

BYLAW L- 2004-1
BY-LAWS OF THE ROCKY MOUNTAIN HOUSE PUBLIC LIBRARY BOARD

The Rocky Mountain House Public Library Board enacts the following by-laws pursuant to the Libraries Act, R.S.A 2000, Chapter L-11, Section 36.

INTERPRETATION

- 1 (1) For the purpose of this by-law the expression:
- a) "Library" refers to the Rocky Mountain House Public Library.
 - b) "Act" refers to the *Libraries Act*, R.S.A. 2000, Chapter L-11 and amendments thereto.
 - c) "Board" means the Rocky Mountain House Public Library Board.
 - d) "Borrower" means the person to whom a library borrowers card has been issued.
 - e) "Librarian" means the person charged by the board with the operation of the library.
 - f) "Library resources" means any material, regardless of format, that is held in a library's collection and includes books, periodicals, newspapers, audio recordings, video recordings, projected media, paintings, drawings, photographs or prints, micromaterials, toys and games, kits, computer software, CD-ROMS and electronic databases in the collection of the Library or borrowed by the Library.
- 1 (2) In these by-laws, 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.
 - d) 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 (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 be extended to the first day thereafter on which the library is open to the public.

Library Facility

Access to the Public Library Portion of the Building	2(1) The portion of any building used for public library purposes is open to any member of the public FREE OF CHARGE during the hours of opening as are set out by the Rocky Mountain House Public Library Board from time to time.
Multi Purpose Room Rental	2(2) Charges for the use of library premises are normally used for public library purposes are set out in <u>Schedule A</u> that is attached hereto and forms part of this by-law.
Conduct in the Library Building	2(3) Any person using the library building shall conduct himself so as to not disturb other library users.

PROCEDURE FOR ACQUIRING A BORROWERS CARD

- 3 (1) Any person resident in the Town of Rocky Mountain House or within the geographical boundaries of the Municipality of County of Clearwater is eligible to apply for a borrowers card.

Non-residents may apply for a temporary borrower's card.

- 3 (2) An application pursuant to 3(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 B.
- 3 (3) The librarian may issue a borrower's card to a person who has made proper application to 3(1) and 3 (2).

Responsibilities of a Borrower

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

Loan of Library Resources

No charge for Loan of Library Resources	5(1) In accordance with the Libraries Act Section 40(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.
Loan Period for Library Resources	5(2) The loan periods for various library resources are set out in <u>Schedule C</u> .
Reserve	5(3) Library resources may be reserved in accordance with policy established by the Board.
Renewals	5(4) Library resources may be renewed in accordance with policy established by the Board.

Penalty Provisions

- 6 (1) The fines for late return of library resources are as set out in Schedule D.
- 6 (2) The fines for damaged or lost resources are as set out in Schedule D.
- 6 (3) The procedures for demanding the return of overdue resources are as set out in Schedule D.

Revocation of Borrowers Card Appeal	6(4) A borrower's card may be revoked by the librarian for the reasons set out in Schedule D. 6(5) A person who has had his borrower's card revoked pursuant to 6(4) may with 30 DAYS of such revocation make an appeal to the Board in writing setting out the grounds of the appeal. 6(6) The decision of the board in an appeal pursuant to 6(5) is final and not subject to further appeal.
Prosecution	6(7) In cases of serious dereliction the Board may prosecute an offence under the <i>Libraries Act</i> , Section 41. Such an offence is punishable under the <i>Libraries Act</i> , s41. The range of penalties applying on conviction for such and offence is set out in Schedule D. 6(8) Any fine or penalty imposed pursuant to an offence under 6(7) inures to the benefit of the Board in accordance with the <i>Libraries Act</i> , s42.

Read a first time: _____

Read a second time: _____

Chair – Marilyn Christiansen

Secretary - Dianne Guidera

Read a third time and adopted this: _____ day of _____, 2004.

Schedules A to G are part of the By-laws of the Rocky Mountain House Public Library

Schedule A – Room Rental Fees

Schedule B – Borrowers Card Fees

Schedule C – Loan Periods for Library Resources

Schedule D – Penalty Provisions

- 1) Fines for late return of library resources
- 2) Procedures for notice of overdue materials and demand for return of materials.
- 3) Fines for damaged or lost materials.
- 4) Revocation of borrower cards
- 5) Procedure for prosecution.
- 6) Penalties for abuse of borrowing privileges.

Schedule E – Travel and Expenses

Schedule F – Employee Service Awards

Schedule G – Benefits

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FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW

Whereas, pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, c.F-18.5, the Rocky Mountain House Library Board of Rocky Mountain House must designate a person or group of persons as the head of the Rocky Mountain House Library Board for the purposes of the *Act*;

And Whereas, pursuant to Sections 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Rocky Mountain House Library Board of Rocky Mountain House may set any fees payable to the Rocky Mountain House Library Board for services under the *Act* and Regulations;

Rocky Mountain House Library Board enacts:

PART 1 – PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE	1. The purpose of the Bylaw is to establish the administrative structure of the Rocky Mountain House Library Board of Rocky Mountain House in relation to the <i>Freedom of Information and Protection of Privacy Act</i> , and to set fees thereunder.
DEFINITIONS	2. In this Bylaw, unless the context otherwise requires: “ Act ” means the <i>Freedom of Information and Protection of Privacy Act</i> , S.A. 1994, c.F-18.5; “ Applicant ” means a person who makes a request for access to a record under section 7(1) of the <i>Act</i> ; “ Rocky Mountain House Library Board ” means the Rocky Mountain House Library Board of Rocky Mountain House and includes all the members of which are appointed or chosen by the Rocky Mountain House Library Board of Rocky Mountain House; “ Librarian ” means any person who holds the position of Librarian in an Acting capacity of the Rocky Mountain House Public Library; “ Province ” means the Province of Alberta
INTERPRETATION	3. The marginal notes and headings in this Bylaw are for reference purposes only.

PART II – DESIGNATED HEAD

DESIGNATED HEAD	4. For the purpose of the <i>Act</i> , the Librarian is designated as the <i>Freedom of Information and Protection of Privacy</i> Head of the Rocky Mountain House Library Board.
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PART III – FEES

FEES	5. 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 requests for information from the Province.
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PART IV – GENERAL

EFFECTIVE DATE	6. The Bylaw comes into effect on October 1, 1999
REPEAL	7(1) Bylaw L – 99 - 1, The Right to Information Bylaw, as amended is repealed _____. 7(2) Where a request for information was given and not disposed of before the coming into force of this Bylaw, the request is deemed to be a request made on October 1, 1999, under the provisions of the <i>Act</i> .

READ a first time May 18, 2004.

Read a second time: _____

Chair – Marilyn Christiansen

Secretary – Dianne Guidera

Read a third time and adopted this _____ day of _____, 2004.