
TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAWS

INTRODUCTION

The Town of Cochrane Library Board enacts the following Bylaws pursuant to Section 36 of the Alberta *Libraries Act*, as amended from time to time.

DEFINITIONS AND INTERPRETATION

In these Bylaws:

1. "Act" means the *Libraries Act* and the regulations made under that Act;
2. "Board" means the Town of Cochrane Library Board;
3. "Borrower" means the person to whom a TRAC card is issued;
4. "Materials" include any lending item, either physical or digital;
5. "Library Director" means the person charged by the Board with the operation of the Cochrane Public Library;
6. "Library" means the Cochrane Public Library;
7. "Patron" means any user of the Library, whether a borrower or non-borrower, and whether by actual presence or by telephone or any electronic means;
8. "Staff" means any person employed under the authority of the Library Director;
9. "TRAC" stands for The Regional Automation Consortium and includes Marigold Library System, Northern Lights Library System, Peace Library System, and Yellowhead Regional Library
10. Words in the singular include the plural and words in the plural include the singular;
11. If a word or expression is defined, other parts of speech and grammatical forms of the same word or expression have corresponding meanings.

The following Schedules form part of and are incorporated into these Bylaws. These Schedules may be amended at any time upon Board approval.

- a. Schedule A: Use of Library Meeting Rooms
- b. Schedule B: Library Code of Conduct
- c. Schedule C: Library Card Fees
- d. Schedule D: Loan of Materials
- e. Schedule E: Penalty Provisions

BYLAW 1: SERVICES ACCESS

Services will not be denied or abridged because of religious, racial, social, economic, gender, sexual orientation/gender identity, political beliefs, or status.

BYLAW 2: LIBRARY FACILITY AND EQUIPMENT

1. The Library facility is open to all members of the public at the hours posted.
2. The Library facility's program and meeting rooms are available for use by individuals and groups in accordance with terms, conditions, and charges as set out in Schedule A.

3. Lending of Library equipment is at the discretion of the Library Director or designate. Fees may be charged for this equipment as determined by the Library Director and approved by the Board.
4. All persons using the Library facility shall conduct themselves so as not to disturb other persons in the Library or cause damage to Library property, as per the Library Code of Conduct set out in Schedule B.

BYLAW 3: LIBRARY CARD

1. Requirements for a Library card include identification, proof of address, and payment of the accompanying fee, if applicable, as set out in Schedule C. Proof of address and identification for youth Borrowers (ages 13-17) is encouraged, but not required.
2. An applicant of less than 13 years old needs to provide permission from a parent or guardian to become a Borrower.
3. The Library will issue a Library card to anyone who has satisfied the above requirements and followed Library registration procedures.
4. A Library card is valid for one year from the date of issue and may be renewed on payment of the applicable fee as set out in Schedule C.

BYLAW 4: USE AND LOAN OF MATERIALS

1. Persons shall not remove Materials from the Library unless they have properly checked them out according to Library procedure.
2. The loan and renewal periods for Materials are set out in Schedule D.
3. Penalty provisions, including fines, revocation, suspension of privileges, or offences concerning prosecution brought before the Board, are set out in Schedule E.
4. Borrowers are responsible for the observance of Library rules and regulations and are responsible for all materials entrusted to their care.
5. In the case of Borrowers under the age of 18, the parent/guardian listed on the Borrower account is responsible for all materials borrowed on that account.

BYLAW 5: PENALTY PROVISIONS

1. The fines for damaged or lost Materials are set out in Schedule E.
2. The procedures for requesting the return of overdue Materials are set out in Schedule E.
3. The opportunity to place a hold request on Materials may be restricted for the reasons as set out in Schedule E.
4. In accordance with Section 41 of the *Act*, as amended, access to the Library facility and/or its services may be denied for due cause, as further set out in the Library Code of Conduct in Schedule B.
5. When access to Library privileges has been denied, revoked, or suspended, the Patron will be notified verbally and in writing of the reason for the denial, revocation, or

- suspension. Notification will include time period of denial, revocation, or suspension, reason and the terms under which privileges can be reinstated, as per Schedule B.
6. A Patron whose Library privileges have been denied, revoked, or suspended may, within 30 days of such denial, revocation, or suspension, make an appeal to the Board, in writing, setting out the grounds of the appeal.
 7. The decision of the Board in such an appeal under Subsection 7 of the *Act* shall be provided in writing and shall be final without further appeal.
 8. At the discretion of the Library Director, an overdue account may be sent to a collection agency. The cost for this will be added to the Borrower's amount owed.
 9. Paid penalties are not refundable.
 10. Any person who willfully contravenes these Bylaws is guilty of an offence under Section 41 of the *Act*, in addition to any liability that may attach civilly or under the Criminal Code of Canada.
 11. Each offence brought before the Board concerning prosecution will be dealt with on an individual basis.
 12. Any fine or penalty imposed pursuant to the prosecution of any offence under this Section of the *Act* inures to the benefit of the Board in accordance with Section 42 of the *Act*.

