

Policy Number: Bylaw 1-2021 Schedules

Policy Title: Strathcona County Library Bylaw 1-2021 Schedules

Policy Status: Required by the Libraries Act as amended from time to time.

Date Approved: March 15, 2021

Date Schedules were amended:

Date for Review: 2025

SCHEDULE A

STRATHCONA COUNTY LIBRARY BYLAW 1-2021

ACQUIRING OR RENEWING A BORROWING CARD

PART 1. Conditions

To become a cardholder, a person shall:

- 1.1 Provide information to complete a cardholder computer record, including:
 - a) Surname and given name(s)
 - b) Residential Address
 - c) City/Province/Postal Code
 - d) Home Telephone Number
 - e) Alternate Telephone Number (optional)
 - f) Email address (optional)
 - g) Birth Date
 - h) Parent/ Guarantor - where applicable
- 1.2 Sign the borrowing card. By doing so, the person enters into a contract with the library according to the conditions on the card. The following people can sign for a borrowing card:
 - a) the applicant, if the applicant is 18 years or older;
 - b) the parent/guarantor, if the applicant is under 8 years of age, or a Dependent Adult;
 - c) the Community Librarian, where library service is provided by a volunteer to a borrower who is registered in an Outreach Service;
 - d) an authorized executive of a corporation, organization, or business
- 1.3 Provide one of the following items as proof of identity. The choice is the applicant's.
 - a) driver's license
 - b) student identification card
 - c) birth certificate
 - d) passport
 - e) any photo identification
- 1.4 Provide one of the following items as proof of residency. The choice is the applicant's.
 - a) driver's license
 - b) envelope delivered by Canada Post to the identified individual at a Strathcona

- County address
 - c) receipt for payment of residential property tax
 - d) automobile insurance card
 - e) current utility bill
- 1.5 Persons from another public library in Alberta wishing to borrow material must have a valid borrowing card from their primary place of residence.
 - 1.6 A TAL (The Alberta Library) Card is available upon request to a County resident who is a cardholder in good standing with this library and is to be used at other participating TAL libraries. TAL cards supplied to cardholders of this library may not be used to borrow library resources at this library.
 - 1.7 A person presenting a TAL Card from another library must supply proof of identification as outlined in this Section.
 - 1.8 In order to renew an individual borrowing card, a person shall verify information held in the library's records, in addition to the information required in Part 1 of this Schedule.
 - 1.9 Charges owing on an individual borrowing card should be cleared on renewal, or the library and patron may enter into a payment plan. While a payment plan is ongoing and up to date, patrons may continue to borrow material from the library.

PART 2. Patron Types

- 2.1 Individual Resident
For the sole use of one person. Must meet the definition of resident as set out in Section 4.1 of the Bylaw.
- 2.2. Visitor
A person who is living temporarily in the County may apply for a visitor borrowing card. A visitor borrowing card is valid for a three-month period.
- 2.3 Individual residing in Fort Saskatchewan
Any person with a current valid card from Fort Saskatchewan Public Library can use that library card at the Strathcona County Library at no charge and without using the ME Libraries service.
- 2.4 Individual Non-Resident
For the sole use of one person. Any person not eligible for a resident borrowing card may receive a card by paying a non-resident fee.

2.5. Outreach Individual Service

A person who is usually unable to come into the library in person to borrow resources may be eligible for Outreach Individual Service. The library finds and assigns a volunteer.

2.6. Outreach Institutional Service

Any institutional residence, such as a seniors' home, that wishes to borrow materials on behalf of its clients may be eligible for Outreach Institutional Service upon signing a contract with the library.

2.7 TAL Card

Any resident of Alberta with a valid TAL (The Alberta Library) Card from their home library is eligible to borrow physical materials from the library.

2.8 Corporate Card

Any corporation, organization, or business, excluding schools, based in Strathcona County may be eligible for a Corporate Card.

2.9 Access User

An Access card is available to applicants who are print disabled. A print disability according to the Canadian Copyright Act, is a learning, physical or visual disability that impairs a person from reading conventional print. A learning disability is an impairment relating to comprehension; a physical disability is the inability to hold or manipulate a book; a visual disability means severe or total impairment of sight or the inability to focus or move one's eyes. It does not include reading difficulties that result from low literacy levels. Patrons may self-identify, or if the staff notices signs of a print disability, staff may offer services.

PART 3. Borrowing Card Fees per Year

3.1 Visitor

\$68.00 (The equivalent of the annual property tax levied on behalf of the library, as paid by the average ratepayer in the County). A refund of \$68.00, less any outstanding charges or fees owing, will be made to the Visitor at the end of the three-month period, providing that the borrowing card is returned, and all borrowed library resources have been returned in good condition.

3.2 Individual Non-resident

\$68.00 (the equivalent of the annual property tax levied on behalf of the library, as paid by the average ratepayer in the County.)

PART 4. Receipts

- 4.1. Receipts can be issued for all payments on a borrower's account. The receipts can be in the form of either a printout of the computer screen or a cash register receipt.

