

BY-LAW OF THE RED DEER PUBLIC LIBRARY

The Red Deer Library Board enacts the following by-law pursuant to The Libraries Act, R.S.A. Chapter L-12.1, 1983, Section 40.

I. **Interpretation**

- (1) For the purposes of this by-law the expression:
- a) "act" refers to The Libraries Act, R.S.A., Chapter L-12.1, 1983.
  - b) "board" means the Red Deer Library Board
  - c) "borrower" means the person to whom a library membership card has been issued.
  - d) "director" means the person charged by the board with the operation of the Red Deer Public Library
  - e) "library" means the Red Deer Public Library and Dawe Library
  - f) "library materials" includes periodicals, newspapers, audio and video cassettes, micromaterials in all formats, toys and games in the collection of the Red Deer Public Library or borrowed by the Red Deer Public Library

2. **Library Facility**

- (1) The portion of the building used for public library purposes is open to any member of the public FREE OF CHARGE.
- The hours of opening are as set out by the board from time to time.
- (2) Charges for the use of library premises not normally used for public library purposes are set out in Schedule A which is attached hereto and forms part of this by-law.
- (3) Persons using the library building shall conduct themselves so as to not disturb other library users.

3. **Procedure for Acquiring a Membership Card**

- (1) An application shall be:
- a) entered directly in terminal according to prescribed procedure
  - b) application and/ or card must be signed by the applicant, or signed by the parent or guardian of an applicant who is less than 18 years old
  - c) accompanied by an annual membership registration fee prescribed in Schedule B

4. **Responsibilities of a Member**

- (1) A membership card may be used only by the person to whom it is issued
- (2) A member shall notify the library of any change of address and/or telephone number.
- (3) Members must take proper care of any library item borrowed.
- (4) Members should return any library item to the library on or before the due date as provided in Schedule C.

5. **Loan of Materials**

- (1) In accordance with The Libraries Act Section 40 (3) there shall be NO CHARGE for the use of library materials. This includes materials used on the premises, or materials loaned.
- (2) The loan periods for various materials are set out in Schedule C.
- (3) Library materials may be reserved in accordance with policy established by the board.
- (4) Library materials may be renewed in accordance with policy established by the board.

**Note:** *Policy 4.4 allows some modification of loan period by the Director.*

6. **Penalty Provisions**

- (1) The fines for late return of materials are as set out in Schedule D.
- (2) The fines for damaged or lost materials are as set out in Schedule D.
- (3) A membership card may be suspended by the director for the reasons set out in Schedule D.
- (4) A person who has had his membership suspended pursuant to 6(4) may within 30 days of such revocation make an appeal to the board in writing setting out the grounds of the appeal.
- (5) The decision of the board in an appeal pursuant to 6(4) is final and not subject to further appeal.
- (6) In cases of serious dereliction the board may prosecute an offence under The Libraries Act, Section 45. Such an offence is punishable under the Libraries Act, s45.
- (7) Any fine or penalty imposed pursuant to an offence under 6(6) enures to the benefit of the Red Deer Library Board in accordance with The Libraries Act, Section 46.