Approved by the Board on: October 17, 2023

Approved by Cochrane Municipal Council on: Jan 8, 2024

TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAWS SCHEDULES

SCHEDULE A- USE OF LIBRARY MEETING ROOMS

Library sponsored programs and meetings will have unlimited advance booking privileges for any Library facility program and meeting rooms.

The Spray Lake Boardroom is available to community individuals and groups for programs or meetings when not otherwise being used by the Library.

Rental fees are determined by the Library Director as approved by the Board. Fees may be waived at the discretion of the Library Director if the user groups are in partnership with the Library or a not-for-profit organization. Current fees are:

Spray Lake Boardroom	\$30.00 per hour
----------------------	------------------

The Spray Lake Boardroom is wheelchair accessible with WIFI. Laptops, projector, and a flat screen TV are also available at no extra charge. Setup support is not available during room bookings.

The Boardroom shall be left in a clean and orderly condition. Any damage to the Library facility and/or equipment is the financial responsibility of the booking contact.

Individuals or groups using the rooms may not disrupt the use of the Library by other Patrons. Patrons attending programs or meetings are subject to all Library rules and regulations, including the Library Code of Conduct.

The Library is not responsible for articles or equipment left in the meeting room after a program or meeting.

Granting of permission to use the Library facility does not constitute an endorsement by the Cochrane Public Library or the Board, of the individual or group and their/its beliefs.

A contract must be filled out for the use of a Library meeting room. This contract must be signed by the individual or a designate of the group.

The booking group/individual may not advertise that the event is sponsored or supported by the Library without advance written permission from the Library Director.

The Library reserves the right to cancel a booking with reasonable notice.

In addition, the Library may deny or cancel a booking, or may terminate any event, in the following circumstances:

- the booking group/individual has previously damaged or misused the premises or Library property
- the booking group/individual has contravened the *Library Terms and Conditions of Room Use* procedure in the past and the Library reasonably believes this will occur again

- the booking group/individual has made a material misrepresentation regarding the booking, the proposed use, or any participants, or attendees.

Event attendance cannot exceed the capacity limit of the room.

SCHEDULE B- LIBRARY CODE OF CONDUCT

Cochrane Public Library is a community space which strives to create a safe and welcoming environment for all. In keeping with this mandate, the Code of Conduct has been established to ensure a positive Library experience for everyone.

We expect every patron to:

- Be respectful of others in the library: Patrons, Staff and volunteers
- Be careful and considerate in their use of Library property
- Be lawful and responsible
- Dress appropriately: shoes and shirts must be worn
- Attend to personal belongings
- Use library furniture, equipment, washrooms and property properly and for their intended purposes only
- Leave the Library promptly at closing time and when requested to do so in emergency situations

Examples of behaviours which are NOT permitted include:

- Abuse of any kind towards others
- Behaviour that disturbs others' use of the Library or damages Library property
- Intoxication or using intoxicating substances
- Leaving children who require supervision unattended on Library premises (under 12)
- Selling, using, or possessing alcohol, cannabis, or illegal substances
- Smoking/vaping anywhere other than in designated areas
- Carrying weapons or implements which can be used as weapons
- Damage or theft of Library materials
- Sleeping
- Offensive body or clothing odour
- Use of cell phones, pagers, head phones, and other communication devices which disturbs others' use of the Library
- Taking Library materials into washrooms
- Bringing large bags into the Library (maximum of two small bags)
- Entering non-public areas
- Photographing or filming on library property without prior written consent
- Panhandling
- Cursing
- Solicitation
- Contravention of health and safety guidelines

Consequences of Violating the Code of Conduct

Library staff are authorized to enforce the Code of Conduct. If a patron contravenes any provision of this bylaw, the Library Director or their designate may:

- a) Suspend, revoke, or deny Patron borrowing privileges
- b) Prohibit the Patron from entering the Library for a specified period of time
- c) Call the police or bylaw services for assistance

Patrons whose borrowing privileges have been suspended or Patrons who have been prohibited from entering the Library may appeal the decision by filing a written statement of appeal with the Library Director.

