

LOCAL LENDING POLICIES FOR ALBERTA LIBRARY CARD BORROWERS Libraries S - Z

SAIT Polytechnic Library

Contact: Jennifer Peters, Library Technician

E-mail: jennifer.peters@sait.ca

Mailing address: SAIT Library (MC 111), 1301 16th Ave. NW, Calgary AB, T2M 0L4

Phone: (403) 284-8616

Fax: (403) 284-8619

Hours of operation: Sept – April, Mon-Thurs. 7:30a.m.–11:00p.m.

Fri. 7:30a.m. – 5:00p.m.

Sat-Sun 10:00a.m.– 5:00p.m.

May – August, Mon–Thurs 8:00a.m.–6:30p.m.

Fri 8:00a.m.–5:00p.m.

Acceptable ID when borrowing items: Home library card and photo ID with address to confirm.

Loan period: Books and CD-ROM's – 3 weeks.

Restrictions: Reference materials, magazines, newspapers, DVDs and videos do not circulate, but most materials are available to use in house. Account must be clear or privileges are denied.

Holds: Not permitted.

Renewals: Not permitted.

Address to be used for returns by mail: SAIT Library (MC 111), 1301 16th Ave. NW, Calgary AB, T2M 0L4.

Address to be used for returns by courier: Same as above.

Overdue reminders: Two overdue notices are mailed (or e-mailed if an e-mail address is provided).

Notices are generated on the 1st and 15th day of the month.

Fines for late materials: \$1/day per item, to a maximum of \$15 per item.

Lost items: The fee is the cost of the item, plus \$10 processing fee and fines. For paperbacks, the fee is \$5 plus \$5 processing fee and fines. Account may be sent to the collection agency.

Damaged items: Full replacement cost, dependent on the severity.

Billing information: Payments can be made in person by cash, debit, VISA or Mastercard. Phone payments may be made with VISA or Mastercard. Payments may also be mailed by cheque if the borrower is from out of town.

Additional information: Owner of the card must present it to utilize the services.

Sangudo Public Library (Yellowhead Regional Library)

Contact: Helga Jossy, Librarian

E-mail:

Mailing address: Box 524, Sangudo, AB T0E 2A0

Street address: 5131 53 Avenue, Sangudo, AB T0E 2A0

Phone: (780) 3431

Fax:

Hours of operation: Tues. 3:45 – 5:45 p.m.

Thurs. 7 – 9 p.m. Same throughout year.

Acceptable ID when borrowing items: Current library card from home library.

Loan periods: 2 weeks

Restrictions: No loan of periodicals or talking books.

Renewals: By phone or in person.

Address to be used for returns by mail: Box 524, Sangudo, AB T0E 2A0

Address to be used for returns by courier: Alberta Government Courier: Sangudo Office

Overdue reminders:

Lost items: Adult hardcover \$20.00; juvenile/picture hardcover \$16.00; all paperbacks \$7.00.

Fines and fees for late and/or damaged materials: 2¢/day to a maximum of 50¢.

Billing information: Payable in person or by mail to Sangudo Public Library, Box 524, Sangudo, AB T0E 2A0. Consequence of failure to pay is loss of future borrowing privileges.

Seba Beach Municipal Library (Yellowhead Regional Library)

Mailing Address: Box 159, Seba Beach, AB T0E 2B0

Phone: (780) 797-3940

Fax: (780) 797-3800

Sedgewick Municipal Library (Parkland Regional Library)

Contact: Judy Ferrier, Librarian

E-mail: sedgplib@telusplanet.net

Mailing address of library: Box 569, Sedgewick, AB T0B 4C0

Street address: 4915-47 Street

Phone: (780) 384-3003

Fax: (780) 384-3003

Hours of operation: Tues. Wed. Thurs. and Sat: 1:30 - 4:30
Tuesday Evening 6 - 9pm.

Acceptable ID when borrowing items: Valid TAL Card and picture ID

Loan periods: 3 weeks

Restrictions: 5 items. No borrowing of encyclopedias or anything in a set.

Renewals: No renewals

Address to be used for returns by mail: Box 569, Sedgewick, AB T0B 4C0

Address to be used for returns by courier: same, delivered to Alberta Agriculture Office in County of Flagstaff Building in Sedgewick.

Overdue reminders:

Lost items: An item that is 8 weeks overdue is considered lost. If returned at a later date, a refund will be given.

Fines and fees for late and/or damaged materials: No fines or fees for late material. Damaged material charged replacement value.

Billing information: Due upon receipt, payment made by mail. Consequences are withdrawal of borrowing privileges and notification of home library.

Sexsmith Shannon Library (Peace Library System)

Contact: Celia Leathwood, Librarian

E-mail: smlibrary@telusplanet.net

Mailing address of library: Box 266, Sexsmith, AB T0H 3C0

Street address:

Phone: (780) 568-4333

Fax: (780) 568-2200

Hours of operation: Mon. – Fri. 9:30 – 5:30
Tues and Thurs. evenings 7:00 – 9:00
Sat. 12:00 – 4:00

Acceptable ID when borrowing items: Valid Alberta Library Card and one piece of picture ID

Loan periods: 3 weeks

Restrictions: Borrowing will be restricted to print items only, not including any items from System Blocks (i.e. large print or foreign language blocks) or items less than six months old (at librarian's discretion). Patrons may borrow a maximum of six items at a time.

Renewals: At librarian's discretion, by phone, e-mail or in person.

Address to be used for returns by mail: Box 266, Sexsmith, AB T0H 3C0

Address to be used for returns by courier: Sexsmith Shannon Library c/o Peace Library System Courier, 8301 110 Street, Grande Prairie, AB T8W 6T2

Overdue reminders: Patron will be phoned directly.

Lost items: A book is considered lost when it is eight weeks overdue. The library charges for the full list price of the book, plus a \$3.00 processing fee.

Fines and fees for late and/or damaged materials: Overdue fines are charged at 10¢ a day per overdue book, to a maximum of \$4.00 per book. Damages are assessed according to the condition of

the book, up to the full list price.

Billing information: Fines may be paid directly to the library, in person or by mail. Fees are due when incurred. Failure to pay outstanding fees will result in the loss of borrowing privileges.

Sheep River Community Library (Marigold Library System)

Contact: Muhammad Zia-ul-Haque, Librarian

E-mail: abdsrclibrary@marigold.ab.ca

Mailing address: Bag 90, Black Diamond, AB T0L 0H0

Street address: 301 Centre Ave. W., Black Diamond, AB

Phone: (403) 933-3278

Fax: (403) 933-3278

Hours of operation: Mon 12 p.m. – 4 p.m.
Tues./Wed/Thurs. 10 a.m. – 8 p.m.
Fri. 10 a.m. – 5 p.m.
Sat. 10 a.m. – 4 p.m.

Acceptable ID when borrowing items: Library membership card

Loan periods: 3 weeks

Restrictions: No loan of reference material.

Renewals: One renewal if no one else has requested the item. In person, by phone, e-mail, or online.

Address to be used for returns by mail: Bag 90, Black Diamond, AB T0L 0H0

Address to be used for returns by courier: 301 Centre Ave. W., Black Diamond, AB

Overdue reminders: Postcard or letter

Lost items: After overdue notice is sent, waiting period of 3 weeks before item is considered lost. Cost as recorded on the bookcard.

Fines and fees for late and/or damaged materials: Fines are \$0.10/day/item. If damaged to the point item must be replaced, replacement cost is charged.

Billing information:

Rotary Club of Slave Lake Public Library (Peace Library System)

Contact: Deborah Kendze, Library Manager

E-mail: librarian@slavelakelibrary.ab.ca

Mailing address: Box 540 Slave Lake, AB T0G 2A0

Street address: 50 Main Street, Slave Lake, AB T0G 2A0

Phone: 780-849-5250

Fax: 780-849-3275

Hours of operation: Monday to Thursday: 10:00 am to 8:00 p.m.
Friday & Saturday: 10:00 am to 5:00 p.m.
closed on Sunday and Statutory Holidays; closed on Saturdays of Holiday

Weekends from Easter to Labour Day)

Acceptable ID when borrowing items: Membership in our own library or picture ID with current address (e.g. Driver's license)

Loan Period: 3 weeks for most material

Restrictions: Youths under 13: 3 items at a time: no video or audio. Adults: 5 items at a time.

