

LOCAL LENDING POLICIES FOR ALBERTA LIBRARY CARD BORROWERS Libraries A - C

Acadia Municipal Library (Marigold Library System)

Contact: Brandi Peacock, Library Manager

E-mail: aavalibrary@marigold.ab.ca

Mailing address: P.O. Box 6, Acadia Valley, AB T0J 0A0

Street address: 610 Walsh Avenue, Acme, AB

Phone: (403) 972-3744

Fax: (403) 972-2000

Hours of operation: Mon. 9 a.m. – 3:30 p.m., 4 – 8 p.m.

Tues. 9 a.m. – 3:30 p.m.

Wed. 4 – 8 p.m.

Thurs. 9 a.m. – 12 p.m., 4 – 7 p.m.

Hours change during summer. Please call.

Acceptable ID when borrowing items: Alberta Library Card.

Loan periods: 3 weeks

Holds: Permitted

Renewals: Renewals permitted, in person, by phone or on TRAC website.

Address to be used for returns by mail: P.O. Box 6, Acadia Valley, AB T0J 0A0

Address to be used for returns by courier:

Overdue reminders: Contact by phone.

Lost items: Library charges cost to replace the item.

Fines and fees for late and/or damaged materials: No fines are charged. Damaged materials are charged the replacement cost.

Billing information: Payment is due on receipt of invoice. Failure to pay will result in suspension of privileges.

Acme Municipal Library (Marigold Library System)

Contact: Ryan James, Library Manager

E-mail: aamlibrary@marigold.ab.ca

Mailing address: P.O. Box 326, Acme, AB T0M 0A0

Street address: 610 Walsh Avenue, Acme, AB

Phone: (403) 546-3879

Fax: (403) 546-2248

Hours of operation: Tues. 5 – 9 p.m.

Wed. 1 – 4 p.m.

Thurs. 5 – 9 p.m.

Acceptable ID when borrowing items: One piece of valid picture ID, Alberta Library Card.

Loan periods: 3 weeks

Restrictions: Up to five books to be lent.

Renewals: Renewals permitted, in person, by phone or e-mail unless a reserve has been placed on book.

Address to be used for returns by mail: P.O. Box 326, Acme, AB T0M 0A0

Address to be used for returns by courier: 610 Walsh Avenue, Acme, AB

Overdue reminders: Contact by phone.

Lost items: Considered lost when patron says it is lost or damaged. Library charges cost to replace the item.

Fines and fees for late and/or damaged materials: Fines \$0.10 per day. Fines for late materials to be paid in person at library by cash or cheque. Damaged materials are charged the replacement cost.

Borrowing privileges suspended when fines reach \$10.

Billing information: Bills are due on receipt and are to be paid at library. Failure to pay will result in suspension of privileges.

Airdrie Public Library

Contact: Janine Jevne, Director

E-mail: janine.jevne@airdriepubliclibrary.ca

Mailing & Street address: #111 – 304 Main Street S., Airdrie, AB T4B 3C3

Phone: (403) 948-0600

Fax: (403) 912-4002

Hours of operation: Monday – Thursday – 10 a.m. – 9 p.m.

Friday & Saturday – 10 a.m. – 5 p.m.

Sunday – 1 p.m. – 5 p.m. (closed from mid-June through mid-September)

Acceptable ID when borrowing items: Driver's license or other picture ID with current address.

Loan periods: Three weeks for all material (books only).

Restrictions: Five books per borrower, borrowing privileges are suspended if fines are over \$5.00.

Renewals: Material may be renewed in person or over the phone unless there is a reserve on the item.

Address to be used for returns: Same as above.

Overdue reminders: Phone call after one week, 21 days, and written reminder at two months.

Lost items: Books considered lost after three months overdue. Account will be charged price of book.

Fines and fees for overdue material: \$.10 per day for adult material to a maximum of \$10.00 per item.

\$.10 per day for young adult, junior and easy material to a maximum of \$5.00 per item.

Damaged items: Replacement cost will be charged.

Billing information: Payment of price of book is due upon receipt of invoice. Payment by mail (cheque) or in library (cash or cheque); consequences of non-payment include suspension of privileges.

Alberta Beach Municipal Library (Yellowhead Regional Library)

Mailing address: Box 186, Alberta Beach, AB T0E 0A0

Phone: (780) 924-3491

Fax: (780) 924-3313

Alberta College Library

Contact: Thuc Cong, Library Technician

E-mail: Thuc.cong@abcollege.ab.ca, Library.assistant@abcollege.ab.ca

Mailing address: 10050 MacDonald Drive, Edmonton, AB T5J 2B7

Phone: (780) 423-6227

Fax: (780) 424-6371

Hours of operation: Mon. – Thurs. 8 a.m. to 4.30 p.m.

