

RED DEER PUBLIC LIBRARY BY-LAWS	SUBJECT: LIBRARY MATERIALS	SECTION: 3.13 PAGE: 1 of 3 DATED May 1995
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Normally, all library materials shall be made available for use at no cost to registered patrons of the library. However, where costs such as photocopying, insurance, interlibrary loan or postage charges are incurred when borrowing materials from other libraries or institutions for patron use, and the materials thus acquired do not become part of the permanent collection of the library and therefore cannot be used by other patrons, the charges so incurred may be passed on to the requesting borrower.

Materials loaned from the library's collection shall be made available to the public for set periods of time as set out in Schedule C of the By-Law. Where these materials are not returned within the time set out in the By-Law, penalties as set out in Schedule D of the By-Law shall be assessed to the borrower.

In the event that materials loaned are lost, damaged or otherwise not returned to the Red Deer Public Library, the borrower shall be required to make payment for those materials in accordance with the provisions of Schedule D of the By-Law.

The library recognizes that under very limited and special circumstances, reference materials may be required for use outside the library (legal appearances, emergency measures staff, etc.). At the discretion of the Adult Services Librarian or Children's Services Librarian, reference materials may be made available for overnight loan.

Normally a special loan shall be only those materials that are not encyclopaedic in format, directories, yearbooks, almanacs, or which do not belong to a set or series.

The following restrictions shall apply to the loan and interlibrary loan of library materials:

1. Reference Materials

Materials designated as Reference are those materials that are part of the library's permanent special collection. Such materials contain information which is not readily available elsewhere, or, by reason of the format, scope or cost, are best used for ready information and quick reference. By keeping them in the library, they are available to all patrons at any time. The various reference collections are:

1.1 Galbraith Collection

Materials held in the Galbraith Canadiana Collection do not circulate, but may be consulted in-house.

- 1.2 Books  
Reference materials are indicated by a reference sticker above the spine label. Print materials also have a reference stamp on the title page and a label inside the back cover.
  - 1.3 Consumer Corner  
The library maintains a special collection of consumer material labelled CC that includes buying guides, reports and handbooks.
  - 1.4 Vertical File  
Vertical file materials include pamphlets and clippings of topical interest.
  - 1.5 Education and Careers Corner  
This is a special collection of college calendars and books designed to help patrons realize their career and educational goals.
  - 1.6 Microforms  
The library maintains periodical back files of major magazine titles and the Red Deer Advocate in microfilm or microfiche formats. Reader/ printers are available to facilitate patron use of these materials.
2. Toys  
The library maintains a lending library of educational toys in the Children's Department. These toys may be borrowed only by library patrons who have completed a further registration for the Toy Library. This further registration limits the liability of the library for any damage or injury that might arise from the use of the toys by children.

The following will apply to the loan and interlibrary loan of library materials:

- ? Once a lost book is paid for, it belongs to the patron and the library will not take it back and refund money if the patron later finds it. An exception will be made if the patron finds the lost book within 30 days of paying for it. All overdue fines must be paid before a book is returned for reimbursement.
- ? Any fine must be paid in full or patron will be categorized as delinquent after 6 weeks and not be allowed to borrow any additional materials. The patron will receive one verbal warning after he has been informed of the fine owing.
- ? Parent(s)/ guardian(s) will lose their borrowing privileges if one of their children is delinquent. However, other minor children in the family will not be penalized.
- ? Juveniles will not be able to sign out any books until their application form has been returned, signed by a parent/ guardian, with identification and membership fee. Circulation or Children's will offer to hold selected books for 48 hours, which is a

sufficient time for the application to be returned. The following note will be attached to the application:

"Dear Parent or Guardian: We have some books on hold for your child. If you agree to accept responsibility, please sign the application form so we can process your child's card. If there is a problem, please phone the Circulation Department between 9:30 a.m. - 4:30 p.m. at 346-7470".