Borrowing privileges will be suspended if items have reached 3 week overdue limit. A bill will be sent at the 3 week overdue limit.

Renewals: Renewals are permitted for 2 consecutive periods providing there are no requests for the item, by telephone, in person or e-mail

Address to be used for returns by mail: Rotary Club of Slave Lake Public Library, Box 540, Slave Lake, AB T0G 2A0

Address to be used for returns by courier: As above

Overdue reminders: Mail the overdue information to the address on file. (A telephone call may occur if not long distance)

Lost items: Considered lost when it has reached the 21 day overdue limit. A person is billed the replacement cost for any item not returned at that time.

Fines and fees for late and/or damaged materials: Late fees are 10 cents per day per item. Damaged materials are charged for at replacement cost.

Billing information: Bills are due on receipt. Payment will be accepted in cash or by cheque made payable to "Slave Lake Municipal Library". Failure to pay will result in suspension of borrowing privileges.

Smoky Lake Municipal Library (Northern Lights Library System)

Contact: Melody Kaban, Librarian

E-mail: librarian@smokylakelibrary.ab.ca

Mailing address: Box 490, Smoky Lake, AB T0A 3C0

Street address: 5010 50 Street, Smoky Lake, AB

Phone: (780) 656-4212

Fax: (780) 656-4212

Hours of operation: Mon. 2 – 7:30 p.m.

Tues, Thurs, Fri 2 – 6 p.m.

Wed. 10 – 12, 2 – 6 p.m.

Acceptable ID when borrowing items: Alberta Library Card plus name, address and phone number for our records

Loan periods: 3 weeks

Restrictions: 5 books per card.

Renewals: One renewal, in person, by phone, e-mail or fax.

Address to be used for returns by mail: Box 760, Smoky Lake, AB T0A 3C0

Address to be used for returns by courier: 5010 50 Street, Smoky Lake, AB

Overdue reminders: First reminder by phone; then by mail.

Lost items: After 6 months, patron is charged replacement cost.

Fines and fees for late and/or damaged materials: No fines for late items. Damaged items are charged base on the cost of replacing the damaged item.

Billing information: Payment may be made in person or by mail. Library services suspended if failure to pay for lost items.

Additional information: Further policies and procedures will be based on recommendations from Northern Lights.

Spirit River Municipal Library (Peace Library System)

Contact: Carol Bergstrom, Librarian

E-mail:

Mailing address: Box 490, Spirit River, AB T0H 3G0

Street address: 4812 44th Avenue

Phone: (780) 864-4038

Fax:

Hours of operation: Tuesday 10 a.m. – 4 p.m.

Thursday 2 p.m. – 8 p.m.

Saturday 1 p.m. – 4 p.m.

July and August open Monday – Saturday, inclusive (hours may vary).

Acceptable ID when borrowing items: Alberta Library Card is sufficient.

Loan periods: 2 week period and patrons are allowed a one week grace period before overdues or fines are levied.

Restrictions: Adult and Children's: videos, music cassettes, audio books, records, books with tapes are all limited to 2 per family. Certain encyclopedias, reference books, toys, puzzles and games are available for patron use but shall not be loaned out of the library.

Renewals: Items may be extended by renewal indefinitely until such time as another patron reserves said item. However, renewals will be done twice by phone, then items must be returned and stamped. Renewals may be done in person, over the phone, as message left on the answering machine; but twice only and then the item must be stamped. E-mail will be accepted when address is set up and on line.

Address to be used for returns by mail: Spirit River Municipal Library, Box 490, Spirit River, AB T0H 3G0

Address to be used for returns by courier:

Overdue reminders: Patrons residing within our local telephone range will be contacted first by

telephone, then by mail. Out of area patrons will be notified via mail or e-mail through their won patron library.

Lost items: When reported lost or if a patron fails to renew and overdue item, the penalty charged is replacement value of the item plus a handling charge of \$5.00.

Fines and fees for late and/or damaged materials: Late materials re charged \$1.00 per patron per week or part thereof; to a maximum value of the item as determined by the librarian. Damaged materials are charged replacement value

Billing information: Bills may be paid directly at the library or via e-mail to the library. Failure to pay bills will result in having the patron's library membership suspended. A collection agency may be contacted at the discretion of the Board. Membership may be reinstated following the patron's payment of outstanding fines.

Spruce Grove Municipal Library (Yellowhead Regional Library)

Mailing Address: 15 420 King Street, Spruce Grove, AB T7X 2C9

Phone: (780) 962-4423

Fax: (780) 962-4826

St. Albert Public Library

Contact: Wanda German, Circulation Supervisor

E-mail: wgerman@sapl.ab.ca

Mailing address: 5 St. Anne Street, St. Albert, AB T8N 3Z9

Phone: (780) 459-1530

Fax: (780) 458-5772

Hours of operation: Sun. 1 – 5 p.m.

Mon. – Thurs. 10 a.m. – 9 p.m.

Fri. 10 a.m. – 6 p.m.

Sat. 11 a.m. – 5 p.m. Closed all summer Sundays. Closed all stat. Holidays.

Acceptable ID when borrowing items: Current driver's license at time of registration. Must have TAL Card at all times to borrow.

Loan periods: 3 weeks; 2 weeks for high demand items

Restrictions: 5 books at a time. Borrowing limited to books only. No loan of materials on special seasonal status. Card must be free of overdue items and all fines paid before any further borrowing.

Renewals: No renewals.

Address to be used for returns by mail: 5 St. Anne Street, St. Albert, AB T8N 3Z9

Address to be used for returns by courier: Same

Overdue reminders: By mail.

Lost items: Cost of the book plus processing costs charged.

Fines and fees for late and/or damaged materials: Fines: Adult books 30¢ day to \$13.00 maximum; adult paperbacks 30¢ day to \$6.00 maximum, junior books 15¢ day to \$8.00 maximum, junior paperbacks 15¢ day to \$4.50 maximum.

Billing information: Payment may be made at St. Albert Public Library by Visa, MasterCard, Debit, cash or check. Failure to pay results in blocking of borrowing privileges and possible referral to a collection agency.

St. Isidore – Bibliothèque de St. Isidore (Peace Library System)

Contact: Marie Lavoie, Chairperson and Librarian

E-mail:

Mailing address: CP 1168, St. Isidore, AB T0H 3B0

Street address: In the Cultural Centre, Rue Bouchard, St. Isidore, AB T0H 3B0

Phone: (780) 624-8182

Fax:

Hours of operation: Mon. – Fri. 9 a.m. – noon, 1 – 4:30 p.m. Closed holidays.

Acceptable ID when borrowing items: Driver's license or any ID with signature.

Loan periods: 3 weeks.

Restrictions:

Renewals: Renewals as long as no demand for item, in person or by phone.

Address to be used for returns by mail: CP 1168, St. Isidore, AB T0H 3B0

Address to be used for returns by courier: Bibliothèque de St. Isidore, in the Cultural Centre, Rue Bouchard, St. Isidore, AB T0H 3B0

Overdue reminders: by mail or phone.

Lost items: Cost of item is charged.

Fines and fees for late and/or damaged materials: Damaged: cost of damage, up to replacement cost.

Billing information: Payments made to the library.

St. Mary's College Library

Contact: Janet Monteith, College Librarian

E-mail: janet.monteith@stmc.ab.ca

Mailing address: 14590 Bannister Road SE, Calgary, AB T2X 1Z4

Phone: (403) 254-3722

Fax: (403) 531-9136

Hours of operation: Sept. – April: Mon. – Thurs. 8 a.m. – 10 p.m.

Fri. 8 a.m. – 4 p.m.

Sat. 9a.m. – 5 p.m.

Sun. 1p.m.-7p.m.

May – August: Mon. – Fri. 8 a.m. – 4 p.m. For exceptions to these hours, please check our web site at <http://stmc-aux.stmc.ab.ca/StMC-Library/Hours.htm>.

Acceptable ID when borrowing items: Other library cards, student cards, driver's license.

Loan periods: 3 weeks

Restrictions: Books only, from circulating collection. Loan of 5 books at a time. Borrowing privileges blocked when fines reach \$5.00.

Renewals: No renewals.

Address to be used for returns by mail: 14590 Bannister Road SE, Calgary, AB T2X 1Z4

Address to be used for returns by courier: As above

Overdue reminders: E-mail if available, phone if voice mail; last choice, mail.