Acceptable ID when borrowing items: Alberta College ID, home library card, TAL Card.

Loan periods: Some books circulate for two weeks. Reserved books circulate for one week.

Restrictions: 5 books per borrower. Back issues only of magazines may be borrowed.

Renewals: Renewals if no other requests, in person, by phone or e-mail

Address to be used for returns by mail: Alberta College Library, 4th Floor, 10050 MacDonald Drive, Edmonton, AB T5J 2B7

Address to be used for returns by courier: As above.

Overdue reminders: Notices by mail or e-mail.

Lost items: Considered lost after a semester or 5 months. Cost of book plus processing costs is charged.

Fines and fees for late and/or damaged materials: 50¢/day per book.

Billing information: Bills are due two weeks after receipt. Payment can be made at the general office. Failure to pay will result in losing borrowing privileges.

Alberta College of Art and Design Library

Contact: Christine Sammon, Director, Library

E-mail: christine.sammon@acad.ab.ca

Mailing address: 1407 14th Avenue NW, Calgary, AB T2N 4R3

Phone: (403) 284-7631

Fax: (403) 289-6682

Hours of operation: Mon. – Thurs. 8:30 a.m. – 8:00 p.m.

Fri. 8:30 a.m. – 4:30 p.m.

Sat. 11 a.m. – 5 p.m. (Hours are subject to change during intersession and summer months. Hours will be posted on our web page and are available by calling our voice message at 284-7631.)

Acceptable ID when borrowing items: Current valid ID from home library AND any piece of ID with the borrower's current address on it.

Loan periods: 3 weeks for books, 1 week for periodicals.

Restrictions: 5 items at one time. No access to Image Collection. No access to film/video collection.

Renewals: No renewals.

Address to be used for returns by mail: 1407 14th Avenue NW, Calgary, AB T2N 4R3.

Address to be used for returns by courier: As above.

Overdue reminders: Via mailed overdue notices; after the first notice we will notify the home library and ask that the borrower be suspended there.

Lost items: Cost of replacement value plus \$5.00 service charge.

Fines and fees for late and/or damaged materials: \$1.00/day per item for late charges. Cost of replacements plus \$5.00 service charge for damaged BEYOND repair items. If not beyond repair and still usable, we generally do not charge.

Billing information: Bills due upon receipt of invoice. Payment is made by cheque at the ACAD LUKE LINDOE LIBRARY or by credit card, debit card or cash through the ACAD Bookstore or the ACAD Library. Failure to pay results in the ACAD Library issuing a SUSPENSION of activity request at the home library until payment is received.

Alberta Geological Survey Library

Contact: Hanne Csanyi, Librarian

E-mail: Hanne.Csanyi@gov.ab.ca

Mailing Address: 4th Floor, Twin Atria Building, 4999 – 98 Avenue, Edmonton, AB T6B 2X9

Phone: 780-427-4663

Fax: 780-422-1918

Hours of operation: Monday to Friday 8:00 a.m. – 12:00 p.m. 1:00 p.m. – 4:30 p.m.

Acceptable ID when borrowing items: Driver's license with current address.

Loan periods: 2 weeks plus 1 renewal.

Restrictions: Non-circulating items (such as archive collections and maps) and reference items are not available for loan, only in-library use. Local loan items will only be available for loan to EUB/AGS staff.

Renewals: One renewal of 2 weeks permitted, no holds permitted. Renewals are accepted by phone, e-mail or in person.

Address to be used for returns by mail: 4th Floor, 4999 – 98 Avenue, Edmonton, AB T6B 2X9

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

Overdue reminders: By e-mail only.

Fines for late materials: No fines charged.

Fines for lost or damaged materials: An item is considered lost when a book item is not returned within 30 days of due date. Fine is cost of replacement. Fine for a damaged item (if unusable) is the replacement cost.

Billing information: Bills due 30 days from billing date. Borrowing privileges will be suspended until bill is paid, if not paid within 30 days.

Alberta Government Libraries:

◆ Alberta Government Library – Capital Boulevard Site (Education, culture and government operations)

Client ministries: Aboriginal Relations, Advanced Education & Technology, Corporate Human Resources, Culture & Community Spirit, Education, Finance & Enterprise, Housing & Urban Affairs, International & Intergovernmental Relations, Municipal Affairs, Service Alberta, Tourism, Parks & Recreation, Treasury Board

Contact: Gary Weber, Head Librarian

E-mail: library.learning@gov.ab.ca

Mailing Address: 11th Floor, 44 Capital Boulevard Building, 10044 – 108 Street, Edmonton, AB T5J 5E6

Phone: 780-427-2985

Fax: 780-427-5927

Hours of operation: Monday to Friday 8:15 a.m.– 4:30 p.m., no after-hours book drop.

