

## **Regulations Affecting the Public**

The following are excerpts from the Act and Regulations governing the borrowing of materials from the public library.

### ***Public Libraries Act, 1996***

#### **Article 6**

- (1) Every resident of Saskatchewan is entitled to borrow, directly or by interlibrary loan, library materials held by any public library in Saskatchewan, subject to any reasonable conditions, other than the payment of a fee, that may be imposed by the responsible public library board.
- (2) No public library board shall charge a fee for borrowing books and other print materials from public libraries by residents of Saskatchewan.
- (4) A public library board may, by bylaw, allow persons who are not entitled to borrow library materials by virtue of their residence to pay a fixed fee for the privilege of borrowing library materials.

#### **Article 68**

- (4) No person shall contravene a public library bylaw.
- (5) Every person who contravenes a public library bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than \$5,000.

#### **Article 69**

- (1) Books, recordings, films and other library materials held by a public library are the property of that public library board.
- (2) The public library board may insure its real and personal property against loss from any cause.
- (3) A public library board may impose a penalty on persons who retain library materials for a longer period than the period specified or authorized at the time the materials were borrowed.
- (4) Nothing in this Act precludes the recovery in a court of law of the value of articles or things damaged, not returned or destroyed from the party responsible.
- (5) Any person who, without the consent of the public library board, willfully retains or mutilates or destroys library property is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000.
- (6) Any person convicted of an offence pursuant to subsection (5) may be required to provide restitution to the public library board against which the offence was committed.

#### **Article 70**

- (1) On the request of a public library board (operating within a municipality), the municipal board of police commissioners or the council may appoint a special constable for the purpose of:
  - (a) preserving the peace in the grounds and buildings of the library;
  - (b) preventing theft or destruction or damage to the property of the library; and
  - (c) preventing any breach of the peace in the library and apprehending offenders.
- (2) A special constable acting within the course of his or her duties is a peace officer.

#### **Article 71**

Any person who by rude or disorderly behaviour or by making undue noise disturbs another person in a library is guilty of an offence and is liable on summary conviction to a fine not exceeding \$250.

#### **Article 22**

For the purpose of clause 6 (3)(b) of the Act [above], the following are services for which ...regional library boards...may charge a fee:

- (a) the lending of original paintings, drawings, prints and reproductions;
- (b) copying
- (e) lending audiovisual equipment or other library equipment to patrons;
- (f) enhanced research by library staff and related costs.

### **Palliser Regional Library Membership Policy**

It is the policy of the Palliser Regional Library Board that any person who has an established residence in a municipality in Saskatchewan that pays its annual library levy will be issued a library card, upon application, without fee.

A child, age 13 and under, will, upon application, be issued a library card if the parent or guardian signs the card.

Valid library card holders may borrow library materials from any public library in the province, provided those materials are not restricted by the lending library's loan policy. Borrowing may be done in person (reciprocal borrowing) or through the provincial online catalogue.

Palliser Regional Library System will honour Saskatchewan Information and Library Service Consortium (SILS) cards issued by other Provincial Library Agencies. Patrons will not be issued an additional library card by Palliser.

- See Schedule A for types of borrowers permitted.

#### **Identification Required by Palliser to Apply for a library card:**

Residents of Saskatchewan who request a library card will be asked to verify who they are. As per Saskatchewan Information and Library Services Consortium (SILS) policy, one piece of ID must be able to be used for proof of address and one for ID purposes. Any identification that meets the criteria for ID purposes and also contains proof of address (e.g. driver's license) is acceptable.

#### **For proof of address:**

- Personal cheque
- Letter/envelope with cancelled postage showing current address
- Postcard/envelope sent from library with cancelled postage
- Driver's License
- Utility bill or other government correspondence that shows the current address
- For library card issuance on reserve, have someone from Chief and Council verify residency for the person on a list or in person, as a means to remove barriers to library use. This person verifying is not accountable for funds owing for loss and fines.
- Teachers/ Principal to verify residency for the person on a list or in person, as a means to remove barriers to library use. This process must coincide with documentation signed by the parent or caregiver verifying guardianship. This person verifying is not accountable for funds owing for loss and fines.

#### **For ID Purposes**

- Driver's License
- Passport
- Student Card
- Military ID
- Government ID card
- Aboriginal ID (Treaty Card/Metis card)
- Landed immigrant card
- Business/Employer photo ID (preferably with identifying number)

#### **How to obtain a patron card without any identification or permanent address:**

In cases where no identification is available or for those who do not have a permanent address, patrons may qualify for a Community Access card. Patrons will be required to have a community member vouch

for their identity. Eligible community members include, but are not limited to, shelter workers, religious leaders, community outreach workers, and group home staff. The vouching community member will not be considered liable/responsible, should borrowed items not be returned.

