



Regional Municipality of Wood Buffalo Library Board Safety and Use Bylaw

Approved by the Regional Municipality of Wood Buffalo Library Board June 16, 2021.

Accepted by the Regional Municipality of Wood Buffalo Council January 25, 2022.

Being a bylaw of the Regional Municipality of Wood Buffalo Library Board governing the conduct of persons using the Library to achieve the comfort and safety of all library patrons and staff.

The Regional Municipality of Wood Buffalo Library Board enacts the following bylaw pursuant to Section 36 of the Alberta Libraries Act.

Definitions

Act is the Libraries Act, R.S.A. 2000 Chapter L-11, and amendments thereto.

Board is the Regional Municipality of Wood Buffalo Library Board.

Borrower is the registered user of a current library card.

Director is the Director of Wood Buffalo Regional Library or any person designated by the Director to administer this Bylaw.

Library includes any building or mobile unit from which the Wood Buffalo Regional Library operates a library service. Library staff includes any officer, servant or agent of the Wood Buffalo Regional Library.

Library resources refer to any resources, regardless of format, that are held in the collection of the Wood Buffalo Regional Library, or borrowed by the Wood Buffalo Regional Library, and includes but are not limited to books (hard or soft cover), periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic resources and databases.

Interpreting the Bylaw

The Board is a corporation established under the Libraries Act Sect 3(4) as defined by the Interpretation Act, R.S.A. 2000 Chapter I-8.

Services Access

Every member of the public shall have free access during the hours of opening to public areas of the Library normally used or designated for library purposes.

Children ages seven and under shall be accompanied by a caregiver ages 12 and older while in the Library.

Library Facility and Equipment

The Library's program and meeting rooms are available for use by individuals and groups in accordance with terms, conditions, and charges set out in Schedule A.

All persons using the Library facility shall conduct themselves so as not to disturb other persons in the Library, cause damage to library property, and/or contravene Library Board policies.

Solicitation of library users and staff for personal, commercial, religious, or political reasons is not allowed

All persons using the Library shall comply with applicable public health regulations.

Library Card

Requirements for a library card include identification and proof of address, and payment of the accompanying fee as set out in Schedule B.

An applicant aged 15 and under needs to provide permission from a parent or guardian to fully access library resources.

The Library issues a library card to anyone who has satisfied the requirements set out above and in library registration procedures.

A library card is valid from the date of issue until the expiry period as set out in Schedule B.

Use and Loan of Resources

Persons shall not remove materials from the Library unless they have properly checked them out according to Library procedure. The loan and renewal periods for various library materials are set out in Schedule C.

Library borrowers are responsible for the observance of library policies and procedures and are responsible for all materials entrusted to their care.

Penalty Provisions

The fees for damaged or lost materials are set out in Schedule D.

A library card may be denied or revoked if the borrower fails to satisfy the conditions required to acquire a library card or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials and/or non-payment of loss or damage assessments.

In cases of serious dereliction, the Board may prosecute an offence under the Libraries Act, s.41. Such an offense is punishable under the Libraries Act, s.41.

Any fine or penalty imposed pursuant to an offence related to the use and loan of materials inures to the benefit of the Regional Municipality of Wood Buffalo Library Board in accordance with the Libraries Act, s.42.

Revision of schedules

Schedules A to D are part of the Bylaw of the Wood Buffalo Regional Library:

- Schedule A - Meeting Room, Service, and Equipment Fees
- Schedule B - Fees for the Issuance of Library Cards
- Schedule C - Loan Periods for Library Resources
- Schedule D - Penalty Provisions

Schedules A to D can be revised by Library Board resolution.

Repeal and Replacement of Bylaw

That the former Regional Municipality of Wood Buffalo Library Board Safety and Use Bylaw is hereby repealed and replaced.

READ A FIRST TIME THIS 19 day of May, 2021.

READ A SECOND TIME THIS 16 day of June, 2021.

READ A THIRD AND FINAL TIME AND ADOPTED THIS 16 day of June, 2021.

X

[Redacted Signature]

Amanda MacPherson
Chair, RMWB Library Board

X

[Redacted Signature]

Melissa Flett
Director, Wood Buffalo Regional Library

SCHEDULE A – Meeting Room, Service, and Equipment Fees

Revised by Library Board resolution on March 19, 2025

Meeting Room Fees

The Library has first access to program and meeting rooms to facilitate programming and events.

Current meeting and room rental fees:

Room	Non Profit & Individual Rate	For-Profit Companies
Meeting Room A	Free	Free
Meeting Room B	Free	Free
Meeting Room C	Free	Free
Program Room	\$50.00/hour	\$70.00/hour

All groups or individuals wishing to book a room must read and abide by the facility use guidelines and regulations.

Service and Equipment Fees

Current service and equipment fees:

Service	Fee
Photocopying – black and white	\$0.10/page
Photocopying – colour	\$0.20/page
Printer – black and white	\$0.10/page
Printer – colour	\$0.20/page
NSF Cheque	\$25.00
Proctoring	\$40.00/exam (Maximum 4 hours)
Programs	See Programs Policy
Requests made under the Freedom of Information and Protection of Privacy Act	As per the Regulations of the Act

SCHEDULE B – Fees for the Issuance of Library Cards

Revised by Library Board resolution on March 19, 2025

Residents must provide proof of address for the Regional Municipality of Wood Buffalo.

Patron Code	Fee	Expiry
Child (0 to 12)	\$0.00	Upon turning 13 years of age
Youth (13 to 17)	\$0.00	Upon turning 18 years of age
Adult	\$0.00	Upon two years of inactivity
Non-resident	\$15.00	One year from date of issuance
Replacement card	\$2.00	

Alberta Library (TAL) Card Holders and ME Borrowers may borrow with no additional membership fee from the Wood Buffalo Regional Library provided they have a valid TAL or ME membership.

All library card fees are subject to review. If a resident does not fall within the categories above, the issuance of a library card—including the expiration date and other conditions—will be at the discretion of the Director. A membership fee of \$0 applies for all resident patron codes.

SCHEDULE C – Loan Periods for Library Resources

Revised by Library Board resolution on March 19, 2025

Loan periods and item limits by material type (Standard for Adult Patron Codes):

Material Type	Loan Period	Item Limits	Renewal
Print	3 weeks	No limit	3
DVDs/Blu-Rays	3 weeks	No limit	3
Video Games	3 weeks	10 items	3
Fun Boxes/Kits	3 weeks	2 items	3
Electronic Equipment	3 weeks	1 items	3
Interlibrary Loans	3 weeks	5 items	If available by lending library

Items loaned to homebound and visually impaired borrowers are loaned for six (6) weeks.

Interlibrary items are loaned to reciprocating Libraries for eight (8) weeks.

Rural patrons (address outside the urban service area) are granted a six (6) week loan period.

Borrowing restrictions may be placed on child, youth, non-resident, and other, discretionary patron codes for some material types.

SCHEDULE D – Penalty provisions/extended use fee

Extended Use Fees

No extended use fees will be charged on Wood Buffalo Regional Library materials or Interlibrary Loans.

Suspension

Borrowing privileges will be suspended when replacement charges for lost or damaged items are incurred.

Lost/Damaged Material

An item damaged beyond repair so that the item is of no further use will be charged to the borrower. An item is considered “lost” after a borrower is issued a billing notice.

Lost or damaged items beyond repair will be charged to the borrower at the replacement cost for the item, as recorded in the item record of the integrated library system plus a \$5.00 administration fee. In the event that an item can be repaired, an administration fee of \$5.00 will be charged.

Collection Agency

At the discretion of the Director, an overdue account may be sent to a collection agency.