



**1. Admittance to Chinook Arch Building**

- 1.1. As the Chinook Arch Regional Library System building does not function as a public library, the general public does not require access to the building.
- 1.2. Library System personnel and Board members, member library personnel and Board members, and persons who have legitimate business with the Library System will have access to the building during regular opening hours.
- 1.3. No access to the building outside of regular operating hours will be permitted without authorization by the CEO or Designate
- 1.4. The board room will be made available to member councils and their library boards at the CEO's or Designate's discretion.
- 1.5. Space within the headquarters may be rented as meeting space to outside agencies at the CEO's or Designate's discretion.

**2. Procedures for Acquiring a Membership Card**

- 2.1. Any person residing in a jurisdiction served by the Chinook Arch Regional Library System is eligible to apply for a Chinook Arch Regional Library card from their local municipal library.
  - 2.1.1. Chinook Arch Regional Library cards are issued at all member libraries. The registration procedure and fee for the card is determined by local library policy.
  - 2.1.2. The Chinook Arch Regional Library card is honoured at all member libraries.
- 2.2. Any person residing in the Province of Alberta and outside the boundaries of the Chinook Arch Regional Library System (Area Five as defined by the Libraries Act) may apply for an Alberta Library (TAL) card at their local TAL member library; members in good standing of participating Alberta Libraries may also register with ME libraries and access holdings at Chinook Arch member libraries using their local library card.
- 2.3. A member library issuing a Chinook Arch Regional Library card will provide information to the patron concerning loan periods, renewals, and reserved materials, as well as any penalties or fines associated with overdue, damaged, or lost materials.
- 2.4. Patrons are responsible for all materials borrowed with cards issued in their name.
- 2.5. Lost or stolen cards must be reported to the issuing library immediately.

**3. Loan of Materials**

- 3.1. Chinook Arch Library will not normally lend materials but:
  - 3.1.1. may develop special collections of materials for loan as per the Materials Selection and Acquisition policy.
  - 3.1.2. will facilitate Regional Lending Service and Interlibrary Loans.
  - 3.1.3. will participate in the Resource Sharing Operational Policy for Public Libraries.
- 3.2. Materials borrowed or acquired from other sources at the discretion of the Chinook Arch Library Board will be available at no charge.
- 3.3. The Chinook Arch Library Board authorizes the CEO or Designate to determine the direct loan period on an as-needed basis.

#### **4. Suspension of Borrowing Privileges**

4.1. Member libraries are responsible for developing and implementing their own policies on the suspension of borrowing privileges.

#### **5. Freedom of Information and Protection of Privacy**

5.1. The Office Manager shall be the FOIP officer for Chinook Arch.

5.2. Fees are payable in accordance with Sections 93 and 95(b) of the FOIP Act. Fees are scheduled in Sections 10 to 14 and Schedule 2 of the Regulation and the FOIP Act.

<b>Last Reviewed:</b>	<b>7 December 2017</b>
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