#### **Registration of Students during Class Visits:**

At the discretion of the local branch, teachers may vouch for the identity of their students, who are under the age of 14, when coming to the library for a class visit. The student will still need to present a registration form signed by a parent/guardian, which notes a piece of parental identification with address. The card will be unverified until such time as proof of address is presented.

#### **Temporary Online Registration:**

Patrons may register online for a temporary patron barcode. The temporary barcode will allow holds to be placed and allow access to program registration. The temporary barcode is valid for one month to allow the patron time to obtain a Saskatchewan public library card.

#### **Library Card Terms and Conditions:**

- Library cards are valid for three years.
- Address checks will occur once per year based on the date of patron registration. Borrowing will not be blocked by address checks.
- Cards will be transferable. Registration for a library card gives a patron access to a barcode which allows the borrowing of materials. **Any materials borrowed using that barcode are the responsibility of the patron.** Patrons are responsible for all fines and fees incurred, and for notifying the library if the card or barcode is lost or stolen. Patrons may be asked for an additional confirmation of identity when presenting a library card.

### **Palliser Regional Library Loans Policy**

Palliser Regional Library strives to provide people of all ages with equitable access to informational, cultural, recreational and educational library materials. In so doing, it serves as an addition to and an extension of other educational systems and instructional organizations or groups to ensure opportunity for individual continuous learning.

The library reserves the right to limit the number of titles requested at any one time on any given subject. The library reserves the right to monitor all requests and system holds to ensure that the needs of all patrons are being addressed.

For materials not available in the patron's own library, the patron may either access the online catalogue and place a hold on the material in question or request it through the Interlibrary Loan Service. Patrons may also borrow, in person, materials from other public libraries within the province. The lending library, at its discretion, has the right to refuse to lend items and to place certain restrictions on materials it does lend.

The fees and recovery prices assigned in Schedules B through E are reflective of changing costs and are subject to annual review. All proposed changes to a schedule will be posted one month in advance of the application of the new rates.

#### **a/ Loan periods**

All library materials have a 3-week loan period, except for:

1. Online E-Books and Audio Books, which have a 1 or 2-week loan period at the choice of the borrower.
2. Videos and DVD's, which have a 1-week loan period.
3. Periodicals which have a 1-week loan period.
4. Video Games which have a 1-week loan period.

5. High demand materials (items with 100 or more holds on them) and Popular Pick Materials which have a loan period of two weeks.
6. Interlibrary loan materials for which the loan period will depend upon the policy of the lending library.

**b/ Limits on quantity**

1. The maximum number of items a patron may have out on loan is 100. This includes out-of-region interlibrary loans. Limits may be placed on high demand materials at the discretion of the librarian. Limits on non-book materials are as follows:
  - DVDs, videos: 20
  - Audiobooks, CDs, cassettes: 30
  - Popular/Hot titles (both books and DVDs), picture files, cake pans, story time sacks / story bags / kits, games / multimedia, video games: 5 each
  - Toys: 5
  - Book kits/Book Club in a Bag: 2
  - Art: 5
  - Electronic Devices: 1
2. With regard to subject requests submitted to the staff for the purpose of material selection on behalf of the patron, the following limited apply:
  - Adult material, 4 per topic;
  - Children's material, 3 per topic (fiction and picture book limits at the discretion of the librarian).

**c/ Holds**

The maximum number of items a patron may have on hold is 100. Patrons may enter their holds directly into the online catalogue or ask library staff to do so on their behalf.

Patrons are requested to cancel their holds or inform the library when the item is no longer needed. This applies to holds for items within the Palliser region as well as for items out-of-region.

Groups or individuals who require materials for instructional or research purposes are advised to request items well in advance, particularly if assistance from the librarian is required.

**d) Renewal of Library Materials**

All library materials may be renewed for 2 additional loan periods if no other patron has requested them, except for:

- Periodicals and online e-books and some e-audio books which may be renewed one time only.
- High Demand Materials, Popular Pick Materials and Video Games cannot be renewed.

Renewals may be made through the online catalogue, by telephone, or in person. Renewals may take place without the material being present.

**e) Library Materials – Patron Responsibility for Charges**

The patron is responsible for any charges for late, lost or damaged materials.

For details see the appropriate schedule:

- For late charges on materials see Schedule B.
- For lost or damaged materials see Schedule C.
- For lost or damaged cases, barcodes and library cards: see Schedule D.
- For NSF cheques see Schedule E

Patrons will also be responsible for:

- photocopy, fax, and printing charges. The Palliser branch libraries that offer these services set their own rates and they are posted in a visible area in the library.
- Handling Charges to borrow non-book materials based on actual costs incurred by the library to obtain the materials (e.g. microfiche, journal articles, etc.).