Lost items: Considered lost when overdue fines reach \$25.00. Cost of replacement charged.

Fines and fees for late and/or damaged materials: \$1 per day late fines; Damaged: no charge if reparable, otherwise replacement cost.

Billing information: Payable in the library, Mon. – Fri 8 a.m. – 4 p.m. Failure to pay results in suspension of borrowing privileges.

St. Paul Municipal Library (Northern Lights Library System)

Contact: Connie Forst, Librarian. *Resource sharing Contact:* Dianne Webster

E-mail: astp@telusplanet.net

Mailing address: Box 1328 St. Paul, AB T0A 3A0

Street address: 48 Avenue and 53 Street, Recreation Grounds

Phone: (780) 645-4904

Fax: (780) 645-5198

Hours of operation: Sept. – June: Tues., Wed., Thurs. 10 a.m. – 8 p.m.

Fri 10 am – 5 p.m.

Sat. 11 am – 4 p.m.

July and August: Mon., Wed., Fri. 10 a.m. – 5 p.m.

Tues., Thurs. 10 a.m. – 8 p.m.

Acceptable ID when borrowing items: Valid membership card from home/issuing library; proof of residency (e.g. driver's license with current address)

Loan periods: 14 days

Restrictions: No borrower may have in possession at any time more than 8 library items.

Renewals: One renewal for 14 days, in person, by phone or e-mail.

Address to be used for returns by mail: Box 1328 St. Paul, AB T0A 3A0

Address to be used for returns by courier:

Overdue reminders:

Lost items: Considered lost after 9 months. If patrons notify the library the item is lost, the charge will

be the replacement cost of the material.

Fines and fees for late and/or damaged materials: 10¢ per operating day per print item, to a maximum of the cost of the item.

Billing information: If item not returned after two notices (phone and letter) a statement shall be issued indicating the cost of the item.

Standard Municipal Library (Marigold Library System)

Contact: Sophie MacMullen Library Manager

E-mail: ASTMlibrary@telusplanet.net

Mailing address: Box 305, Standard, AB T0J 3G0

Street address:

Phone: (403) 644-3995

Fax:

Hours of operation: Mon. 3 p.m. – 7 p.m.

Tues. 3 p.m. – 7 p.m.

Wed. 10 a.m. – 3 p.m.

Sat. 10 a.m. – 3 p.m.

Acceptable ID when borrowing items: Alberta Library Card and any picture ID

Loan periods: 3 weeks

Restrictions: No loan of audiocassettes or VHS tapes; borrowing privileges will be blocked due to unpaid bills.

Renewals: Renewals in person, by phone or e-mail if no hold on book.

Address to be used for returns by mail:

Address to be used for returns by courier:

Overdue reminders: By phone or mail.

Lost items: If damaged to the point of not being usable, replacement cost will be charged. Whether or not the item is usable will be determined by librarian

Fines and fees for late and/or damaged materials: No late charges

Billing information

Stavelly Municipal Library (Chinook Arch Regional Library System)

Contact: Jean Cochlan

E-mail:

Mailing address: Box 100, Stavelly, AB T0L 1Z0

Street address: 5109 52nd Street, Stavelly, AB T0L 1Z0

Phone: (403) 549-2190

Fax: (403) 549-2190

Hours of operation: Winter (Nov – April): Wed. 2 – 5:30 p.m.

Fri. 2 – 4:30 p.m.

Sat. 10 – 11:30 a.m.

Summer (May – Oct.): Mon 4:30 – 6:30 p.m.

Wed. 2 – 5:30 p.m.

Fri. 2 – 4:30 p.m.

Acceptable ID when borrowing items: Home library card and photo ID with current address.

Loan periods: 3 weeks

Restrictions: Videos, reference materials and literacy collection unavailable for loan. Borrowing privileges suspended when fines reach or exceed \$10.

Renewals: One renewal per item, in person, by phone or by e-mail.

Address to be used for returns by mail: Box 100, Stavelly, AB T0L 1Z0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7th Avenue North, Lethbridge, AB T1H 5C6

Overdue reminders: E-mail or mail notice.

Lost items: Considered lost at 100 days after due date.

Fines and fees for late and/or damaged materials: Adult/YA print 10¢/day; adult/YA/Juvenile cassettes, CDs, books on tape 10¢/day; adult/YA/juvenile videos \$1/day; juvenile print 10¢/day

Billing information: Payment information will appear on notices sent to patrons. Payment may be

made in person or by mail to any Chinook Arch library. Failure to pay when charges are at or over \$10 results in suspension of privileges.

Stirling Public Library (Chinook Arch Regional Library System)

Contact: Charlene Fletcher

E-mail: libsti@chinookarch.ab.ca

Mailing address: Box 100, Stirling, AB T0K 2E0

Street address: 229 4th Avenue, Stirling, AB T0K 2E0

Phone: (403) 756-3665

Fax: N/A

Hours of operation: Winter: Mon. 2 – 5 p.m.

Tues. 1 – 7 p.m.

Wed. 11 a.m. – 5 p.m..

Thurs. 1 – 7 p.m.

Fri. 4 – 7 p.m. – Sat. 9 a.m. – 12 p.m.

Summer: Mon – Fri. 10 a.m. – 4 p.m.

Acceptable ID when borrowing items: Home library card and photo ID with current address.

Loan periods: 3 weeks

Restrictions: Videos, reference materials and literacy collection unavailable for loan. Borrowing privileges suspended when fines reach or exceed \$10.

Renewals: One renewal per item, in person, by phone or by e-mail.

Address to be used for returns by mail: Box 100, Stirling, AB T0K 2E0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7th Avenue North, Lethbridge, AB T1H 5C6

Overdue reminders: E-mail or mail notice.

Lost items: Considered lost at 100 days after due date.

Fines and fees for late and/or damaged materials: Adult/YA print 25¢/day; adult/YA/Juvenile cassettes, CDs, books on tape 25¢/day; adult/YA/juvenile videos \$2/day

Billing information: Payment information will appear on notices sent to patrons. Payment may be made in person or by mail to any Chinook Arch library. Failure to pay when charges are at or over \$10 results in suspension of privileges.

Stony Plain Public Library (Yellowhead Regional Library)

Contact: Sandy Sylvestre, Director

E-mail: sppublib@telusplanet.net

Mailing address: #103, 4613 52 Avenue, Stony Plain, AB T7Z 1E7

Phone: (780) 963-5440

Fax: (780) 963-5439

Hours of operation: Mon. – Thurs. 11 a.m. – 8 p.m.

Fri. and Sat. 1 a.m. – 5 p.m.

Acceptable ID when borrowing items: The Alberta Library Card

Loan periods: 3 weeks

Restrictions: Book collection only available. Borrowing privileges suspended if unpaid bills.

Renewals: One renewal, in person only

Address to be used for returns by mail: #103, 4613 52 Avenue, Stony Plain, AB T7Z 1E7

Address to be used for returns by courier: As above

Overdue reminders: By phone or mail

Lost items: Considered lost one month after due date. Book price plus \$3 processing fee charged.

Fines and fees for late and/or damaged materials: 25¢/day/book to a maximum of \$8. Minor damage: \$1; badly damaged: book price plus processing.

Billing information: Bills are due on receipt. Payment to Stony Plain Public Library. Failure to pay results in borrowing privileges being revoked.

Strathcona County Library

Contact: Cathy Nielsen, Supervisor, Circulation Services

E-mail: cnielsen@sclibrary.ab.ca

Mailing address: 300-2020 Sherwood Drive, Sherwood Park, AB T8A 5P7

Street address: 300-2020 Sherwood Drive, Sherwood Park Mall, Sherwood Park, AB T8a 5P7

Phone: (780) 449-5802 or (780) 449-5806

Fax: (780) 467-6861

Hours of operation: Winter hours (after Labour Day until July 1):

Mon-Fri, 10 a.m. to 9 p.m.

Sat 10 a.m. to 5 p.m.

Sun, 1 p.m. to 5 p.m.

Summer hours (July 2 to Labour Day): Closed Sundays July and August

Mon-Fri, 10 a.m. to 9 p.m.

Sat, 10 a.m. to 5 p.m.

Closed on all statutory holidays

Bookmobile Service: Please call (780) 449-5815 for hours of service.

