

**Policy Number:** Bylaw 1-2024  
**Policy Title:** Strathcona County Library Bylaw 1-2024  
**Policy Status:** Required by the Libraries Act as amended from time to time.  
**Date Approved:** October 21, 2024  
**Date for Review:** 2027

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## STRATHCONA COUNTY LIBRARY BYLAW 1-2024

A bylaw of the Strathcona County Library in the Province of Alberta for the purpose of regulating the safety and use of the Library and to establish fees, fines charges and penalties.

WHEREAS the Strathcona County Library Board deems it advisable to enact a bylaw pursuant to the Alberta libraries Act, RSA 2000, c. L-11.

NOW THEREFORE the Strathcona County Library Board hereby enacts as follows:

### 1. DEFINITIONS

In this Bylaw:

- 1.1 "adult" means a person 18 years of age and over.
- 1.2 "applicant" means a person whose signature appears on the borrowing card
- 1.3 "Board" means the Strathcona County Library Board.
- 1.4 "borrower" means a person who uses a borrowing card to borrow library resources.
- 1.5 "borrowing card" means the official library card, issued to cardholders by Strathcona County Library or Fort Saskatchewan Library staff.
- 1.6 "cardholder" means the person to whom a borrowing card has been issued.
- 1.7 "County" means Strathcona County.
- 1.8 "dependent adult" means a person in respect of whom
  - (a) a trusteeship order is in effect or
  - (b) both a guardianship order and a trusteeship order are in effect.
- 1.9
- 1.10 "guarantor" means a parent or guardian or a trustee signing for financial responsibility for a minor under the age of 16 or a dependent adult.
- 1.11 "library" means the Strathcona County Library.
- 1.12 "library resources" means any material, regardless of format, that is held in the collection of the Strathcona County Library and is made available in the library's catalogue or borrowed by the Strathcona County Library from another library.
- 1.13 "membership" means an affiliation with the library as evidenced by a borrowing card; categories are as outlined in Schedule A.
- 1.14 "Outreach volunteer" is a person who borrows resources on behalf of a cardholder, who is not related to the Outreach cardholder.
- 1.15 "patron" means any member of the public using library services or resources.
- 1.16 "replacement card" means a borrowing card that replaces a lost or damaged one.

- 1.17 “resident” is a person residing in or owning property in Strathcona County and who can demonstrate this with appropriate documents.
- 1.18 “Alberta Wide Borrowing” refers to a provincial initiative that allows public library patrons from other parts of the province to borrow physical items from Strathcona County Library. This is also referred to as “ME Libraries”.
- 1.19 “TAL Card” refers to an initiative of The Alberta Library that allows Strathcona County Library patrons to borrow library materials from post-secondary, government, and special libraries across the province

2. SAFETY AND USE OF THE LIBRARY

2.1 Public Admittance

The portion of any building used for public library purposes shall be open to any member of the public free of charge during the hours of opening as set out in the Library Board Policy called Hours of Service /Emergency Closings (CO 02) with the exception of those individuals banned from the library and the Community Centre and the following exception. All persons using library facilities shall comply with applicable public health regulations, including mandatory mask requirements. Patrons unable to wear a mask will not be admitted to library premises or on the Bookmobile. The only exception honoured will be persons under the age of two. Alternative services will be offered.

The library shall not accept supervisory responsibility for unaccompanied children under the age of twelve. See Library Board Policy OP02 Unattended Children in the Library.

2.2 Reason for Expulsion / Banning

Where the conduct of a person using the library disturbs other patrons or staff as set out in the Code of Conduct, that person shall be required to leave the library premises; the duration and nature of the ban is described in the Banning Protocol.

3. USE OF LIBRARY RESOURCES ON THE LIBRARY PREMISES

- 3.1 Any member of the general public admitted to the library premises can use any Library resource.

4. ELIGIBILITY: ACQUIRING A BORROWING CARD

- 4.1 The following persons are eligible to be resident cardholders:
  - 4.1.1 persons residing in or owning property in the County; or
  - 4.1.2 corporations, with the exception of schools, located within the County.

- 4.2 An applicant aged 15 and under needs to provide permission from a parent or guardian to be issued their own library card.
- 4.3 Any person not eligible pursuant to 4.1. may apply for a non-resident borrowing card or a visitor borrowing card.
- 4.4 Application for a borrowing card or renewal of a borrowing card shall be made in accordance with Schedule A Part 1 and Part 2 of this Bylaw for the fee prescribed in Part 3.
- 4.5 A cardholder may have only one valid Strathcona County Library borrowing card at a time. Exceptions may be made for minors who reside in two households.
- 4.6 A borrowing card may be revoked for stealing from the library or for obtaining a borrowing card fraudulently.
- 4.7 A person whose borrowing card has been revoked pursuant to Clauses 4.5 may, within thirty (30) days of the date of revocation, appeal to the Board in writing, setting out the grounds for appeal.
- 4.8 The decision of the Board in an appeal pursuant to Clause 4.5 is final and is not subject to further appeal.

5. BORROWING CARD CATEGORIES

- 5.1. Borrowing card categories are as defined in Schedule A, Part 2.