Acceptable ID when borrowing items: Identification with current address and photo ID.

Loan periods: 2 weeks.

Restrictions: 10 book limit, books only. Non-circulation material: Media (DVD, CD, videos, films, etc.); Reference; Periodicals; Local Loan status items. Borrowing privileges suspended at \$31.00 in fines.

Renewals: 1 renewal.

Renewal Methods: In person, by phone, by email.

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

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

Overdue reminders: Borrower will be contacted by phone, fax, mail or email.

Fines for late materials: \$1.00 per day per book.

Fines for lost or damaged materials: An item is considered lost after 31 days. Lost item charge is the replacement of the item or replacement cost of the item. Charge for damaged items is at the discretion of the site library.

Billing information: Bills are due immediately. Payments may be made at any Alberta Government Library site (contact site library before payment). Failure to pay will result in immediate suspension of library privileges and the home library will be notified of the suspension.

◆ **Alberta Government Library - Great West Site (Agriculture, energy, environmental sciences and infrastructure)**

Client ministries: Alberta Agriculture & Rural Development, Alberta Energy, Alberta Environment, Alberta Sustainable Resource Development, Natural Resources Conservation Board (NRCB), Parks and Protected Areas (part of Alberta Tourism, Parks, Recreation & Culture), Alberta Infrastructure, Alberta Transportation

Contact: Laura Lemmens, Head Librarian;

E-mail: env.library@gov.ab.ca

Mailing address: 6th Floor, 9920 108 Street, Edmonton, AB T5K 2M4

Phone: (780) 415-0351

Fax: (780) 422-0170

Hours of operation: Monday to Friday 8:15 a.m. – 4:30 p.m. Closed statutory holidays, no after-hours bookdrop.

Acceptable ID when borrowing items: Identification with current address and photo ID.

Loan periods: 2 weeks.

Restrictions: 10 book limit, books only. Non-circulation material: Media (DVD, CD, videos, films, etc.); Reference; Periodicals; Local Loan status items. Borrowing privileges suspended at \$31.00 in fines.

Renewals: 1 renewal.

Renewal Methods: In person, by phone, by email.

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

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

Overdue reminders: Borrower will be contacted by phone, fax, mail or email.

Fines for late materials: \$1.00 per day per book.

Fines for lost or damaged materials: An item is considered lost after 31 days. Lost item charge is the replacement of the item or replacement cost of the item. Charge for damaged items is at the discretion of the site library.

Billing information: Bills are due immediately. Payments may be made at any Alberta Government Library site (contact site library before payment). Failure to pay will result in immediate suspension of library privileges and the home library will be notified of the suspension.

◆ **Alberta Government Library - 107 Street Site (Families, communities and the workplace)**

Client ministries: Alberta Children & Youth Services, Alberta Seniors & Community Supports, Alberta Employment & Immigration

Contact: Teresa Bendall, Head Librarian

E-mail: library.cs@gov.ab.ca

Mailing address: 3rd Flr. South Tower 10030-107 Street, Edmonton, AB T5J 3E4

Phone: (780) 427-7272

Fax: (780) 422-3980

Hours of operation: Monday to Friday 8:15a.m - 4:30p.m. Closed statutory holidays. No after-hours bookdrop.

Acceptable ID when borrowing items: Identification with current address and photo ID.

Loan periods: 2 weeks.

Restrictions: 10 book limit, books only. Non-circulation material: Media (DVD, CD, videos, films, etc.); Reference; Periodicals; Local Loan status items. Borrowing privileges suspended at \$31.00 in fines.

Renewals: 1 renewal.

Renewal Methods: In person, by phone, by email.

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

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

Overdue reminders: Borrower will be contacted by phone, fax, mail or email.

Fines for late materials: \$1.00 per day per book.

Fines for lost or damaged materials: An item is considered lost after 31 days. Lost item charge is the replacement of the item or replacement cost of the item. Charge for damaged items is at the discretion of the site library.

Billing information: Bills are due immediately. Payments may be made at any Alberta Government Library site (contact site library before payment). Failure to pay will result in immediate suspension of library privileges and the home library will be notified of the suspension.

◆ **Alberta Government Library - Telus Plaza North Tower (Health, Justice and Law Enforcement)**

Client ministries: Alberta Health and Wellness, Alberta Aids to Daily Living (AADL), Occupational Health & Safety, Alberta Justice & Attorney General, Alberta Solicitor General & Public Security

Contact: Linda Bumstead, Librarian

E-mail: health.library@gov.ab.ca

Mailing address: 15th Floor, 10025 Jasper Avenue, Edmonton, Alberta T5J 2N3

Phone: (780) 415-0224

Fax: (780) 422-9694

Hours of operation: Monday to Friday 8:15a.m – 4:30p.m., no after-hours bookdrop.

