

CLIVE PUBLIC LIBRARY  
BYLAWS

BYLAW NO.001

The Clive Public Library enacts the following Bylaws pursuant to The Province of Alberta Libraries Act RSA 2000 Chapter L-11 Section 36 and the Libraries Amendment Act 1998.

**Interpretation**

1(1) For the purposes of this bylaw the expression:

- (a) "Act" refers to The Libraries Act. RSA
- (b) "Board" means the Clive Public Library Board consisting of Community Members with one Village Councilor
- (c) "Librarian" means the person charged by the board with the operation of the Clive Public Library
- (d) "Library Materials" includes books, (whether hard cover, paper cover or soft cover), periodicals, newspapers, and audio visual items.

1(2) In these bylaws, unless the contrary intention appears in the context

- (a) 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 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 Clive public Library Board from time to time. All children under the age of 10 must be accompanied by a caregiver 12 years of age or older.

2(2) Any person using the library building shall conduct his/her self so as not to disturb other library users.

**Procedures for Acquiring Membership Card**

3(1) Any person resident in the Village of Clive and surrounding district is eligible to apply for a membership card.

3(2) An applicant pursuant to 3.1 shall be

- a) any person school age or over
- b) any person under school age application for a card must be made by parent or guardian.

3(3) The librarian may issue a membership card to a person who has made proper application pursuant to 3(1) and 3(2).

### **Responsibilities of a Member**

- 4(1) A membership card may only be used by the person to whom it is issued except:  
(a) where a card has been issued to a family which includes a member of who is under guardianship of this family.
- 4(2) A member shall notify the librarian of any change of address and or telephone number.
- 4(3) A member should take proper care of any library item entrusted to his care.
- 4(4) A member should return any library item to the library on or before the due date as provided in Schedule A.

### **Loans of Materials** No Charge for Loan of Materials

- 5(1) In accordance with The Libraries Act Section 36 (1) there shall be No Charge for the use of library materials used on the premises, materials loaned or materials acquired from other services at the discretion of the board.
- 5(2) The loan periods for various materials are set out in Schedule A.
- 5(3) Library materials may be renewed in accordance with policy established by the board.

### **Penalty Provisions**

- 6(1) The fines for damaged or lost materials are as set out in Schedule A.
- 6(2) The procedures for demanding the return or overdue materials are as set out in Schedule A.

### **Revocation of Membership**

- 6(3) A membership card may be revoked by the librarian for the reasons set out in Schedule A and a notification to the borrower must be made in writing.

### **Appeal**

- 6(4) A person who has had his membership revoked pursuant to 6(3) may within 30 days of such revocation make an appeal to the board in writing setting out the grounds of the appeal.
- 6(5) The decision of the board in an appeal pursuant to 6(4) is final and not subject to further appeal.

### **Prosecution**

- 6(6) In cases of serious dereliction the board may prosecute an offence under The Libraries Act, Section 36. Such an offence is punishable under The Libraries Act Section 36. The range of penalties applying on conviction for such an offence is set out in Schedule A.
- 6(7) Any fine or penalty imposed pursuant to an offence under 6(6) ensures to the benefit of the Clive Public Library Board in accordance with The Libraries Act, Section 46.

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

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

Read a third time \_\_\_\_\_  
Treasurer\_\_\_\_\_

Clive Public Library  
Bylaw No. 001  
Schedule A

**Loan Period**

A card holder is allowed three weeks loan period for books, and one week for movies and DVD's, and must return the items on or before the due dates.

The Librarian shall phone any member who has overdue books and materials, requesting them to return them immediately, and shall repeat the call if necessary.

**Annual Membership Fee**

Family membership fee \$15.00 per year from date of purchase.

**Fines**

Any member who damages or loses the loaned books and materials shall pay the original price of the books and materials plus \$5.00.

**Revocation of Membership**

The Librarian has authority to revoke a Membership Card, if the member damages or loses any materials and not pay the fines.

**Prosecution**

The Penalty for serious dereliction is a maximum charge of Twenty (\$20.00) Dollars.