6. CLOSING AN ACCOUNT

- 6.1 If all resources are returned and all outstanding balances are paid, a cardholder or a guarantor of a cardholder may cancel the borrowing card account.
- 6.2 The library shall close all debt free accounts that have been inactive for three years.

7. OBLIGATIONS OF CARDHOLDERS AND GUARANTORS

- 7.1 Cardholders and guarantors shall be responsible for all library resources borrowed on their borrowing cards and those borrowing cards which they have guaranteed, shall take proper care of any library item, and shall return all borrowed library resources on or before the due date as set out in Schedule B.

- 7.2 Cardholders who lose their borrowing cards shall notify the library of the loss. Such cardholders or their guarantors shall be responsible for all material checked out on their borrowing cards prior to notification of the loss.
- 7.3 Cardholders and guarantors shall provide the library with any changes of contact information.
- 7.4 No person shall give false information.

8. TERMS AND CONDITIONS UNDER WHICH PUBLIC LIBRARY PROPERTY MAY BE USED OR BORROWED

- 8.1 Every borrower shall present a borrowing card each time material is borrowed. In the event the card is not present, borrowers will be asked to present identification. In the absence of identification, borrowers will be asked a series of verification questions based on the information in their account.
- 8.2 The loan periods for library resources are as set out in Schedule B. These loan periods shall be extended to allow for days the library is closed.
- 8.3 The limits on the number of items in a specific format that can be borrowed at one time are as set out in Schedule B.
- 8.4 Library resources may be placed on hold.
- 8.5 Loans of library resources may be renewed as set out in Schedule B.
- 8.6 Any borrowing card that has been reported lost and that has been replaced will not be reinstated if found.

9. PENALTIES

- 9.1 The charges for damaged or lost library resources are as set out in Schedule C, Parts 2, 3 and 4.
- 9.2 Notification of, fees and charges shall be as set out in Schedule C, Part 6.
- 9.3 Borrowing privileges may be revoked or may be withheld from any cardholder who contravenes any provision of this Bylaw or who has an unpaid balance exceeding the limit as set out in Schedule C, Part 7.
- 9.4 In cases of serious dereliction, the Board may prosecute an offence under the Libraries Act, Section 41. Such an offence is punishable under the Libraries Act,

Section 41.

9.5 Any, fee, charge or penalty imposed pursuant to an offence under clause 10.5 above inures to the benefit of the Strathcona County Library Board in accordance with the Libraries Act, Section 42.

10. REPEAL OF BYLAW

10.1 That the former Strathcona County Library Bylaw 1-2021 is hereby repealed.

Read a first time this 21<sup>st</sup> day of October, 2024.

Read a second time this 21<sup>st</sup> day of October, 2024.

Read a third time this 21<sup>st</sup> day of October, 2024.



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Denise Charbonneau, Chair



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Sharon Siga, CEO

**STRATHCONA COUNTY LIBRARY BYLAW**

**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 Year (a dummy month/day will be added in the system)
  - 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 16 years or older;
  - b) the parent/guarantor, if the applicant is under 16 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 with the exception of 16- and 17-year-olds who are exempt from this requirement.
  - 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 and update 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 preferably 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 aspects of a print disability, staff may offer services.

**PART 3. Borrowing Card Fees per Year**

3.1 Visitor

\$66.00 A refund of \$66.00, 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

\$66.00

**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)

<b>Format</b>	<b>Loan Period</b>	<i>Renewals in Person or by Computer</i> <b>(provided materials are not on request at the time of their renewal or card is blocked)</b>	<i>Format Limits</i> <b>(the number of items that may be borrowed at one time)</b>
Adult Language Kits	21 days	3	10 Adult
Audiobooks	21 days	3	Up to 150
Bestseller Express	7 days	None	1 per format
Blu-Rays	21 days	3	20 Adult 20 Child
Books (Adult, Teen, Children)	21 days	3	Up to 150
Book Club Kits	56 days	None	3
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	10 Adult 10 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) and ME Libraries 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 or ME Libraries 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.**

<b>Format</b>	<b>Replacement Fee</b>	<b>Processing Fee</b>
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
Adult Book Club Kits (individual parts)	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
Adult Book Club Kit	Price in database, or if none listed, the average acquisition cost	\$15.00
Catalogued books, Adult and Teen	Price in database, or if none listed, the average acquisition cost	\$6.00
Catalogued 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 Audio Kits	Price in database, or if none listed, the average acquisition cost	\$6.00
Children's Book Club Kit	Price in database, or if none listed, the average acquisition cost	\$10.00
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
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, 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

<i>Overhead Projector</i>	No Charge
NSF Cheque Fee	35.00 (GST exempt)
Photocopying /Printing (Self Service)	\$0.25 per page GST inclusive for black & white \$0.50 per page GST inclusive for colour \$2.00 per page GST inclusive for 11" x 17" for black & white \$4.00 per page GST inclusive for 11" x 17" for colour
Proctoring Exams	\$50.00 plus GST for residents of Strathcona County and Fort Saskatchewan \$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, print notice or SMS text. 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 \$66.00 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.