SCHEDULE B

STRATHCONA COUNTY LIBRARY BYLAW I-2021

LOAN PERIODS AND FORMAT LIMITS FOR LIBRARY RESOURCES

PART 1. Loan Periods, Renewals and Format Limits for Library Resources

(Does not apply to materials belonging to Fort Saskatchewan Public Library)

Format	Loan Period	Renewals in Person or by Computer (provided materials are not on request at the time of their renewal or card is blocked)	Format Limits (the number of items that may be borrowed at one time)
Adult Language Kits	21 days	3	10 Adult
Audiobooks	21 days	3	Up to 150
Bestseller Express	7 days	None	1
Blu-Rays	21 days	3	10 Adult 10 Child
Books (Adult, Teen, Children)	21 days	3	Up to 150
Book Club Kits	56 days	None	2
CDs	21 days	3	40 Adult 40 Child
DAISY Books	21 days	3	10 Adult 10 Child
DAISY Readers	90 days	None	1
DVDs	21 days	3	20 Adult 20 Child
DVDs - Holiday	7 days	3	20 Adult 20 Child
DVDs – Popular Titles	7 days	3	20 Adult 20 Child
E-Content	3 - 21 days	Depends on vendor	4-10 depending on vendor
Magazines	21 days	3	up to 150
Playaways	21 days	3	5 Adult 5 Child
Storytime Kits	21 days	3	2

PART 2. Vacation Loans

- 2.1 At the time the material is checked out, an extension of up to the maximum of the original loan period may be given for library material that is not on request except for Bestseller Express items. This can be instituted at other times as long as there is no request for the item.

PART 3. Other Loan Periods

- 3.1 Loan periods on Reference resources may be specified by Public Service staff.

PART 4. The Alberta Library (TAL) Loans

- 4.1 TAL cardholders have the same limits on item formats, loan periods, requests and renewals as resident cardholders. Interlibrary loan services and access to databases licensed for Strathcona County residents are not available to holders of TAL cards.

SCHEDULE C

STRATHCONA COUNTY LIBRARY BYLAW I-2021

OVERDUE FEES AND CHARGES

PART 1. Overdue Fees for Resources Returned After the Due Date

There are no charges for resources returned after the due date.

PART 2. Replacement and Processing Fees for Lost/Incomplete Resources or Resources Damaged to the Extent that the Item Can No Longer be Circulated.

Format	Replacement Fee	Processing Fee
Adult Language Kits	Replacement cost	\$10.00
Audiobooks, Playaways	Price in database, or if none listed, the average acquisition cost	\$6.00
Bestseller Express	Price in database, or if none listed, the average acquisition cost	10.00
Book Club Kits	Book Club Kit Book \$22.00 Book Club Kit Bag \$5.00 Book Club Kit Guide \$5.00 Book Club Kit Label \$1.00	\$10.00
Catalogued books, Adult and Teen	Price in database, or if none listed, the average acquisition cost	\$6.00
Catalogued and paperback books, Children	Price in database, or if none listed, the average acquisition cost	\$3.50
CDs	Price in database, or if none listed, the average acquisition cost	\$6.00
Children's Book + CD (Children's Kits)	Price in database, or if none listed, the average acquisition cost	\$6.00
DVDs and Blu-Rays (including TV series)	Price in database, or if none listed, the average acquisition cost	\$10.00
Interlibrary loans	Cost as levied by the lending library	
Magazines, Adult and Teen	Price in database, or if none listed, the average acquisition cost	\$1.50
Magazines, Children's	Price in database, or if none listed, the average acquisition cost	\$1.50
Pedometers	Price of replacement	6.00
Storytime Kits	Price in database, or if none listed, the average acquisition cost	\$10.00

PART 3. Average Acquisition Cost

- 3.1 As identified annually in April, based on acquisition costs from the previous fiscal year for each type of material being replaced.

PART 4. Replacement Costs

Bar code	\$0.50
RFID Tag	\$0.70
AV Cases	\$1.50
AV Brochure/Insert	\$2.50
Replacement bags for Multilingual resources	\$6.25

Note: Outreach Individual and Outreach Institutional cardholders with volunteers are exempt from all charges in Parts 1 to 4.

PART 5. Other Fees

Overhead Projector	No Charge
NSF Cheque Fee	\$25.00 (GST exempt)
Photocopying /Printing (Self Service)	\$0.25 per page GST inclusive for black & white \$0.50 per page GST inclusive for colour
Proctoring Exams	\$50.00 plus GST for residents \$75.00 plus GST for Non-residents
Programs See also the Program Fees Policy (CO 08)	
Requests Made Under the Freedom of Information and Protection of Privacy Act	As per the Regulations to the Act

PART 6. Notification of Fees

- 6.1 Fees for damaged or lost library resources are due and payable when posted to a cardholder's account, whether or not notification has been received.
- 6.2 Notification of fees may be by e-mail or by a print notice. A borrower may also receive oral communication regarding an outstanding account by a staff member.
- 6.3 Notification for unpaid balances will be generated when the unpaid balance on the cardholder's account reaches a threshold \$15.00.

PART 7. Suspension of Borrowing Privileges

- 7.1 Borrowing privileges will be suspended when the unpaid balance of the cardholder's account reaches \$15.00, or if 20 or more items are overdue.

PART 8. Refund Policy

- 8.1 Borrowing Fees
- 8.1.1 A replacement charge will be refunded on lost and paid for library material that is returned in good condition within three months from the date of payment for the lost item.
 - 8.1.2 Processing fees are non-refundable.
 - 8.1.3 The refund on three-month Visitor account deposit will be \$68.00 less outstanding charges and fees.
 - 8.1.4 Other borrowing card categories are not eligible for refunds.
- 8.2 Programs Fees
- A refund for program registration will be made, provided that notice is given no later than 48 hours prior to the start of the program or series.

PART 9. Receipts

- 9.1 Receipts can be issued for all money transactions in the form of either a computer-generated receipt, a cash register receipt or a debit/credit card receipt,