Updated schedule approved by Board and adopted effective February 28, 2023.

SCHEDULE C- LIBRARY CARD FEES

Any resident living in a Marigold member municipality	FREE
Non-resident (out-of-province)	\$60.00 or \$5.00/ month

As per the TRAC Card – Operational Bylaw, anyone living in a Marigold member municipality is eligible for a TRAC card and may obtain the card at the library of their choice or Marigold headquarters (see Attachment 1- Marigold Regional Library System Map).

TRAC cardholders can use TRAC cards at any Marigold or TRAC member library.

Patrons agree to abide by the rules and regulations of the member library.

Residents must provide identification and proof of address for a Marigold members municipality to receive a TRAC card.

Those who own property and/or operate a business within the designated boundaries of the Marigold Regional Library System may be issued a TRAC card upon presentation of a paid tax receipt for the previous year.

SCHEDULE D - LOAN OF MATERIALS

Loan of Materials:

All Materials are available for borrowing. The Library Director or designate may make exceptions to such availability at their discretion.

The Library will loan materials to schools and/or organizations for the use of their groups with the provision that:

- books must be signed out on a teacher's or representatives card;
- the person signing out the materials is responsible for lost or damaged materials;
- the Library's Materials stock is not depleted to the detriment of the general public; and
- the Library Director or designate is responsible for determining the loan agreement.

The Library reserves the right to recover any charges incurred for the procurement of materials from other sources.

Loan Periods:

Loan periods are 21 days for all Materials with the exception of select or specifically designated Materials.

The loan period may be extended if the Library is satisfied that the materials are not required by another Borrower.

Due date means the date on which a borrowed item is due back to the Library. However, where this falls on any day when the Library is closed to the public, the due date will be extended to the first date that the Library is open.

Resource sharing:

- The Regional Automation Consortia (TRAC): loan periods for all Materials loaned are set by the lending library;
- Relais: loan periods for interlibrary loan materials are 6 weeks from date received unless specified otherwise by the lending library; and
- ME: Gives the right of any resident in Alberta holding an eligible public library card to borrow on-site. Loan periods are as per Library policies.

Renewals:

Materials can be renewed a maximum of 2 times as long as there are no holds on the item.

Quantity of Items Borrowed:

A Borrower may check out up to 99 items. The Library Director or designate may increase or decrease such limit at their discretion.

Videogames & Equipment:

Due to the cost and high demand of videogame and equipment collections, they are subject to different loan periods and borrowing permissions.

At the discretion of the Library Director:

- Adult/Family cards are required to borrow designated equipment collections

- Equipment loan periods range from 7-21 days
- Equipment checkouts may be limited to 3 items per patron at a time
- Equipment hold periods may be adjusted for high demand seasonal collections
- Videogame checkouts are limited to 5 items per patron at a time

SCHEDULE E - PENALTY PROVISIONS

Overdue Fines:

The Library does not charge overdue fines.

The procedure for notice of overdue material(s) and request for return of material(s) are as follows:

- When materials are overdue 10 days, the Borrower will be notified by preferred notification method;
- When materials are overdue 21 days, the Borrower will receive a second notification; and
- Materials overdue by 45 days or more shall be considered lost and will be charged accordingly.

Lost or Damaged Items:

Lost or damaged items shall be charged to the Borrower at the replacement cost for the item as listed in the item record.

Borrowers who have reached an outstanding charge of \$10.00 will not be allowed to borrow resources until their account is paid below \$10.00.

If an item is found by a borrower after the replacement costs have been paid, the item becomes the property of the borrower and cannot be returned to the Library for reimbursement.

Accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Library Director or designate.

NSF Cheques:

A \$25 fee will apply to any NSF cheque.

Revocation or Suspension of Library Privileges:

A Library card may be revoked and/or suspended by the Library for failure to return books or pay fines.

ATTACHMENT 1-MARIGOLD REGIONAL LIBRARY SYSTEM MAP

MARIGOLD LIBRARIES, BOOK DEPOSITS AND LIBRARY LENDING LOCKERS