Acceptable ID when borrowing items: The Alberta Library Card

Loan periods: 3 weeks

Restrictions: Limit of 5 books out at one time. No bestseller express books. No requests. Borrowing privileges suspended at \$10.00 owing in fees.

Renewals: No renewals.

Address to be used for returns by mail: 300-2020 Sherwood Drive, Sherwood Park, AB T8A 5P7

Address to be used for returns by courier: Strathcona County Library, Sherwood Park, via Edmonton Public Library

Overdue reminders: By e-mail, after 3 days overdue; By telephone, after 3 days overdue; By mailed notice, after 3 days overdue (if not contacted by telephone)

Lost/Damaged items: Considered lost 28 days after due date. Replacement cost plus processing fee will be charged. Completely damaged items will be charged replacement cost plus a processing fee.

Fines and fees for late materials: \$0.30 / day to a maximum of \$9.00 for catalogued adult books; \$0.30 / day to a maximum of \$4.50 for adult paperbacks; \$0.15 /day to a maximum of \$4.50 for catalogued children's books; \$0.15 /day to a maximum of \$2.25 for paperback children's books.

Billing information: Payments may be made by cash, cheque, debit or credit card. All bills are due upon notification. Payments are accepted at Strathcona County Library in person, by telephone, by mail or at the Bookmobile. Refunds on lost and paid for items that are returned in good condition may be claimed up to 6 months from the time the item was lost. The processing fee is non-refundable.

Strathmore Municipal Library (Marigold Library System)

Contact: Jesse Traquair, Head Librarian

E-mail: asmllibmgr@marigold.ab.ca

Mailing address: 85 Lakeside Blvd., Strathmore, AB T1P 1A1

Phone: (403) 934-5440

Fax: (403) 934-1908

Hours of operation: Mon - Fri. 10:00 a.m. – 7:00 p.m.

Sat. 10:00 a.m. – 5:00 p.m.

Acceptable ID when borrowing items: Valid drivers' license

Loan periods: 3 weeks

Restrictions: Reserves: no renewal; loan period 1 week in some cases.

Renewals: Two renewals of items not in high demand. In person and by phone

Address to be used for returns by mail: 85 Lakeside Blvd., Strathmore, AB T1P 1A1

Address to be used for returns by courier: As above

Overdue reminders: By phone and by mail in some cases.

Lost items: Considered lost after 3 months. Replacement cost.

Fines and fees for late and/or damaged materials: Fines: 25¢/day/item

Billing information: Failure to pay results in lost borrowing privileges in extreme cases.

Swan Hills Municipal Library

Mailing Address: Box 386, Swan Hills, AB T0G 2C0

Phone: (780) 333-4505

E-mail: shplib@telusplanet.net

Sylvan Lake Municipal Library (Parkland Regional Library)

Contact Name: Barbara Bulat, Librarian

E-mail: sylvan.library@shawbiz.ca

Mailing address: #1 4926 50 Avenue, Sylvan Lake. AB T4S 1A2

Phone: (403) 887-2130

Fax: (403) 887-3660

Hours of operation: Tues 1-8:30 p.m.

Wed. 1-8:30 p.m.

Thurs. 1-8:30 p.m.

Fri. and Sat. 10 a.m. – 4 p.m.

Sunday and Monday closed. Closed long weekend Saturdays.

Loan periods: 4 weeks; 1 week videos and periodicals

Restrictions: Maximum 5 books, including a maximum of 4 audio, video or periodicals. Borrowing privileges may be suspended due to overdue items or unpaid bills

Renewals: Renewal for 2 weeks, except for videos and periodicals. Items must be renewed in person at this time

Address to be used for returns by mail: #1 4926 50 Avenue, Sylvan Lake. AB T4S 1A2

Address to be used for returns by courier: As above

Overdue reminders: Overdue notices will be sent by mail when items are 3 weeks overdue.

Lost items: 6 weeks following overdue notice mailing, an item is considered lost and an invoice will be sent for replacement cost.

Fines and fees for late and/or damaged materials: No fines at this time; donations accepted in lieu of fines.

Billing information: Bills are due 30 days after invoice date. Payment may be made by mail or in person to #1 4926 50 Ave, Sylvan Lake, T4S 1A2. Failure to pay may result in suspension of privileges.

Taber Public Library (Chinook Arch Regional Library System)

Contact: Helen Jury and Diane Zelenka

E-mail: libtab@chinookarch.ab.ca

Mailing address: 5219 49 Avenue, Taber, AB T1G 1W1

Phone: (403) 223-4343

Fax: (403) 223-4368

Hours of operation: Tues. – Wed. noon – 5.30 p.m.

Thurs. noon - 5.30 p.m.; 7 - 9 pm

Fri. noon – 9 p.m.

Sat. 10 a.m. – 5:30 p.m.

Acceptable ID when borrowing items: Home library card and photo ID with current address.

Loan periods: 3 weeks

Restrictions: Videos, reference materials and literacy collection unavailable for loan. Borrowing privileges suspended when fines reach or exceed \$10.

Renewals: One renewal per item, in person, by phone or by e-mail.

Address to be used for returns by mail: 5219 49 Avenue, Taber, AB T1G 1W1

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7th Avenue North, Lethbridge, AB T1H 5C6

Overdue reminders: E-mail or mail notice.

Lost items: Considered lost at 100 days after due date.

Fines and fees for late and/or damaged materials: Adult/YA print 10¢/day; adult/YA cassettes. CDs, books on tape 25¢/day; adult/YA/juvenile videos \$2/day

Billing information: Payment information will appear on notices sent to patrons. Payment may be made in person or by mail to any Chinook Arch library. Failure to pay when charges are at or over \$10 results in suspension of privileges.

Thorhild and District Municipal Library (Northern Lights Library System)

Contact: Rose Alexander, Librarian

E-mail: thorlib@telusplanet.net

Mailing address: Box 658, Thorhild, AB T0A 3J0

Street address: 710 7th Avenue, Thorhild, AB

Phone: (780) 398-3502

Fax: (780) 398-2100

Hours of operation: Mon. 7 – 9 p.m.

Tues. 2 – 5 p.m.

Wed. 12:30 – 5 p.m.

Thurs. 3 – 7 p.m.

Fri. 10 a.m. – 5 p.m.

Summer hours (June 15 to August 15): Mon. 7 – 9 p.m.

Tues. 11 a.m. – 5 p.m.

Wed. 10 a.m. – 5 p.m.

Thurs. 1 – 9 p.m.

Fri. 10 a.m. – 5 p.m.

Acceptable ID when borrowing items: The Alberta Library Card plus one other piece of signed ID, preferably Driver's License.

Loan periods: 3 weeks books and magazines, 1 week videos.

Restrictions: Limit of 5 items per patron at any given time; no loan of reference materials; no extended reference questions referred to NLLS Resource Centre; fines amounting to more than \$10.00 will result in the suspension of borrowing privileges.

Renewals: Up to 2 consecutive renewals allowed, in person, by phone or e-mail.

Address to be used for returns by mail: Box 658, Thorhild, AB T0A 3J0

Address to be used for returns by courier:

Overdue reminders: By telephone; if no response, borrower's home library will be contacted.

Lost items: Considered lost after one month. Replacement cost of item charged plus administration fee of #2 to cover cataloguing costs.

Fines and fees for late and/or damaged materials: Billing information: Books 10¢ per operational day; videos \$1.00 per operational day. In the case of irreparably damaged items, full replacement cost charged, plus administration fee of #2 to cover cataloguing costs.

Thorsby Municipal Library (Yellowhead Regional Library)

Contact: Carolyn Hoffman, Librarian

E-mail:

Mailing address: PO Box 319, Thorsby, AB T0C 2P0

Street address: 4901 48 Ave., Thorsby, AB T0C 2P0

Phone: (780) 789-3808

Fax: (780) 789-3808

Hours of operation: Tues. 4 – 9 p.m.

Thurs. 11:30 a.m. – 4:30 p.m.

Sat. 11 a.m. 3 p.m.

Acceptable ID when borrowing items: Driver's license or birth certificate

Loan periods: 2 weeks

Restrictions: 10 items per person

Renewals: May only renew one item twice, in person or by phone.

Address to be used for returns by mail: PO Box 319, Thorsby, AB T0C 2P0

Address to be used for returns by courier:

Overdue reminders: By phone or mail.

