

<b>TITLE:</b> Library Use		<b>POLICY:</b> B-2028	
<b>COMMITTEE:</b> Governance and Nomination		<b>PASSED:</b> December 4, 2014	
<b>TOPIC:</b> Foundation of Service		<b>AMENDED:</b> December 12, 2017	
		<b>REVIEW PERIOD:</b> As required.	

**Policy Statement**

The City of Edmonton Library Board enacts the following Policy pursuant to the *Province of Alberta Libraries Act*, Revised Statutes of Alberta 2000, Chapter L-11, section 36. The Policy outlines the conditions of use of Edmonton Public Library materials and spaces.

The CEO is responsible to the Board for the administration of this Policy and may develop required procedures and delegate duties among staff and agents of the Library under this policy.

**Library Membership**

There shall be no membership fee for persons who are permanent residents of the City of Edmonton, or for non-residents who own or rent property in the City of Edmonton, who can provide proof of payment of property tax, or business tax. There shall be no membership fee for Alberta’s Indigenous On-Reserve or Metis Settlement residents.

Other registration fees are outlined in the [The Borrowing Basics](#) Library Use Fee Schedule

Each cardholder must report loss or theft of a library card immediately. The cardholder is responsible for all materials borrowed and all charges attributable before the loss or theft of the library card is reported.

Conditions for attaining a library membership are outlined in the [The Borrowing Basics](#)

**Membership Categories**

*Residents* comprise the following:

- “*Adult*” meaning any permanent Edmonton resident or Alberta Indigenous On-Reserve or Metis Settlement resident aged eighteen (18) years and over.
- “*Juvenile*” meaning any permanent Edmonton resident or Alberta Indigenous On-Reserve or Metis Settlement resident under eighteen (18) years of age.
- “*Organizational*” includes profit or nonprofit organizations in Edmonton.

*Non-Resident:* Any person who is a permanent resident outside the City of Edmonton and does not pay Edmonton property taxes.

*Special Membership Types:* If an applicant does not fall within the categories above, the issue of a library card, the expiration date and other conditions will be at the discretion of the CEO or designate.

## **Use of Library Material**

- There is no charge for using library materials within the Library or borrowing library materials normally lent by the Library.
- No person shall remove any item from the Library until the item has been checked out to a library card.
- Cardholders are responsible for all material taken out on their card.
- The Library is not responsible for any damages, including damages to equipment, which may result from the use of library material.
- The number of library materials that may be borrowed at any one time is outlined in the [The Borrowing Basics](#). The number may be limited at the discretion of the CEO or designate.
- Each item borrowed must be returned to any Library on or before the due date.

## **Late Fees and Charges**

### 1. Charges

*Recovery Fee:* The Library may charge a recovery fee for expenses incurred in providing services that are over and above the normal library service extended to customers as outlined in the administrative [The Borrowing Basics](#).

*Overdue Library Materials:* A borrower who fails to return an item by the due date will be charged late fees as outlined in the [The Borrowing Basics](#).

*Lost or Damaged Materials:* A borrower of library materials will compensate the Library for lost materials, and may be charged for damaged materials as outlined in the [The Borrowing Basics](#).

*Processing Fees:* The Library may charge a processing fee for expenses incurred, as outlined in the [The Borrowing Basics](#).

### 2. Suspension and Revocation of Library Privileges

The library privileges of any person who contravenes this Policy may be suspended or revoked at the discretion of the CEO or designate.

The duration of suspension shall be at the discretion of the CEO or designate.

*Prosecution:* Any person who willfully contravenes any section of this Policy is guilty of an offence and is subject to a fine or penalty under the *Libraries Act*, Section 42 (1).

*Appeals:* Any person whose library privileges have been suspended or revoked may appeal to the CEO or designate in writing for reinstatement.

## **Use of Library Premises**

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

*Conduct:* All persons using the library premises shall conduct themselves so as not to disturb other persons in the Library or cause damage to library property.

*Food and Beverages:* Consumption of food and non-alcoholic beverages is permitted in the Library, with the exception of Makerspace areas, provided it does not result in any damage to library materials, furnishings or equipment.

Except with the permission of the CEO or designate, no person will:

- Allow any animal (other than assistance animals) belonging to him/her or under his/her control to enter or remain in the Library;
- Bring into the Library a wheeled vehicle or conveyance, other than a wheelchair or mobility scooter, baby carriage or stroller;
- Sell, offer for sale or distribute any newspaper, magazine, printed matter or merchandise of any kind;
- Beg or solicit for any purposes;
- Fundraise for any cause other than EPL
- Affix or post any sign, poster or notice;
- Remain in the Library after the hours of opening, unless authorized by the CEO or designate.

All persons using library facilities shall comply with applicable public health regulations and other legislation.

All persons using facilities or services provided by the Library shall provide correct names and current addresses when requested to do so by library staff or as otherwise required.

Any person who willfully contravenes this Policy is guilty of an offence and is subject to a fine or penalty under the *Libraries Act*, Section 42 (1).

Meeting rooms may be rented by any individual or group under the conditions set out in the Administrative Policies and Procedures Manual (Meeting Room Policy, A-1029).

## **Exceptional Circumstances**

In the case of special or unique circumstances, the discretion of the CEO or designate may be exercised in the application of this Policy.

## **Legislative and Policy Authorities**

- Alberta Libraries Act - Library Regulations

## **Related Board Policies**

- [Meeting Rooms, B-2006](#)
- Schedule A – Fees