

SCHEDULE A

FORT SASKATCHEWAN PUBLIC 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/Cell Phone Number
 - e) Email address (optional)
 - f) Birth Date
 - g) 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 18 years of age, or a Dependent Adult;
 - c) an authorized executive of a corporation, organization, or business
 - d) Youth (defined as 12-17) for an E-Resource Only card.
- 1.3 Provide one of the following items as proof of identity. The choice is the applicants.
 - 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 applicants.
 - a) driver's license
 - b) envelope delivered by Canada Post to the identified individual at a

- City of Fort Saskatchewan 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 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. Delinquent balances may be forwarded to a collections agency at the discretion of the Library Director.

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 Bylaw #1.
- 2.2 Individual Non-resident
A person who does not reside in or own property in Fort Saskatchewan or Strathcona County, and does not have a valid borrowing card from their home library to use the ME Libraries Service. Non-resident cardholders have the same limits on item formats, loan periods, requests and renewals as resident cardholders. Interlibrary loan services and access to online resources and databases licensed for Fort Saskatchewan residents are not available to holders of Non-resident cards.

2.3. Visitor

A person who is living temporarily in the City and does not have a valid borrowing card from an Alberta public library may apply for a Temporary Non-resident borrowing card. A Temporary Non-resident borrowing card is valid for a three-month period, and has the same permissions and restrictions as the Non-resident card.

2.4 Individual residing in Strathcona County

Any person with a current valid card from Strathcona County Library can use that library card at the Fort Saskatchewan Public Library without using the ME Libraries service.

2.5 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 Card.

2.6 Educator Card

Educator cards are available to Elk Island Public and Catholic school teachers (EIPS& EICS), preschool teachers, and child care workers who work in these organizations in Fort Saskatchewan.

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 Youth E-Resource Card

Any Youth (12-17) who resides in Fort Saskatchewan is eligible for an E-Resource Only card. This card allows access to online resources only; it cannot be used to borrow physical items, which means no charges can be incurred and there is no financial responsibility associated with it. Additionally, no guarantor is required for the e-resource only card.

2.9 Access Card

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. Receipts

- 3.1. 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 payment receipt.

SCHEDULE B

FORT SASKATCHEWAN PUBLIC 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 Strathcona County 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)
Audiobooks (Adult & Junior)	21 days	3	20
AV Express	7 days	0	1
Bestseller Express	7 days	0	1
Books (Adult, Teen, & Junior)	21 days	3	Up to 100
Compact Discs (Adult & Junior)	21 days	3	20
DVD & Blu-ray (Adult & Junior)	21 days	3	20
E-Content	3-21 days	Depends on vendor	4-10 depending on vendor
Language Kits	21 days	3	10
Magazines (Adult & Junior)	7 days	3	20
Makerspace Equipment (In House Use Only)	0 days	0	3
Makerspace Equipment (Take Home)	21 days	3	10
Seasonal Books	7 days	3	Up to 100
Seasonal DVD	7 days	3	20

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 & AV Express items. This can be instituted at other times as long as there is no request for the item.

PART 3. The Alberta Library (TAL) Loans

- 3.1 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 Fort Saskatchewan residents are not available to holders of TAL cards.

SCHEDULE C

FORT SASKATCHEWAN PUBLIC LIBRARY BYLAW I-2021

PART 1. 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
Audiobooks (Adult & Junior)	Price in database	\$7.00
Board Books	No charge	\$0
Books – (Adult, Teen & Junior)	Price in database	\$7.00
Compact Discs (Adult & Junior)	Price in database	\$7.00
DVD & Blu-ray (Adult & Junior)	Price in database	\$7.00
Language Kits	Price in database	\$7.00
Magazines (Adult & Junior)	Price in database	\$1.50
Makerspace Equipment (guitars, ukulele, drumsticks, telescopes, physical literacy kits, die-cut kits, etc.)	Price in database	\$7.00

PART 2. Other Costs/Fees

AV Brochure/Insert	\$2.50
AV Cases	\$1.50
Bar code	\$0.50
RFID Tag	\$1.00
Photocopying /Printing (Self Service)	\$0.25 per page GST inclusive for black & white \$0.50 per page GST inclusive for black & white double sided \$0.50 per page GST inclusive for colour \$0.75 per page GST inclusive for colour double sided

PART 3. Notification of Fees

- 3.1 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.
- 3.2 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.
- 3.3 Notification for unpaid balances will be generated when the unpaid balance on the cardholder's account reaches a threshold \$15.00.

PART 4. Suspension of Borrowing Privileges

- 4.1 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 5. Refund Policy

- 5.1 Replacement Fees
 - 5.1.1 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, with original receipt.
 - 5.1.2 Processing fees are non-refundable.

PART 6. Receipts

- 6.1 Receipts can be issued for all money transactions in the form of either a computer-generated receipt or a payment receipt.