Lost items: Price of item charged.

Fines and fees for late and/or damaged materials: \$1 per week per item. Damaged materials: cost of the item is charged.

Billing information: Failure to pay overdue fines or return materials results in lost library privileges.

Three Cities Public Library (Northern Lights Library System)

Contact: Sandra Babcock, Librarian

E-mail: sandbabc@pv.btrd.ab.ca

Mailing address: Box 60, Paradise Valley, AB T0B 3R0

Street address: Corner of Park Avenue and Phillippe Street.

Phone: (780) 745-2277

Fax: (780) 745-2641

Hours of operation: Mon. – Fri. 10:15 a.m. – 3:15 p.m.; Second Monday of each month: 10:15 a.m. – 5:15 p.m. Summer hours vary each summer depending on hiring ability.

Acceptable ID when borrowing items: Any two pieces of ID, preferably one with photo.

Loan periods: 3 weeks

Restrictions: No loans of reference material; no loans to under 18s. Patrons may not carry overdue fines or have overdue materials.

Renewals: One renewal, in person, by phone, fax or e-mail.

Address to be used for returns by mail: Box 60, Paradise Valley, AB T0B 3R0

Address to be used for returns by courier: Three Cities Public Library, Corner of Park Avenue and Phillippe Street.

Overdue reminders: By mail, fax or phone.

Lost items: Considered lost after 60 days. Minimum replacement charge of \$10.00 and maximum charge at the discretion of library personnel, depending on age and condition of the item. Processing fees are also charged.

Fines and fees for late and/or damaged materials: Fines: 25¢/day/item. Damaged: Replacement cost, at the discretion of library personnel, plus processing.

Billing information: Payment may be made to the Three Cities Public Library by cheque or cash, either in person or by mail. The Three Cities Public Library may authorize a collection agent to collect overdue books, fines or replacement costs.

Three Hills Municipal Library (Marigold Library System)

Contact: Susan Hamm, Library Manager

E-mail: ATHMlibrary@telusplanet.net

Mailing address: Box 207, Three Hills, AB T0M 2A0

Street address: 122 3rd Avenue S., Three Hills

Phone: (403) 443-2360

Fax:

Hours of operation: Tues. - Fri. 10 a.m. – 5 p.m., 6:30 – 8:30 p.m.

Sat. 1 – 5 p.m.

Sun. 2 – 5 p.m.

Acceptable ID when borrowing items: Alberta Library Card

Loan periods: 3 weeks for books, audio books, magazines; 1 week for videos and dvds

Restrictions: Cards will be blocked once fines reach \$10.00; 10 videos and 10 audio books per family membership; 5 videos and 5 audio books per single membership; no limit on books and magazines, all items must leave library in a bag to prevent damage from dropping

Renewals: Renewals if item not reserved. Renewals in person, by phone, e-mail, or online

Address to be used for returns by mail: Box 207, Three Hills, AB T0M 2A0

Address to be used for returns by courier: 122 3rd Avenue S., Three Hills

Overdue reminders: By phone

Lost items: Considered lost at 3 – 6 months overdue. Current cost of item or replacement with something similar per approval of library manager

Fines and fees for late and/or damaged materials: Books 25¢/day; Damaged: cost of replacement at the discretion of the librarian.

Billing information: Payment should be made to Three Hills Municipal Library. Borrowing privileges suspended when unpaid bills exceed \$10.00

Tofield Municipal Library (Northern Lights Library System)

Contact: Elizabeth Hubbard, Librarian

E-mail: librarian@tofieldlibrary.ca

Mailing address: Box 479, Tofield, AB T0B 4J0

Street address: 5407 50 St., Tofield, AB T0B 4J0

Phone: (780) 662-3838

Fax: (780) 662-3929

Hours of operation: Sept. – June: Tues. 10 a.m. – 5 p.m.

Wed. 1- 5 p.m.

Thurs. 10 a.m. – 8 p.m.

Fri 10 a.m. – 5 p.m.

Sat. 10 a.m. 12 noon; 1 – 5 p.m.

July – Aug.: Tues. 10 a.m. – 5 p.m.

Wed. 10 a.m. - 5 p.m.

Thurs. 10 a.m. – 8 p.m.

Fri 10 a.m. – 5 p.m.

Sat. 10 a.m. – 5 p.m.

Acceptable ID when borrowing items: The Alberta Library Card plus home library card plus driver's license if adult or other photo ID.

Loan periods: 3 weeks

Restrictions: No loans if card expired or if owing \$10.00 or more. Maximum 5 books at a time. Books only loaned.

Renewals: One renewal for same loan period, effective on renewing date. In person or by phone if no other requests for item.

Address to be used for returns by mail: Box 479, Tofield, AB T0B 4J0

Address to be used for returns by courier: same as mail

Overdue reminders: By phone if a local call; by mail for subsequent (or toll charge) notices.

Lost items: Considered lost if not returned after 3 notices and at least one phone call, or if reported by patron. Charge is replacement purchase cost plus \$5 fee.

Fines and fees for late and/or damaged materials: 10¢ per library day

Billing information: Payment may be made by mail or in person, Consequences are loss of borrowing privileges. Home library will also be contacted for assistance.

Additional information: Completion of form for FOIP purposes when added to The Regional Automation Consortium database.

Trochu Municipal Library (Marigold Library System)

Contact: Sherie Campbell, Library Manager

E-mail: ATRMlibrary@telusplanet.net

Mailing address: Box 396, Trochu, AB T0M 2C0

Street address: 317 Main St

Phone: (403) 442-2458

Fax: N/A

Acceptable ID when borrowing items: Drivers' license, student card

Loan periods: 3 weeks books, 1 week periodicals

Restrictions:

Renewals: Renewals if no holds on item. Renewal in person, by phone or e-mail

Address to be used for returns by mail: Box 396, Trochu, AB T0M 2C0

Address to be used for returns by courier: 317 Main Street, Trochu, AB T0M 2C0

Overdue reminders: By phone.

Lost items: Considered lost after 2 months. Cost of replacement charged.

Fines and fees for late and/or damaged materials: No fines at this time

Two Hills – Alice Melnyk Municipal Library (Northern Lights Library System)

Mailing Address: Box 460, Two Hills, AB T0B 4K0

Phone: (780) 657-3553

University of Alberta Libraries, Including

Bibliothèque Saint-Jean

Herbert T Coutts Library (Education Library)

Humanities and Social Sciences Library (Rutherford Complex)

John W. Scott Health Sciences Library

Law Library

Mathematical Science Library

Physical Science Library

Science and Technology Library

Contact: For a complete listing of contact names, mailing addresses, phone numbers and fax numbers, visit www.library.ualberta.ca/aboutus/contactinfo/circ/index.cfm

Hours of operation: Visit www.library.ualberta.ca/hours/index.cfm

Acceptable ID when borrowing items: TAL card must be presented. When registering at the circulation desk for the first time, patrons must present picture ID.

Loan periods: Two weeks for books.

Restrictions: Five item limit. No loan of materials from the Curriculum, Reference or Reserve Room collections.

Holds: Permitted.

Renewals: Loans may be renewed up to four times as long as there are no holds outstanding.

Renewal method: In person, by phone, or on-line via the My Account feature. – See www.library.ualberta.ca/myaccount/ for details.

Address to be used for returns by mail: Interlibrary Loans/Document Delivery, 2-10 Cameron Library, University of Alberta, Edmonton, T6G 2J8.

Address to be used for returns by courier: Same as above.

Overdue reminders: By mail.

Fines and fees for late/damaged material: For complete details regarding fines, visit www.library.ualberta.ca/circulation/fines/index.cfm.

Lost items: An item is considered lost after 31 days. Charges vary. For details, visit www.library.ualberta.ca/circulation/fines/index.cfm.

Billing information: Bills are due when fines are incurred and must be paid before library privileges will be renewed. Payments can be made at most circulation desks. Library privileges will be suspended when unpaid fines and/or lost book charges exceed \$50.00.

