
Category	Membership and Loan of Materials	Date Established:	February 2007
By-Law Number	6.1		
Title:	Acquiring a Library Card	Most Recent Revision Date:	January 2019

By-law 6.1: Acquiring a Library Card

- 6.1.1 Any person who is a resident of the City of Airdrie, Rocky View County, or a community served by the Marigold Library System, and who is thirteen years and older, is eligible to register for individual membership at the Airdrie Public Library.
- 6.1.2 Registration pursuant to 6.1.1 shall be as follows:
- a) completion of application in a form prescribed by the Customer Service Manager,
 - b) applicants must provide proof of current address, telephone number, and an optional email address.
- 6.1.3 Any person residing in the Library service area defined in 6.1.1 is eligible to apply for a household membership at the Airdrie Public Library.
- 6.1.4 Registration pursuant to 6.1.3 shall be as follows:
- a) Completion of application in a form prescribed by the Customer Service Manager.
 - b) Applicants must provide proof of current address, telephone number, and an optional email address.
 - c) Household memberships may include up to two adults eighteen years of age and older who reside in the same household, plus anyone under eighteen years of age, or still in high school, who also resides in the same household.
 - d) Adult persons with special needs may be added to a household membership if they reside in the same household as the applicant.
- 6.1.5 Children twelve and under are eligible to register for Library membership at the Airdrie Public Library if a parent or guardian has a membership and has indicated on their membership application that they will be responsible for any fees or charges issued against all cards associated with their membership.
- 6.1.6 Registration pursuant to 8.1.5 shall be as follows:
- a) Completion of application in a form prescribed by the Customer Service Manager.
 - b) Parent or guardian must provide proof of current address, telephone number, and an optional email address.
- 6.1.7 Teachers teaching in an Airdrie or Rocky View County school are eligible to apply for an Educator Card whether or not they reside in the Airdrie Public Library service area.
- a) Schedule A outlines the provisions under which Educator Cards are issued.
- 6.1.8 With the exception of Educator Cards which are valid for the duration of the school year, Library memberships are valid for one year from the date of issue.

6.1.9 Patrons retain the same card when they renew. There will be a replacement charge for lost cards as outlined in Schedule B.

Category	Membership and Loan of Materials	Date Established:	February 2000
By-Law Number:	6.2		
Title:	Responsibilities of Membership	Most Recent Revision Date:	January 2019

By-law 6.2: Responsibilities of
Membership

- 6.2.1 Library cards or legal identification validating membership must be presented to borrow materials.
- 6.2.2 Library members shall notify the Library of any change of address, telephone number, or email address.
- 6.2.3 Library members are responsible for the observance of Library rules and regulations and are responsible for all materials entrusted to their care.
- 6.2.4 Materials borrowed by Library members must be returned or renewed by the due date. Overdue materials are subject to fines as per By-Law 6.4, Schedule B. Items may be renewed as per The Regional Automation Consortium (TRAC) guidelines with the exception of materials with holds. Renewal of interlibrary loan items is subject to the approval of the owning library.
- 6.2.5 Library members must notify the Library of any lost or stolen cards.
- 6.2.6 Library members are responsible for all material checked out on their card prior to notifying the Library of its loss.

Category	Membership and Loan of Materials	Date Established:	February 2000
By-Law Number	6.3		
Title:	Loan of Materials	Most Recent Revision Date:	January 2019

By-law 6.3: Loan of Materials

- 6.3.1 Persons shall not remove materials from the Library unless they have properly checked them out according to Library procedure.
- 6.3.2 The loan periods for various materials are set in Schedule A.
- 6.3.3 Library materials may be reserved in accordance with Library procedure.
- 6.3.4 Library materials may be renewed in accordance with Library procedure.

Category:	Membership and Loan of Materials	Date Established: February 2000
Schedule Number:	Schedule A	
Title:	Loan of Materials	Most Recent Revision Date: January 2019

