



BYLAWS OF THE TROCHU MUNICIPAL LIBRARY

The Trochu Municipal Library enacts the following bylaws pursuant to the Library Act, R.S.A. Chapter L-12.1, 1983 Section 40 and Libraries Amendment Act Chapter 19, 1998.

INTERPRETATION:

1.1 For the purpose of this by-law the expression:

- a) "Act" refers to the Libraries Act.
- b) "Board" means the Trochu Municipal Library Board.
- c) "Borrower" refers to the person to whom the library card has been issued.
- d) "Librarian" means the person charged by the Board with the operation of the Trochu Municipal Library.
- e) "Library Materials" include books, audio-visual materials, paintings, drawing, photographs, music, and computer software and multimedia kits in the collection of the Trochu Municipal Library or borrowed by the Trochu Municipal Library.

1.2 In these bylaws, unless the contrary intention appears in the context;

- a) words imparting female person include male person or vice versa,
- 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:

- 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 Board from time to time.
- 2.2 Off hour rental of the Trochu Municipal Library premises will be established by the Board as each occasion arises and in accordance with the use to which it will be put.
- 2.3 a) Conduct of the patrons will not disturb other patrons nor disrupt the proper functioning of the library.
- b) Smoking will not be permitted in the library.

PROCEDURES FOR OBTAINING A MEMBERSHIP IN THE TROCHU MUNICIPAL LIBRARY

- 3.1 a) Any person resident in the Town of Trochu, Kneehill County, or residing within the boundaries of the Marigold System may obtain a library card.
- b) Any person not covered by Section 3.1a) may make application to the Board and be considered for membership under special circumstances.
- c) A person must be 14 years old to be a member without the signature of a parent or guardian.
- d) The Alberta Library Card is recognized by the Trochu Municipal Library and will be accepted. This is the card currently given as a membership card to all local members.
- 3.2 An application for a library card shall be made during regular library hours.
- 3.3 The Librarian may issue a library card to a person or group who has made application pursuant to Sections 3.1 a,b,c, & 3.2
- 3.4 Library card user fees are:
 - a) Residents of Trochu and Kneehill County: \$5.00 per year single
\$10.00 per year family
 - b) Non-resident: \$70.00 per year single or family

TYPES OF MEMBERSHIPS

- 4.1 a) Individual: Any person 14 years old and older may obtain a membership after meeting the requirements of Section 3.
- b) Family: A family membership issued to individuals of the same household providing not more than two people of that household are over the age of 21 and meet the requirements of Section 3.
- c) Institutional: Members of an institution or group may receive library material upon application by a responsible person representing that group providing that group meets the requirements in Section 3.
- 4.2 Trochu Municipal Library members are automatically members of the Marigold Library System.

RESPONSIBILITIES OF A PATRON

- 5.1 A library card may only be used by the person or group to whom it is issued.
- 5.2 A patron must comply with all the laws and policies of the Trochu Library.
- 5.3 A patron should return any library item to the library system on or before the due date, or make arrangements to renew the item.

LOAN OF LIBRARY MATERIALS

- 6.1 No charge will be made to members for library material. This will include patrons presenting a current Alberta Library Card.
- 6.2 Loan period are as follows:
- a) Books in general circulation – three (3) weeks
- b) Reference books, encyclopedia, dictionaries, atlases, etc. are not to be loaned out of the library.
- 6.3 Reserves:
- a) may be made if that book is not available when a member requires it,
- b) the patron with a reserve on a book will be notified by phone or e-mail when that book has been received in the library and will have thirteen (13) library days to obtain that book after which the item automatically goes into circulation again.
- 6.4 Renewals: A member may renew a book for additional periods providing there is no reserve on it.

PENALTY PROVISIONS

- 7.1 Fines will not be charged, but patrons are encouraged to make a voluntary donation if they are returning overdue books.
- 7.2 Lost or damaged books or material belonging to the Trochu Municipal Library shall be paid for at the cost of replacement or repair. Materials belonging to the Marigold Library System shall be compensated for in accordance with the Marigold Library System bylaws.
- 7.3 Members who have not returned books or materials will be contacted by the Library Manager. Those who cannot be contacted by local telephone calls or email will be mailed an overdue notice.

REVOCATION OF MEMBERSHIP

- 8.1 A membership card may be revoked temporarily by the Library Manager for the following reasons: If borrowed material is repeatedly damaged or lost by a patron, or if damaged or lost material exceeds \$50.00 in value the following steps may be undertaken:
 - a) The patron will be notified in writing concerning the amount owed.
 - b) If after notification, the patron refuses to reimburse the Trochu Municipal Library the Board may suspend the patron's borrowing privileges.
 - c) Upon restitution of the outstanding amount to the library by the patron, the Board may rescind the suspension.

If the patron wishes they may appeal the suspension to the Trochu Town Council.

- 8.2 Any fine or penalty imposed pursuant to an offence under this or the proceeding section, goes to the benefit of the Trochu Municipal Library.

BANK BORROWING BYLAW

- 9.1 The Board may deem it necessary to borrow monies from time to time to meet its current expenditures and obligations until revenues to be levied can be collected. Approval to borrow monies over the amount of \$100.00 must be approved by 3/4ths of the Board.

LIBRARY BOARD GOVERNANCE

- 10.1 Refer to Alberta Libraries Act Pat2, section 10.1 - 10.15.
- 10.2 The Board operates on a fiscal year ending December 31st.

- 10.3 The Board shall hold an Annual General Meeting (AGM) in Trochu at the regular scheduled meeting in April. At that meeting the following will be presented: a financial statement setting out its income, disbursements, assets and liabilities, audited and signed by the society's auditor.
- 10.4 Board members and the Public will be notified of the AGM.
- 10.5 Appointment of Officers: Terms of office for executive positions will be three (3) years. Chairperson and secretary will be elected or appointed in the same year, and vice-chair person and treasurer will be elected or appointed in alternate year. Secretary will keep accurate record of each positions' 3 year term of office and when elections need to be held.

These Bylaws were totally revised January 23, 2019

Revision to wording of item 10.5 "appointment of officers" approved at AGM May 5th 2020

First Reading of Bylaws dated: June 2nd 2020_____

Second Reading of Bylaws dated: June 2nd 2020_____

Consent for Third Reading: Unanimous

Third Reading and final passing of Bylaws dated: June 2nd 2020_____

Randy Lacey, Chair

Date

Pam Bezanson, Vice-Chair

Date