University of Calgary Library

Contact: Robert Tiessen, Head Access Services

E-mail: tiessen@ucalgary.ca

Mailing address: Circulation Services, MacKimmie Library, University of Calgary, 2500 University Drive N.W., Calgary, AB T2N 1N4

Street address:

Phone: (403) 220-6043

Fax: (403) 282-6837

Hours of operation: Hours of operation vary between branches and during the time of year. Please check our webpage for current hours: <http://library.ucalgary.ca/hours/>

Acceptable ID when borrowing items: TAL card plus Photo ID

Loan periods: 2 week definite loan.

Restrictions: 5 book limit (normal circulating collection), no access to Reserve Collection or to restricted materials in the Doucette Library of Teaching Resources (kits and authorized K-12 textbooks). Borrowing privileges suspended if patron has overdue books; owes \$10.00 or more in fines; has any outstanding times from the previous term. Not eligible for use of University of Calgary Document Delivery Services. No remote access to electronic databases. Periodicals do not circulate.

Renewals:

Address to be used for returns by mail: Circulation Services, MacKimmie Library, University of Calgary, 2500 University Drive N.W., Calgary, AB T2N 1N4

Address to be used for returns by courier: same as above

Overdue reminders: Overdue notices are emailed one day after the material is overdue. A preoverdue notice reminding borrowers to return material is emailed three days before the item is due.

Lost items: Items more than 15 days overdue are shelf-checked and then assessed the replacement cost PLUS a \$15.00 service charge PLUS the late fee of \$15.00. Items reported lost by the patron are assessed the replacement cost PLUS a \$15.00 service charge PLUS any late fees (up to a maximum

of \$15.00) which were incurred up to the time that the item was reported lost.

Fines and fees for late and/or damaged materials: Late Fees: \$1.00/book/day up to a maximum of \$15.00/book at which point the patron is assessed for a lost book as above. Damaged books: depends on whether replacement or rebinding is required. Replacement is charged as above. Rebinding is charged as any late fees plus \$15.00 service charge.

Billing information: Monthly bills are issued for any outstanding accounts of \$10.00 or more. The bills are printed on the 3rd of each month. Payment can be made at any University of Calgary Library circulation point. A warning is attached to the second statement giving the patron 30 days to pay or the bill will be submitted to a collection agency. At this point a \$10.00 administrative fee is added to the bill.

University of Lethbridge Library

Mailing Address: 4401 University Drive, Lethbridge, AB T1K 3M4

Phone: (403) 329-2261

Fax: (403) 329-2022

Borrowing guidelines available: <http://www.uleth.ca/lib/borrowing/access/display.asp?PageID=93>

Valhalla Community Library (Peace Library System)

Contact: Gail Perry, Librarian

E-mail: avcmlibrary@telusplanet.net

Mailing address: Box 68 Valhalla Centre, AB T0H 3M0

Street address:

Phone: (780) 356-3834

Fax: (780) 356-3834

Hours of operation: Monday 12 – 4 p.m.

Wed. 12- 4 p.m.

Thurs. 12 – 4 p.m.

Acceptable ID when borrowing items: Library Card, Drivers' license, birth certificate.

Loan periods: 4 weeks

Restrictions: 5 books per patron. Some limits on resource materials, such as encyclopedias, videos and audio tapes.

Renewals: One renewal of one week, in person, by phone or via e-mail.

Address to be used for returns by mail: Box 68 Valhalla Centre, AB T0H 3M0

Address to be used for returns by courier:

Overdue reminders: By mail or phone.

Lost items: If patron cannot locate book, library charges for book at cost plus GST.

Fines and fees for late and/or damaged materials: 25¢ per week with a 4 week maximum. There is a cost for damaged materials

Billing information: Payments made to Valhalla Community Library. Borrowing privileges will be dishonored.

Valleyview Municipal Library (Peace Library System)

Contact: Yvonne Mury, Library Manager

E-mail: library@valleyviewlibrary.ab.ca OR Yvonne@valleyviewlibrary.ab.ca

Mailing address: Box 897, Valleyview, AB T0H 3N0

Street address: 4804 - 50th Street

Phone: (780) 524-3033

Fax: (780) 524-4563

Hours of operation: Tues, Thurs, Sat. 11 a.m. – 5 p.m.

Wed. 11 a.m. – 8 p.m.

Fri. 11 a.m. – 6 p.m.

Acceptable ID when borrowing items: Photo ID. e.g. Driver's license, valid home library card.

Loan periods: A/V 3 weeks; Books 4 weeks

Restrictions: No outstanding fines.

Renewals: Max. 2 renewals,

Address to be used for returns by mail: Box 897, Valleyview, AB T0H 3N0

Address to be used for returns by courier: AVVM Valleyview Municipal Library, 4804 – 50 Ave, Valleyview, AB T0H 2N0

Overdue reminders: By phone, e-mail or letter

Lost items: Charge replacement value, processing fee, plus fines if any.

Fines and fees for late and/or damaged materials: A/V 25¢/day/item up to \$10.00.

Books 10¢/day/item up to \$10.00.

Billing information: Bills due after 30 days, payments mailed to library. Unpaid bills may be forwarded to Credit Bureau.

Vauxhall Public Library (Chinook Arch Regional Library System)

Contact: Carol Bell

E-mail: cbell@chinookarch.ab.ca

Mailing address: Box 265, Vauxhall, AB T0K 2K0

Street address: 314 2nd Avenue North, Vauxhall, AB

Phone: (403) 654-2370

Fax: (403) 654-2370

Hours of operation: Tues 10 a.m. – 1 p.m. & 2 – 6 p.m.

Wed. 10 a.m. – 1 p.m. & 2 – 5 p.m.

Thurs. 2 – 4:30 p.m. & 5 – 8 p.m.

Fri. 2 – 5 p.m.

Acceptable ID when borrowing items: Home library card and photo ID with current address.

Loan periods: 3 weeks

Restrictions: Reference materials unavailable for loan. Borrowing privileges suspended when fines reach or exceed \$10.

Renewals: One renewal per item, in person, by phone or by e-mail.

Address to be used for returns by mail: Box 265, Vauxhall, AB T0K 2K0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7th Avenue North, Lethbridge, AB T1H 5C6

Overdue reminders: E-mail or mail notice.

Lost items: Considered lost at 100 days after due date.

Fines and fees for late and/or damaged materials: Adult/YA print 10¢/day; adult/YA/juvenile videos \$1/day

Billing information: Payment information will appear on notices sent to patrons. Payment may be made in person or by mail to any Chinook Arch library. Failure to pay when charges are at or over \$10 results in suspension of privileges.

Vegreville Public Library (Northern Lights Library System)

Contact: Amber Zary, Director of Library Services

E-mail: library@vegreville.com

Mailing address: Box 129, Vegreville, AB T9C 1R1

Street Address: 4829 50 Street

Phone: (780) 632-3491

Fax: (780) 603-2338

Hours of operation: Mon and Wed. Noon-5:30 pm.,

Tues. and Thurs. Noon-9pm

Fridays. 10am – 5:30pm

Sat. Noon-4pm,

Sundays 1pm-4pm, Closed Statutory Holidays and weekends of Statutory

Holidays, Closed weekends between July 1 and September Long Weekend.

Acceptable ID when borrowing items: Valid Driver's license or other picture ID.

Loan periods: 1 week videos, 3 weeks books.

Restrictions: 10 items allowed out at one time. If fines of over \$10, not allowed to take out materials. No extended reference services via Northern Lights Library System, although history of the search at Vegreville PL will be provided on request to borrower's home library. No access to interlibrary loan services.

Renewals: Maximum of one renewal. Renewals in person, by phone or e-mail, but not when books

are overdue or on reserve.

Address to be used for returns by mail: Box 129, Vegreville, AB T9C 1R1

Address to be used for returns by courier: As above or 4829 50 Street.

Overdue reminders: By phone or mail.

Lost items: Cost of item plus \$5.00 processing fee..

Fines and fees for late and/or damaged materials: Adult books: 25¢ per item per day. Junior books: 10¢/item/day. Talking books and CDs 50¢/item/day; audiocassettes 25 ¢/item/day; video cassettes \$1/item/day; reference books \$1.50/item/day.

Billing information: Bills payable at the library or by mail. Cannot take out materials if bills not paid.

Vermilion Public Library (Northern Lights Library System)

Contact: Jannay Thiessen, Librarian

E-mail: vlibrary@telusplanet.net

Mailing address: 5001 49th Avenue, Vermilion, AB T9X 1B8

Phone: (780) 853-4288

Fax: (780) 853-1783

Hours of operation: Tues. 10 a.m. – 7 p.m.

