

BY-LAW #1

Hours of Operation

1.1 The Library shall, except when closed by order of the Board, be open during the following daily periods:

Monday	1:00pm to 9:00pm (staff in working at 9:30am)
Tuesday	9:30am to 9:00pm
Wednesday	9:30am to 9:00pm (except for July/August to 5:30pm)
Thursday	9:30am to 5:30pm
Friday	9:30am to 5:30pm
Saturday	10:30am to 5:00pm
Sunday	1:00pm to 5:00pm (exception July/August closed)

1.2 The Board hereby designates the following days as being days on which library service may not be offered:

- a) Family Day (generally the third Monday in February)
- b) Good Friday
- c) Easter Sunday
- d) Easter Monday
- e) Victoria Day
- f) Canada Day
- g) Heritage Day (August)
- h) Labour Day
- i) National Truth and Reconciliation Day
- j) Thanksgiving Day
- k) Remembrance Day
- l) Christmas Eve
- m) Christmas Day
- n) Boxing Day
- o) New Year's Eve
- p) New Year's Day
- q) First Day of the Elks Pro Rodeo

1.2.1 At its December meeting, the Board shall designate the specific days on which these dates fall on as being holidays and shall, at the same time, order closure on such other days as may be necessary owing to the week day on which a holiday will fall.

1.2.2 The Board shall modify this list when deemed necessary by operation of legislation

Use of Library Facilities and Property

2.1 Any member of the public is entitled to use the library facility during normal hours of operation. They may enjoy borrowing privileges provided that they have either:

- a) a valid membership card issued by the High Prairie Municipal Library
- b) current TRAC/TAL card.

3.1 On approval of the Board, a registered organization may be given permission to use the facility during non-operational hours.

Membership Card and Attendant Privileges and Responsibilities

4.0 An application for membership shall be in writing in such form as the Library manager may prescribe and shall be dated and signed by the applicant or by the parent or guardian of an applicant who is under 14 years of age. Any fee set by the Board shall accompany all applications.

4.1 Library shall issue a membership card to a person who has made proper application pursuant to section 4.0

4.2.1 Librarian shall also issue membership privileges to holders of TRAC/TAL card.

4.3 A membership card may only be used by the person to whom it is issued or, in the case of a family membership card, by a member of the family (shall be 2 adults and non-adult children residing within one house.)

4.4.1 A member shall notify the Librarian of any change of address or change of telephone number.

4.4.2 A member shall take proper care of all materials loaned and shall promptly notify the Librarian of any damage or loss of loaned materials. Members are responsible for the prompt return of loaned materials and are responsible for any fines levied for late return and/or lost or damaged materials.

Read a first time this 3rd day of September 2024

Board Chair

Read a second time, this 3rd day of September 2024

Board Chair

Read a third time and adopted this 3rd day of September 2024