Schedule A: Loan of Materials

1. The loan period for DVD materials is one week, with the exception of series, which circulate for three weeks.
1. The loan period for all materials for the Print Disabled is six weeks.
2. The loan period for all other circulating library materials is three weeks.
4. The most current issue of a magazine may not be borrowed.
5. Resource Sharing
 - 5.1 The Regional Automation Consortium (TRAC): loan periods for all circulating materials are set by the lending library.
 - 5.2 The Alberta Library Online (TALOnline): loan periods for interlibrary loan materials are set by the lending library.
 - 5.3 ME cards: loan periods are set by the lending library.
6. All materials are available for local borrowing and resource sharing, with the exception of:
 - 6.1 Reference items
 - 6.2 Designated special collections
7. Number of items which can be borrowed at any one time:
 - 7.1 The limit is determined by The Regional Automation Consortium (TRAC).
 - 7.2 There may be a limit on the number of items of a certain topic or format that can be borrowed at any one time.
 - 7.3 Certain items may be designated as temporarily non-circulating to expedite library programming and service needs.
8. The Library will loan items to organizations for the use of groups with the provision that:
 - 8.1 Books must be signed out to an individual.
 - 8.2 The person to whom the card is issued is responsible for lost or damaged books, with the exception of teachers using an Educator Card.
 - 8.3 The Library's book stock is not depleted to the detriment of the general public.
9. The Library issues Educator Cards under the following provisions:
 - 9.1 Cards are issued to individual teachers.

9.2 A contract is required to be signed by a school signing authority, declaring responsibility for any fines and replacement charges.

Category	Membership and Loan of Materials	Date Established:	January 2019
By-Law Number:	6.4		
Title:	Fines and Penalties	Most Recent Revision Date:	January 2019

By-Law 6.4: Fines and Penalties

- 6.4.1 The fines for late return of materials are set out in Schedule B.
- 6.4.2 The fines for damaged or lost materials are set out in Schedule B.
- 6.4.3 Access to Library premises may be denied as per Policy, Section 10.3.3.
- 6.4.4 A person who has had membership revoked, or has been denied access to the Library, may, within 30 days of notice of such revocation, make an appeal to the Board in writing setting out the grounds of the appeal.
- 6.4.5 The decision of the Board in an appeal pursuant to 10.3.3 is final and not subject to further appeal.

Category:	Membership and Loan of Materials	Date Established: May 2003
Schedule Number:	Schedule B	
Title:	Fines and Penalties	Most Recent Revision Date: January 2019

Schedule B: Fines and Penalties

1. Fines for the late return of library materials are as follows:
 - 1.1 For children's, junior and young adult materials: 10 cents per day per item to a maximum of \$5.00 for each item.
 - 1.2 For adult materials: 10 cents per day per item to a maximum of \$10.00 for each item.
 - 1.3 Fines are charged for days the material is overdue only when the library is open.
 - 1.4 All accounts are blocked when patrons have reached \$10 or more on their library account.
2. Fines for damaged or lost library materials will be as follows:
 - 2.1 If a borrowed item is lost or damaged beyond repair, the patron must pay the price listed in the catalog record.
 - 2.2 \$2.00 for lost or damaged packaging, cases, bags. No charge for replacing barcodes or RFID tags.
 - 2.3 \$2.00 for replacement of accompanying printed material.
3. Patrons who have reached the maximum fine as outlined in this schedule will not be allowed to borrow resources until their account is paid below the maximum charge as noted above in 1.4.
4. Patrons who have lost items or have items damaged beyond repair will not be allowed to borrow material until their account is paid below the maximum charge as noted above in 1.4.
5. Notice of overdue materials and request for return of materials is as follows:
 - 5.1 At three days prior to due date, patrons who have selected email notification will receive an "almost overdue" notice.
 - 5.2 When material is overdue seven days, the patron will be notified by automated telephone, text, or email.
 - 5.3 When material is overdue twenty-one days, the patron will receive a second notification by automated telephone, text, or email.
6. After forty-five days the status of an item is set to "lost". A replacement charge is attached to the patron's account and notification of the charge is sent to the patron.

7. All patron accounts are allowed one Claim Returned item per calendar year. Replacement charges are waived for this Claim Returned item. Any additional Claim Returned items on the same account, within the calendar year, will be subject to replacement charges. Notification of the charge is sent to the patron.
8. All Claim Returned items found in the Library will not be subject to overdue fines.
9. At the discretion of the Director, an overdue account may be sent to a collection agency. The collection agency's fee is assessed as a percentage of the overdue account and will be added to the patron's overdue account.
10. The price of material that is found after being deemed lost and paid for may be refunded within six months of the paid date on the library receipt. The material must be in good condition and the library receipt must be presented for reimbursement.
11. Material that has been deemed lost and subsequently returned in good condition is subject to overdue fines as outlined in Schedule B, section 1.
12. There will be a replacement charge for lost cards of \$2.00 p