



**1. Admittance to Headquarters Building**

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

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

- 2.1. Any person residing in a municipality participating in 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 and activate it for borrowing privileges at any Chinook Arch member library.
- 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 Regional Library headquarters will not normally lend materials but will:
  - 3.1.1. provide direct loan of special collections to member libraries.
  - 3.1.2. facilitate Regional Lending Service and Interlibrary Loans.
  - 3.1.3. participate in the Alberta Provincial Resource Sharing Policy.
- 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 Associate Director 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 FOIP officer for Chinook Arch will be the Executive Assistant

5.2. A flat fee may be assessed for each FOIP request and photocopying charges as per the FOIP Act and Regulation.

<b>Last Reviewed:</b>	<b>4 December 2014</b>
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