

# OLDS & DISTRICT MUNICIPAL LIBRARY BYLAWS

Further to the Town of Olds Bylaw 1244-82 establishing the Olds & District Municipal Library, and pursuant to the Libraries Act, Chapter L-11, R.S.A. 2000, Section 36.

## 1.0 Interpretation

1.1 For the purpose of this Bylaw, the expression:

- a) "Act" refers to the **Libraries Act**, R.S.A. 2000, Chapter L-11 and amendments thereto.
- b) "Board" means the Olds and District Municipal Library Board.
- c) "Borrower" means the person to whom a library borrowers card has been issued.
- d) "Librarian" means the person charged by the board with the operation of the Olds and District Municipal Library.
- e) "Library resources" means any material, regardless of format, that is held in a library's collection and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micromaterials, toys and games, kits, CD-ROMS and electronic databases in the collection of the Olds and District Municipal Library or borrowed by the Olds and District Municipal Library.

1.2 In this Bylaw, unless the contrary intention appears in the context:

- a) Words imparting male persons include female persons;
- b) Words in the singular include the plural and words in the plural include the singular;
- c) Where a word is defined, other parts of speech and tenses of that word have corresponding meanings; and
- d) Where a period of time dating from a given day, act or event is prescribed or allowed for any purpose, the item shall be reckoned exclusively of such day or the day of such act or event.

1.3 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 extend to the first day thereafter on which the Library is open to the public.

## 2.0 Authority

2.1 The general management, regulation, and control of the Library shall be vested in and exercised by the Board.

2.2 The Board shall operate in accordance with those sections of the Libraries Act of the government of the Province of Alberta, which pertain to Municipal Libraries, and also the requirements of membership in Parkland Regional Library System.

### **3.0 Library Facility**

- 3.1 The portion of any building used for public Library purposes is open to any members of the public **FREE OF CHARGE** during the hours of opening as are set out by the Olds and District Municipal Library Board from time to time.
- 3.2 Charges for the use of the library premises not normally used for public library purposes are set out in Schedule **D** that is attached hereto and forms part of this bylaw.
- 3.3 Any person using the library building shall conduct himself so as to not disturb other library users.

### **4.0 Membership**

- 4.1 Any resident of Olds and District is eligible to apply for a borrowers card.
- 4.2 An application pursuant to 4.1 shall be:
  - a) In writing in form prescribed by the librarian.
  - b) Dated and signed by the applicant.
  - c) Dated and signed by the parent or guardian of an applicant who is less than 16 years old.
  - d) Accompanied by the fee prescribed in Schedule A.
- 4.3 The librarian may issue a borrower's card to a person who has made proper application to 4.1 and 4.2.

### **5.0 Responsibilities of a Borrower**

- 5.1 A borrower's card may only be used by the person to whom it has been issued or by an immediate family member.
- 5.2 A borrower shall notify the librarian of any change to address and/or telephone number.
- 5.3 A borrower should take proper care of any library item entrusted to his/her care.
- 5.4 A borrower should return any library item to the library on or before the due date as provided in Schedule B.

### **6.0 Loan of Library Resources**

- 6.1 In accordance with the Libraries Act Section 36 (3) there shall be **NO CHARGE** for the use of library resources. This includes resources used on the premises, resources loaned or resources acquired from other sources at the discretion of the Board.
- 6.2 The loan periods for various library resources are set out in Schedule B.
- 6.3 Library resources may be reserved in accordance with policy established by the Board.
- 6.4 Library resources may be renewed in accordance with policy established by the Board.

**7.0 Penalty Provisions**

- 7.1 The fines for late return of materials are as set out in Schedule C.
- 7.2 The fines for damaged or lost materials are as set out in Schedule C.
- 7.3 The procedures for demanding the return of overdue materials are as set out in Schedule C.
- 7.4 Borrowing privileges may be revoked by the librarian for the reasons set out in Schedule C.
- 7.5 A person who has had his/her borrowing privileges revoked pursuant to (7.4) may, within 30 days of such revocation, make an appeal to the board in writing setting out the grounds for the appeal.
- 7.6 The decision of the board in an appeal pursuant to (7.5) is final and not subject to further appeal.

**8.0 Amendments**

- 8.1 Amendments to these bylaws may be made by giving a proposed amendment three successive readings that are approved by a majority vote. Unanimous consent is required for the third reading to be considered at the same meeting in which the first reading is given. A copy of the new bylaw is provided to the Secretary of the Town of Olds.

Read a first time \_\_\_\_\_

Read a second time \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Treasurer

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

## **FOIP (Freedom of Information and Protection of Privacy Bylaw)**

### **1.0 Purpose**

- 1.1 The purpose of the bylaw is to establish the administrative structure of Olds and District Municipal Library in relation to the Freedom of Information and Protection of Privacy Act and to set fees thereunder.

### **2.0 Definitions**

- 2.1 For the purposes of this Bylaw, unless the context otherwise requires:

- a) "Act" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25;
- b) "Applicant" means a person who makes a request for access to a record under section 7(1) of the Act;
- c) "Board" means the Olds Municipal and District Library Board and includes any committee, commission, panel, agency or corporation that is created or represented by the Olds Municipal Library board and all the members or officers of which are appointed or chosen by the Olds Municipal and District Library Board.
- d) "Librarian" means the person charged by the board responsible for the operation of the Olds Municipal and District Library Board.
- e) "Province" means the Province of Alberta.

### **3.0 Authority**

- 3.1 For the purpose of the Act, the Librarian is designated as the Head of the Board.

### **4.0 Fees**

- 4.1 Where an applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of Information and Protection of Privacy Regulation, AR 200/95, as amended from time to time or any successor Regulation that sets fees for information from the province.