Wed. 10 a.m. – 5:30 p.m.

Thurs. 10 a.m. – 8 p.m.

Fri 10 a.m. – 5:30 p.m.

Sat. 10 a.m. 5 p.m.

Acceptable ID when borrowing items: TAL card plus one of: driver's license, social insurance number, health card

Loan periods: 1 week videos, 3 weeks all other items

Restrictions: Items for in-library use only may not be borrowed; 10 items per TAL card; ILL services and extensive reference services (i.e. requiring the NLLS Resource Centre) are available only to patrons whose primary library is the VPL.

Renewals: Maximum of 2 renewals per item. Renewals in person, by phone or e-mail. Renewal must be requested before the due date.

Address to be used for returns by mail: Vermilion Public Library, 5001 49th Avenue, Vermilion, AB T9X 1B8

Address to be used for returns by courier: As above

Overdue reminders: By phone, unless patron is to be billed for a lost or damaged item, in which case a notice will be sent by mail

Lost items: Considered lost if patron has not returned the item or made arrangements to do so three weeks after the due date. Charges are: Adult: hardcover \$25, paperback \$10. Junior/Easy: Hardcover \$15, paperback \$8. A/V \$25.

Fines and fees for late and/or damaged materials: 10¢ per item per day library is open. Damaged items are charged the above replacement costs.

Billing information: Payments can be made by cash or cheque in person or by mail. Failure to pay or make arrangements to do so after 5 weeks from the due date results in the suspension of borrowing privileges.

Viking Municipal Library (Northern Lights Library System)

Mailing Address: Box 300, Viking, AB T0B 4N0

Phone: (780) 336-4992

Vulcan Public Library (Chinook Arch Regional Library System)

Contact: Linda Lambert

E-mail: llambert@chinookarch.ab.ca

Mailing address: Box 1120, Vulcan, AB T0L 2B0

Street address: 303 Centre Street, Vulcan AB T0L 2B0

Phone: (403) 485-2571

Fax: (403) 485-2571

Hours of operation: Mon – Fri. 11 a.m. – 5 p.m.

Sat. 1 – 3 p.m..

Acceptable ID when borrowing items: Home library card and photo ID with current address.

Loan periods: 3 weeks

Restrictions: Videos, reference materials and literacy collection unavailable for loan. Borrowing privileges suspended when fines reach or exceed \$10.

Renewals: One renewal per item, in person, by phone or by e-mail.

Address to be used for returns by mail: Box 1120, Vulcan, AB T0L 2B0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7th Avenue North, Lethbridge, AB T1H 5C6

Overdue reminders: E-mail or mail notice.

Lost items: Considered lost at 100 days after due date.

Fines and fees for late and/or damaged materials: Adult/YA print 10¢/day; adult/YA cassettes. CDs, books in tape 10¢/day; adult/YA/juvenile videos 10¢/day

Billing information: Payment information will appear on notices sent to patrons. Payment may be made in person or by mail to any Chinook Arch library. Failure to pay when charges are at or over \$10 results in suspension of privileges.

Wabamun Public Library (Yellowhead Regional Library)

Contact: Vienna Johnson, Librarian

E-mail: vienna.johnson@telusplanet.net

Mailing address: Box 89, Wabamun, AB T0E 2K0

Street address: 5132 53 Avenue, Wabamun, AB T0E 2K0

Phone: (780) 892-2713

Fax: (780) 892-2669 (Village of Wabamun)

Hours of operation: Mon. and Wed. 7 – 8 p.m.

Tues. and Thurs. 11 a.m. – 5 p.m.

Fri. 10 a.m. – 5 p.m.

Acceptable ID when borrowing items: Driver's License, current library membership card.

Loan periods: 3 weeks.

Restrictions: Limit of 5 books/magazines. No loan of audio books, videos, new releases. Borrowers must be 18 or older.

Renewals: No renewals.

Address to be used for returns by mail: Box 89, Wabamun, AB T0E 2K0

Address to be used for returns by courier:

Overdue reminders: Locally by phone; long distance borrowers by mail.

Lost items: Considered lost after one month. Price of book charged.

Fines and fees for late and/or damaged materials: 20¢/day. Damaged books will be assessed a charge by the librarian.

Billing information: Bills due 15 days upon receipt. Payment may be made to the library. A self addressed envelope will be supplied. Failure to pay will result in loss of privileges. Yellowhead Regional Library will be informed in cases of failure to pay.

Wainwright Public Library (Northern Lights Library System)

Contact: Wendy Sears Ilnicki, Librarian

E-mail: wainlib@telusplanet.net

Mailing address: 921 3rd Avenue, Wainwright, AB T9W 1C4

Phone: (780) 842-2673

Fax: (780) 842-2340

Hours of operation: Tues. – Sat. 10 a.m. 5 p.m.

Thurs. 10 a.m. – 9 p.m.

Acceptable ID when borrowing items: TAL Card with home library card, plus one other piece of ID

Loan periods: 3 weeks for books, 1 week for magazines, videos, audiotapes, CDs, cassettes etc.

Restrictions: 10 items per card; privileges blocked if unpaid fines; Internet time: charges for e-mail/chat room use.

Renewals: One renewal per item if no holds. Renewal in person, by phone or e-mail.

Address to be used for returns by mail: 921 3rd Avenue, Wainwright, AB T9W 1C4

Address to be used for returns by courier: As above

Overdue reminders: 1. By telephone, fax or e-mail. 2. Letter to patron.

Lost items: Considered lost after 6 weeks. Price of item at discretion of librarian; fine does not exceed purchase cost of item.

Fines and fees for late and/or damaged materials: \$1.00 per day for videos; 25¢ per day for books, audiotapes, CDs, cassettes. Damaged items: discretion of librarian.

Billing information: Cash or cheque to library. Failure to pay results in loss of privileges.

Warburg Public Library (Yellowhead Regional Library)

Contact: Meta Siemens, Librarian

E-mail: warburg.library@telusplanet.net

Mailing address: Box 299, Warburg T0C 2T0

Street address:

Phone: (780) 848-2391

Fax: (780) 848-2296

Hours of operation: Tues. 10:30 a.m. – 4:30 p.m.

Thurs. 10:30 a.m. – 4:30 p.m.

Sat. 10 a.m. – 2 p.m.

Acceptable ID when borrowing items: Driver's license

Loan periods: 3 weeks

Restrictions: Books only. No borrowing if outstanding books or fines.

Renewals: No renewals.

Address to be used for returns by mail: Box 299, Warburg T0C 2T0

Address to be used for returns by courier:

Overdue reminders: By mail.

Lost items: \$20 per hardcover book, \$5 per soft cover, or replacement cost of book.

Fines and fees for late and/or damaged materials: 5¢ per day for overdues. Cost of replacement. If unable to replace, \$20 for damaged book if hard cover, \$5 for soft cover.

Billing information:

Warner Memorial Library (Chinook Arch Regional Library System)

Contact: Bonnie Lindsay

E-mail: wml@telusplanet.net

Mailing address: Box 270, Warner, AB T0K 2L0

Street address: 203 3rd Avenue, Warner, AB T0K 2L0

Phone: (403) 642-3988

Fax:

Hours of operation: Winter: Sept. 1 – June 25; Tues. noon – 5 p.m.

Wed. 6 – 8 p.m.

Thurs. noon – 5 p.m.

Summer: July 28 1 – 4 p.m.

Aug. 12 6 – 8 p.m.

Aug 18 1 – 4 p.m.

Aug 26 6 – 8 p.m.

Acceptable ID when borrowing items: Home library card and photo ID with current address.

Loan periods: 3 weeks

Restrictions: Videos, reference materials and literacy collection unavailable for loan. Borrowing privileges suspended when fines reach or exceed \$10.

Renewals: One renewal per item, in person, by phone or by e-mail.

Address to be used for returns by mail: Box 270, Warner, AB T0K 2L0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7th Avenue North, Lethbridge, AB T1H 5C6

Overdue reminders: E-mail or mail notice.

Lost items: Considered lost at 100 days after due date.