**f) Suspended Borrowing Privileges**

Failure to pay any accrued charges of \$10.00 or more will result in the suspension of borrowing privileges of the patron until such time as the payment is received.

A Collection Agency may be used in the recovery of materials. Patrons will be held responsible for all costs associated with the collection process.

***Library Equipment Rental Policy***

Photocopying, fax, scanning and printing services are not universally available. The availability of the service and charges applied will vary and are set by each branch.

Some branches may have Audio Visual Equipment available for rental at rates set by the individual branch.

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**In the event that any of these policies conflict with the policies of SILS (Saskatchewan Information and Library Services Consortium), the policies of SILS will take precedence.**

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Janice Lamb  
Chairperson

April 29, 2016

**Schedule A: Patron Type**

<b>Patron Type</b>	<b>Description</b>	<b>Fines</b>	<b>Loan Period</b>	<b>Comments</b>
<b>Standard Patron</b> (would include child, young adult and adult)	<b>0 and up</b>	<b>Fines applied per fine table</b>	<b>Standard (set by material type)</b>	Used to enforce film ratings – with birthday field controlling film access. For Seniors (Age 65+) use patron statistical code 'Senior'. For Staff use patron statistical code 'Staff'.
<b>Outreach Patron</b>		<b>Exempt (no fines)</b>	<b>Six weeks</b>	Library staff usually select material for people who are unable to come to the library. Patrons are not registered as print disabled. In case of embargoed materials, item loan rules take precedence over patron loan rules.
<b>Print Disabled Patron</b>		<b>Exempt (no fines)</b>	<b>Six weeks</b>	Patrons are registered as print disabled and are eligible to checkout and place holds on specialty items such as CNIB/CELA/NNELS materials, DAISY and descriptive DVDs.
<b>Outreach Institution</b>	<b>Care is issued to a person who is responsible for items.</b>	<b>Exempt (no fines)</b>	<b>Six weeks (3 months for SPL)</b>	Can checkout and place holds on Outreach Services items (talking books, DAISY, descriptive DVDs). In case of embargoed materials, item loan rules take precedence over patron loan rules.
<b>Institution (corporate, daycare, etc.)</b>	<b>Card is issued to a person who is responsible for items.</b>	<b>Fines applied per fine table</b>	<b>Standard (set by material type)</b>	Only type of patron that can checkout or place holds on Daycare Block items.
<b>Educational</b>	<b>Institution card is issued to a person who can represent the institution.</b>	<b>Fines applied per fine table</b>	<b>Loan period determined locally</b>	Use patron statistical code 'School'.  Allows teachers to separate items borrowed for personal use and items borrowed for school use (no special privileges). The institution assumes responsibility for the materials. This also allows them to access the professional collections for teachers. In case of embargoed materials, item loan rules take precedence over patron loan rules.
	<b>Teacher Card is issued to a person who is responsible for items</b>	<b>Fines applied per fine table</b>	<b>Loan period determined locally</b>	Use patron statistical code 'Teacher'.  Allows teachers to separate items borrowed for personal use and items borrowed for school use (no special privileges). The teacher assumes responsibility for the materials. This also allows them to access the professional collections for teachers. In case of embargoed materials, item loan rules take precedence over patron loan rules.
<b>Patron Type</b>	<b>Description</b>	<b>Fines</b>	<b>Loan Period</b>	<b>Comments</b>

<b>ILL Institution</b>	<b>Library (not a person)</b>	<b>Exempt (no fines)</b>		Out of province library / Academic library / Etc. In case of embargoed materials, item loan rules take precedence over patron loan rules. Use patron statistical codes 'ILL ...'
<b>Programme card – to reflect work use for staff</b>	<b>Staff card for library use</b>	<b>Exempt (no fines)</b>	<b>Standard (set by material type)</b>	For staff to use to request materials for programs or related to their work.
<b>Temporary Borrower</b>	<b>Visitor Card</b>	<b>Fines applied per fine table</b>	<b>Standard (set by material type)</b>	No permanent Saskatchewan address, ID provided – card expires after 120 days.
<b>Virtual Services Card</b>	<b>No checkout privileges. Can only access databases.</b>	<b>Exempt (no fines)</b>	<b>N/A</b>	
<b>Unverified</b>	<b>waiting for proof of address</b>	<b>Fines applied per fine table</b>	<b>Standard (set by material type)</b>	Provides identification without address. Becomes a standard patron when proof of address is supplied; valid for one month; limit of 4 items. Each Agency may determine whether this patron type is made available.
<b>Community Access Patron</b>	<b>Given to members of the community who are unable to obtain any form of identification or proof of address.</b>	<b>Fines applied per fine table</b>	<b>Standard (set by material type)</b>	Limit of 4 items. Patron must be verified by community member.
<b>Special Circumstances</b>	<b>Special Circumstances (Adult or Young Adult patrons with intellectual or other disabilities who can't be considered responsible the same way as a regular patron type. Patrons typically have a guardian who</b>	<b>Exempt (no fines)</b>	<b>Standard (set by material type)</b>	Loan limit of 10 items

