

The Village of Glenwood Library Board enacts the following by-laws pursuant to
The Libraries Act, Chapter L-11, 2007, Section 36

1. Interpretation

1.1. For the purposes of the by-law, the expression:

1.1.1. “Act” refers to The Libraries Act, Chapter L-11, 2007

1.1.2. “Board” means the Village of Glenwood Library Board

1.1.3. “Borrower” means the person to whom the library borrower’s card has been issued

1.1.4. “Library Manager” means the person charged by the board with the operations of the
Glenwood Municipal Library.

1.1.5. “Library Materials” includes all items owned by the Library that are barcoded, and/or
intended for use by the public.

1.1.6. “CARLS” is the abbreviation of Chinook Arch Regional Library System.

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

1.2.1. Words imparting male persons include female persons.

1.2.2. Words in the singular include the plural, and words in the plural include the singular.

1.2.3. Where a word is defined, other parts of speech and tenses of that word have
corresponding meanings.

1.2.4. 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 th day of such an
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 the first day thereafter in which the Library is open to
the public.

2. Library Fees

2.1. The portion of the library 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. Any person using the library building shall conduct himself so as not to disturb other library
users.

2.3. Fees may be charged for printing from the computer, photocopying, laminating, or receiving on
request a library service not normally provided by a public library.

3. Procedure for Acquiring a Borrowers Card

3.1. Any person resident in the CARLS is eligible to apply for a borrower’s card.

3.2. Any person residing outside of the CARLS may receive an Alberta Library borrower’s card at
their home library. Persons residing outside of CARLS may receive a Glenwood Library
borrower’s card for use as per CARLS policy.

3.3. An application pursuant to 3.1 and 3.2 shall be accompanied by the fee prescribed in schedule “A”.

3.4. The Library Manager may issue a borrower’s card to a person who has made proper application
pursuant to 3.1 and 3.3.

3.5. Personal information collected through the membership application is used to provide library services, manage circulation through an automated system, and generate aggregated data to inform service and resource decisions. This collection is authorized under Section 4 of the Protection of Privacy Act.

4. Responsibilities of a Member

- 4.1. An individual card may only be used by the person to whom it is issued.
- 4.2. A family card can issue a borrower’s card to each individual family member aged 8 years and over, which will be linked to a single profile.
 - 4.2.1. Except: an individual may request a separate profile from the Library Manager.
- 4.3. A member will notify the Library Manager of any lost card, change of address, telephone number or email.
- 4.4. A member should take proper care of any library item entrusted to his care.
- 4.5. A member should return any library item to the library on or before the due date as provided in schedule “B”.

5. Loan of Material

- 5.1. In accordance with the Act there shall be no charge for the use of library materials. This includes materials used on the premises, materials loaned or materials acquired from other services at the direction of the Board.
- 5.2. Library materials may be loaned, reserved or renewed in accordance to the policy established by CARLS, which are listed in schedule “B”.
- 5.3. The number of library items signed out by each borrower will be in accordance with the policy established by the Board.

6. Penalty Provisions

- 6.1. The fines for late returns and for damaged or lost materials are set out in schedule “C”.
- 6.2. The procedures for the return of overdue materials are as set out in schedule “C”.
- 6.3. A membership may be revoked by the Library Manager for the reasons set out in the Schedule “C”.
- 6.4. A person who has had his membership revoked pursuant to 6.3 may, within 30 days of such revocation make an appeal to the Board in writing, setting out the grounds of the appeal.
- 6.5. The decision of the Board in an appeal pursuant to 6.4 is final, and not subject to further appeal.

- Reviews 10 January 2013
- Updated 17 November 2014
- Updated 5 February 2015
- Updated 11 October 2018
- Updated 23 April 2026

Village of Glenwood Library Board: By-Laws

- Updated 23 April 2026, these policies replace all previous policies.

- Schedule A – C are part of the by-laws of the Village of Glenwood Library Board

Schedule A - FEES

1.1. Services

- 1.1.1. Photocopying or printing black and white will be charged at a rate of twenty-five cents (\$0.25) per page. Colour photocopies or printing will be charged at a rate of one dollar (\$1.00) per page.
- 1.1.2. Laminating will be charged at the following rates:
 - 1.1.2.1. a rate of one dollar (\$ 1.00) per ID Card laminating pocket.
 - 1.1.2.2. a rate of one dollar and fifty-cents (\$ 1.50) per 4” x 5” size laminating pocket.
 - 1.1.2.3. a rate of two dollars (\$ 2.00) per 8 ½” x 11” size laminating pocket.