Fines and fees for late and/or damaged materials: Adult/YA print 25¢/day; adult/YA cassettes. CDs, books in tape 25¢/day; adult/YA paperback 10¢/day; juvenile print 10¢/day; adult/YA/juvenile videos

\$2/day

Billing information: Payment information will appear on notices sent to patrons. Payment may be made in person or by mail to any Chinook Arch library. Failure to pay when charges are at or over \$10 results in suspension of privileges.

Waskatenau -- Anne Chorney Public Library (Northern Lights Library System)

Contact: Joan Bozniak, Librarian

E-mail:

Mailing address: PO Box 130, Waskatenau, AB T0A 3P0

Street address: 5134 49 Street

Phone: (780) 358-277

Fax: (780) 358-2332 (school)

Hours of operation: Tues. 1:30 – 5 p.m.

Thurs. 1:30 – 5 p.m.

Summer hours (July and August): Tues. 1:30 – 5 p.m.

Acceptable ID when borrowing items:

Loan periods: 3 weeks books, 1 week videos

Restrictions:

Renewals: Renewal of one week in person, by phone or in writing.

Address to be used for returns by mail: PO Box 130, Waskatenau, AB T0A 3P0

Address to be used for returns by courier:

Overdue reminders: Two notices, one by phone and/or by mail

Lost items: Charged at the original cost.

Fines and fees for late and/or damaged materials: No fines. Damaged material will be charged at the original cost.

Billing information: Payments made at library. Failure to pay will result in suspension of borrowing privileges:

Westlock Municipal Library (Yellowhead Regional Library)

Contact: Lisbeth J. Booth, Librarian

E-mail: wklib@telusplanet.net

Mailing address: #1, 10007 100 Ave., Westlock, AB T7P 2H5

Phone: (780) 349-3060

Fax: (780) 349-3060

Hours of operation: Mon., Tues., Thurs., and Fri. 10 a.m. – 5:30 p.m.

Wed., 10:00 a.m. – 8:00 p.m.

Sat. 11:00 a.m. – 3:00 p.m.

Closed Sundays and all Statutory holidays and the Saturdays of long weekends.

Acceptable ID when borrowing items: Driver's license or other ID with signature. Juveniles under 18 not allowed to borrow unless accompanied by parent.

Loan periods: 3 weeks

Restrictions: 5 items at any one time. May borrow only print items, excluding magazines. Borrowing blocked if books overdue or missing, or fines exceed \$2.

Renewals: One renewal for 3 weeks, in person or by phone.

Address to be used for returns by mail: #1, 10007 100 Ave., Westlock, AB T7P 2H5

Address to be used for returns by courier: As above

Overdue reminders: No overdue notice is sent. It is the responsibility of the borrower to return the item or renew it. A bill for any incurred fine will be mailed when the item is returned, or with the lost item billing.

Lost items: Considered lost if item has not been returned and a bill has been generated 7 weeks after the due date. List cost charged, or, if not available, the average cost as per YRL list of lost circulation block items.

Fines and fees for late and/or damaged materials: 10¢ per day per item. Damaged: if beyond use, full replacement cost is charged and patron may keep the damaged item.

Billing information: Bills due upon receipt. Payment made to lending library either in person or by mail. Failure to pay results in withdrawal of borrowing privileges.

Wetaskiwin Public Library (Yellowhead Regional Library)

Mailing Address: 5002 51 Avenue, Wetaskiwin, AB T9A 0V1

Phone: (780) 352-4055

Fax: (780) 352-3266

Whitecourt and District Public Library (Yellowhead Regional Library)

Contact: Thyra Ferguson, Head Librarian

E-mail: whitep@telusplanet.net

Mailing address: Box 150. Whitecourt, AB T7S 1N3

Street address: 5201 49 Street

Phone: (780) 778-2900

Fax: (780) 778-2946

Hours of operation: Tues., Wed., Fri. 10:30 am – 6 p.m.

Thurs. 10:30 – 8 p.m.

Sat. 11:30 a.m. – 4:30 p.m.

Acceptable ID when borrowing items: Driver's license or school card r photo ID.

Loan periods: 3 weeks

Restrictions: 5 items per person. No borrowing with fines over \$5.

Renewals: One renewal in person or by phone, if item is not on reserve.

Address to be used for returns by mail: Box 150. Whitecourt, AB T7S 1N3

Address to be used for returns by courier: 5201 49 Street, Whitecourt.

Overdue reminders: By phone or mail

Lost items: Considered lost at 12 weeks. Replacement cost plus \$3 handling fee is charged.

Fines and fees for late and/or damaged materials: 15¢/day. Damaged: Replacement cost plus \$3 handling fee is charged if beyond repair.

Billing information: Bills due ASAP, payable to the library, in person or by mail. Failure to pay results in permanent suspension and notification to home library.

Additional information:

Wildwood Community Public Library (Yellowhead Regional Library)

Mailing Address: Box 243, Wildwood, AB T0E 2M0

Phone: (780) 325-3882

Fax: (780) 325-3783

Winfield Community Library (Yellowhead Regional Library)

Contact: Pat Thoreson, Librarian

E-mail:

Mailing address: P.O. Box 360, Winfield, AB T0C 280

Street address:

Phone: (780) 682-2498

Fax:

Hours of operation: Tues. 11 a.m. – 4 p.m. and 7 – 9 p.m.

Acceptable ID when borrowing items: The Alberta Library Card.

Loan periods: One month maximum.

Restrictions: No loan of Resource Books. If membership not current or if overdue fines unpaid, borrowing is not allowed.

Renewals: No renewals.

Address to be used for returns by mail: P.O. Box 360, Winfield, AB T0C 280

Address to be used for returns by courier: Winfield Community Library, Winfield Elementary School.

Overdue reminders: 1st step: telephone reminder. 2nd step: letter.

Lost items: Cost of the book is charged.

Fines and fees for late and/or damaged materials: 10¢/week/book. Replacement cost charged for damaged items.

Billing information: Payments can be made in person or by mail. If bills are unpaid, then borrowing privileges are withdrawn.

Worsley and District Library (Peace Library System)

Contact: Colleen Rook

E-mail: rookc@prsd.ab.ca

Mailing address: Box 237, Worsley, AB T0H 3W0

Street address:

Phone: (780) 685-3842

Fax: (780) 685-3766

Hours of operation: Mon – Fri. 8:30 a.m. – 4 p.m. during school hours.

Summer: Thurs. 10 a.m. – 4 p.m.

Acceptable ID when borrowing items: Valid borrower's card if patron within area; otherwise picture ID card and borrower's card from library of residence

Loan periods: 1 month

Restrictions: 6 books at any given time. No loan of encyclopedias. Restrictions if borrower has overdue books.

Renewals: Renewals on request, for one week periods, in person or by phone.

Address to be used for returns by mail: Box 237, Worsley, AB T0H 3W0

Address to be used for returns by courier:

Overdue reminders: By phone for local patrons, by mail for others.

Lost items: Patrons may pay the replacement value of the book or replace the book themselves.

Fines and fees for late and/or damaged materials: No late fees. Patrons are asked to pay for or replace lost or damaged books

Billing information:

Wrentham Public Library (Chinook Arch Regional Library)

(policies coming soon)

Yellowhead Tribal College

Contact: Liz Fulton Lyne, Librarian

E-mail: lfultonlyne@ytced.ab.ca

Mailing address: #304, 17304 – 105 Ave, Edmonton, AB T5S 1G4

Street address: same

Phone: (780) 484-0303 ext. 234

Fax: (780) 481-7275

Hours of operation: Mon – Fri. 8:30 a.m. – 4:30 p.m.

Acceptable ID when borrowing items: TAL card and one piece of ID

Loan periods: 2 weeks

Restrictions: 5 book limit. No loan of Videos/DVDs – Books only.

Holds: Not permitted.

Renewals: No renewals.

Address to be used for returns by mail: same as mailing

Address to be used for returns by courier: same as mailing

Overdue reminders: Notification by mail.

Lost items: Item considered lost after 1 month. YTC Library charges replacement cost plus shipping (if applicable)

Fines and fees for late and/or damaged materials: No late fees. Cost of replacement if item is badly damaged.

Billing information: Bills are due immediately upon notice (at 1 week overdue). Bills must be paid at the library. Failure to pay results in suspension of borrower privileges at YTC.

Youngstown Municipal Library (Marigold Library System)

Mailing Address: Box 39, Youngstown, AB T0J 3P0

Phone: (403) 779-3864

Fax: (403) 779-3828

