25 per page for black and white.
  - b. \$.50 per page for colour.
  
2. Fax
  - a. \$1.00 per fax.
  
3. Disc Resurfacing
  - a. \$1.00 per disc.
  
4. Credit Card Service Fee
  - a. \$2.00 service fee per \$50.00 charged to the card, beginning at \$50.01 worth of charges
  
5. Exam Proctoring
  - a. Crossfield Library Patrons: \$30.00 per exam, plus any printing or fax charges.
  - b. Non-Crossfield Patrons: \$60.00 per exam, plus any printing or fax charges.
  
6. Any of the above charges may be adjusted at the discretion of the librarian.

### Schedule E: Room Rentals

1. Use by commercial enterprises and other groups (meaning individuals or non-profit groups holding activities/events outside the purview of the library, at the discretion of library staff) are as follows:

<b>Room</b>	<b>Commercial use</b>	<b>Other use</b>
Room 1 (20 people)	\$20.00/hour	\$20.00/event
Room 2 (6 people)	\$15.00/hour	\$15.00/event
Room 4 (100 people)	\$40.00/hour	\$40.00/event
After hours use fee	\$150.00/event	\$60.00/event

All rentals include access to the upstairs kitchenette and such tables and chairs that are available at the time.

2. Room rentals outside regular library hours require a damage deposit as follows:

<b>Room</b>	<b>Resident</b>	<b>Non-resident</b>
Deposit Room 1 (20 people)	\$200.00	\$400.00
Deposit Room 2 (6 people)	\$100.00	\$200.00
Deposit Room 4 (100 people)	\$300.00	\$600.00

3. Additional fees (per event)
  - a. Early Set Up Day Prior \$50.00
  - b. TV / DVD Rental \$25.00
  - c. Sound System Rental \$25.00
  - d. White Tablecloths Rental \$ 3.00 each (5 available)
  - e. Late Cancellation Fee \$25.00
  - f. Lost Keys (per set) \$55.00
  - g. Additional Cleaning after event \$100.00/hour
4. Any of the above charges may be adjusted at the discretion of the librarian.

**SCHEDULE F: Fees for Requests by Applicants under FOIP**

The fees set out in this Schedule are the amounts that will be charged to applicants, with a minimum of one hour charged.

1. Initial application fee including GST	\$27.00
2. For locating and retrieving a record	\$30.00 per hour
3. For producing a record from an electronic record	
a) computer processing related charges	Actual amount charged to library
b) computer programming	\$30.00 per hour
4. For preparing and handling a record for disclosure	\$30.00 per hour
5. For supervising the examination of a record	\$30.00 per hour
6. For shipping a record or a copy	Actual amount incurred
7. For copying a record in electronic, audio or video formats	Actual amount incurred