1.2. Memberships

- 1.2.1. A fee of ten dollars (\$10.00) for an individual card, or twenty dollars (\$20.00) for a family card will be charged once a year for residents of Glenwood, Hill Spring and surrounding Cardston County. This charge may be adjusted at the discretion of the Village of Glenwood Library Board.
- 1.2.2. A fee of twenty dollars (\$20.00) for an individual card, or thirty dollars (\$30.00) for a family card will be charged once per year for residents outside the Cardston County boundaries, but within the CARLS boundaries. This charge may be adjusted at the discretion of the Village of Glenwood Library Board.
- 1.2.3. Individuals residing outside of Alberta, may obtain a limited use, Glenwood Library Visitors card. A fee of five dollars (\$ 5.00) will be charged with a 3 month validation.
- 1.2.4. Membership fees will be re-evaluated periodically. Any fee increases will come into effect January 1st of the following year.

Schedule B – LOAN PERIODS

- 1.1 In accordance with CARLS policy, library materials may be borrowed for a period of twenty-one (21) days, except for DVD’s and video games which may be borrowed for seven (7) days.
- 1.2 Renewal privileges vary with each item, according to CARLS policy.

Schedule C – PENALTY PROVISIONS

- 1.1 A fine of ten cents (\$ 0.10) per book, per open library day will be charged for overdue, children’s and junior books. Up to a maximum of replacement cost of the item. A fine of twenty-five cents (\$ 0.25), per book, per open library day will be charged for all other books. Up to a maximum of replacement cost of the item. A fine of twenty-five cents (\$ 0.25) will be charged per open library day, for magazines, up to a maximum of \$10.00. A fine of one dollar (\$ 1.00) per video, per open library day will be charged for all DVD’s and video games. Up to a maximum of replacement cost of the item. Borrowers should be aware that, items borrowed from other Libraries are subject to the owning Library’s fee schedule.
- 1.2 Borrowers are responsible for damaged or lost materials and shall be charged the replacement cost, plus a two dollar (\$ 2.00) non-refundable processing fee for all items.
 - a) Any damage to materials within the first year of cataloguing shall be charged the full cost of each item, plus a non-refundable two dollar (\$ 2.00) processing fee.
 - b) Any damage after the first year of cataloguing shall be charged at a pro-rated cost per the Library Manager’s discretion, plus a non-refundable two dollar (\$ 2.00) processing fee.
 - c) Any patron who has already paid the replacement cost and non-refundable processing fee for a lost item, can return the item to the library within 3 months for a credit on their account for the amount of the replacement cost only. This only applies to the Glenwood Municipal Library collection. If an item belonging to another library’s collection is lost and paid for, the patron will not receive a credit on their account if the item is returned.
- 1.3 Borrowers with overdue materials will be contacted by phone or email.
- 1.4 The Library Manager may revoke at his/her discretion any borrowers card when said borrower:
 - a) Refuses to pay charges for overdue, damaged or lost materials.
 - b) Refuses to return any library item to the library after being contacted in the manner outline above (6.2).
 - c) Willfully destroys library property.
 - d) Is guilty of objectionable conduct on the library premises.
- 1.5 Penalties for abuse of borrowing privileges could be, at the discretion of the Library Manager:
 - a) Fines
 - b) Loss of borrower’s card(s)
 - c) Replacement of materials

PROTECTION OF PRIVACY AND ACCESS TO INFORMATION

The Village of Glenwood Municipal Library, its Board and Staff are subject to *The Libraries Act*, *The Protection of Privacy Act* (POPA) and *The Access to Information Act* (AITA) and will adhere to them accordingly.

The Protection of Privacy Act (POPA) requires public bodies to assign a Privacy Officer. The Glenwood Library Manager will act as the Privacy Officer for the Glenwood Library.

The Access to Information Act (AITA) requires public bodies to assign an Information Coordinator. The Glenwood Library Manager will act as the Access to Information Coordinator for the Glenwood Municipal Library.

* First Reading April 23, 2026

* Second Reading: April 23, 2026

* Third Reading and Adoption: April 23, 2026

David Rolfson _____ April 23, 2026 _____

Chairperson Date