	<b>can be contacted to request return of materials.)</b>			
<b>Non-resident patrons</b>	<b>Lives outside of SK &amp; does not pay taxes in SK</b>	<b>Fines applied per fine table</b>	<b>Standard (set by materials type)</b>	\$50.00 annual fee which covers one individual. This fee gains the individual access to the physical library resources as a non-resident. N.B. The fee is waived if the patron is covered by a reciprocal borrowing agreement with a library agency outside of Saskatchewan.
<b>Provincial Library Community</b>	<b>Library Staff and Trustees</b>	<b>Exempt</b>	<b>6 Months</b>	To allow borrowing of the PLLO library science collection for the purposes of work and professional development. It is not sufficient to offer agency based programming cards as the collection must circulate to all library staff and trustees who may not be associated with a public library. This card will only have borrowing rights for the PLLO library science collection and access to the library science electronic resources. In case of embargoed materials, item loan rules take precedence over patron loan rules.

For Posting

**Schedule B  
Late Charges on Materials**

<b>Materials Types with 21 day loans</b>	<b>Standard late charges</b>	<b>Fines capped at loan period * fine rate</b>
Adult materials	\$0.30	<b>\$6.30</b>
Young Adult materials	\$0.20	<b>\$4.20</b>
CDs, book on CD (non CNIB)	\$0.30	<b>\$6.30</b>
Juvenile materials* - easy, toys, kits, DVDs, books (non-fiction and fiction), magazines, GN, etc	no fines *	
Library Science	no fines	
Literacy materials/ ESL	no fines	
<b>Material types with 7 day loans</b>		
DVDs, includes Blu-Ray, and videos (with the exception of juvenile materials)	\$1.00	<b>\$7.00</b>
Juvenile DVDs*	no fines*	
Video Games	\$1.00	<b>\$7.00</b>

\*A \$7.00 processing charge is applied to all lost items, including children's materials. An item is considered lost (or billed not paid) at the point of the 3<sup>rd</sup> notice (which is at 31 days after the due date).

**Schedule C: Fees for lost or damaged materials**

Item replacement costs reflect the actual cost of the item, plus a \$7.00 Processing Charge. If a local replacement cost is not available for an item, the established SILS default cost structure will be used:

	<b>Adult / YA</b>	<b>Juvenile</b>
Expensive materials (items over \$35.00)	Actual Cost	Actual cost
Adult and YA catalogued books	\$35.00	
Children's catalogued books		\$25.00
Audiocassettes	\$12.00 ea	\$12.00 ea
Videocassettes/ <del>donated</del> DVD's	\$25.00 ea	\$15.00 ea
CDs	\$20.00 ea	\$15.00 ea
Trade paperbacks,	\$20.00	\$15.00
Mass market Adult and YA paperbacks	\$10.00	\$ 7.00 ea
Kits	\$15.00	\$15.00
Magazine Adult-YA / Children	\$ 8.00	\$ 5.00 ea
Vertical File material	\$ 5.00 ea	\$ 5.00 ea

**Refunds**

Full refunds are to be issued by the owning location or agency for previously-paid items that are returned in good condition within a 6 month period after payment, less the processing fee.

At the discretion of the librarian, the patron may keep the material upon payment of the charge for a damaged item.

Charges for damaged materials will vary with the extent of the damage and range from \$1.00 to replacement cost.

**Schedule D:  
Fees for lost or damaged cases, barcodes and library cards**

The following costs will be charged to replace the following damaged accessories:

Audiocassette jewel case	\$ 1.00
Audiocassette envelope	\$ 5.00
DVD/Blu-ray/CD/Audio Cases (1 to 4 tapes/disks)	\$ 5.00
DVD/Blu-ray/CD/Audio Cases (5 to 6 tapes/disks)	\$ 8.00
DVD/Blu-ray/CD/Audio Cases (7 to 16 tapes/disks)	\$12.00
DVD/Blu-ray/CD/Audio Cases (17 to 24 tapes/disks)	\$16.00
Videocassette plastic case (single or double)	\$ 3.00
CD pouch	\$ 3.00
CD plastic envelope	\$ 1.00
Media bag (holds book and cassette)	\$ 1.00
Barcodes	\$ 5.00
Bar-coded library cards	\$ 3.00

**Schedule E: Non-Sufficient Funds (NSF) Cheques**

A charge based on the current Royal Bank of Canada (RBC) charges for NSF Cheques will be levied for each NSF cheque tendered to Palliser Regional Library and all future payments must be made by cash, certified cheque or money order.