

According to the Alberta Libraries Act and the Business Incorporations Act, library boards must have bylaws for the safety and use of library facilities and for the charging of fees.  
(Libraries Act, Section 36 (1)).

1. Terms and conditions under which the public may be admitted to the building.
2. Terms and conditions under which public library property may be used or borrowed.
3. Terms and conditions under which borrowing privileges may be suspended or forfeited.
4. Fees to be paid for issuance of borrowers cards.
5. Fees to be paid for use of those parts of the library building not used for the purposes of the public library.
6. Fees to be paid for photocopying
7. Fees to be paid for receiving information in a printed, electronic, magnetic or other format
8. Fees to be paid for receiving, on request, a library service not normally provided by a public library
9. Penalties to be paid for abuse of borrowing privileges.

The *Freedom of Information and Protection of Privacy Act* (FOIP) also requires all public libraries to have the following bylaw.

1. FOIP bylaw

Sample Library Board bylaws can be found on the Municipal Affairs web site under Municipalities and Communities – Public Library Service at the following URL:

[http://www.municipalaffairs.gov.ab.ca/mc\\_public\\_library\\_policy\\_examples.cfm](http://www.municipalaffairs.gov.ab.ca/mc_public_library_policy_examples.cfm)