Acceptable ID when borrowing items: A piece of identification with current address and photo ID is required.

Loan periods: 2 weeks.

Restrictions: 10 book limit, books only. Non-circulation material: Media (DVD, CD, videos, films, etc.); Reference; Periodicals; Local Loan status items. Borrowing privileges suspended at \$31.00 in fines.

Renewals: 1 renewal.

Renewal Methods: In person, by phone, by email.

Address to be used for returns by mail: P.O. Box 1360, 15th Floor, 10025 Jasper Avenue Edmonton AB T5J 2N3

Address to be used for returns by courier: P.O. Box 1360, 15th Floor, 10025 Jasper Avenue Edmonton AB T5J 2N3

Overdue reminders: Borrower will be contacted by phone, fax, mail or email.

Fines for late materials: \$1.00 per day per book.

Fines for lost or damaged materials: An item is considered lost after 31 days. Lost item charge is the replacement of the item or replacement cost of the item. Charge for damaged items is at the discretion of the site library.

Billing information: Bills are due immediately. Payments may be made at any Alberta Government Library site (contact site library before payment). Failure to pay will result in immediate suspension of library privileges and the home library will be notified of the suspension.

Alcoma Community Library

Contact: Joyce Aasen, Librarian

E-mail: aplcapic@eidnet.org

Mailing address: General Delivery, Rainier, AB T0J 2M0

Phone: (403) 362-3741

Fax: (403) 362-8897

Hours of operation: Monday to Friday 11:30 a.m. – 4:00 p.m.

7:00 p.m. – 8:30 p.m. every second Wednesday of each month

10:00 a.m. – 2:30 p.m. every Wednesday in July and August

Acceptable ID when borrowing items: Library Card, TAL Card, Drivers' License or Student ID.

Loan periods: 3 weeks/

Restrictions: 5 item limit.

Holds: Permitted.

Renewals: One renewal for a 3 week period.

Address to be used for returns by mail: Alcoma Community Library, General Delivery, Rainier, Alberta, T0J 2M0

Address to be used for returns by courier: Medicine Hat Public Library, 414-1st Street, S.E., Medicine Hat, AB T1A 0A8

Overdue reminders: Notice by telephone the day before the item is due back.

Fines and fees for late and/or damaged materials: 5 cents per day for each overdue item. Damage fees depend on the condition of the item when it was lent and the amount of the damage. If item needs to be replaced, the charge is the replacement cost.

Lost items: Replacement cost.

Alder Flats Public Library (Yellowhead Regional Library)

Mailing Address: Box 148, Alder Flats, AB T0C 0A0

Phone: (780) 388-3881

Alix Public Library (Parkland Regional Library)

Contact: Beth Richardson, Librarian

E-mail: alixplib@oanet.com

Mailing address: Box 69, Alix, AB T0C 0B0

Street address: 4828 50th Street, Alix

Phone: (403) 747-3233 Fax: N/A

Hours of operation: Tues. 12:30 p.m. – 4:30 p.m.

Wed. 3 – 5 p.m. and 7 – 9 p.m.

Sat. 10:00 a.m. – 2:00 p.m.

Acceptable ID when borrowing items: Driver's License, Student ID.

Loan periods: 3 weeks.

Restrictions: 5 items per borrower.

Renewals: In person, by phone or e-mail.

Address to be used for returns by mail: Box 69, Alix, AB T0C 0B0, Attn: Beth Richardson.

Address to be used for returns by courier:

Overdue reminders: Notices mailed to borrowers.

Lost items: Lost – failure to return after 3 months or sufficient notice from borrower. Replacement cost of item.

Fines and fees for late and/or damaged materials: 25¢ per item per library day. Damaged – replacement cost of item.

Billing information: Payment to Alix Public Library. Failure to pay – loss of borrowing privileges.

Arrowwood Municipal Library (Chinook Arch Regional Library System)

Contact: Jenny Ramsey, Library Manager

E-mail: libarr@chinookarch.ab.ca

Mailing address: Box 88, Arrowwood, AB T0L 0B0

Street address: 22 Centre Street, Arrowwood, AB T0L 0B0

Phone: (403) 534-3932

Fax: N/A

Hours of operation: Wed. 11 a.m. – 12 p.m., 1 p.m. – 5 p.m., 6 p.m. – 8 p.m.
Tues, Thurs. 9:30 a.m. – 12 p.m., 1 p.m. – 5 p.m.

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

Loan periods: 3 weeks.

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

Holds: Permitted.

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

Address to be used for returns by mail: Box 88, Arrowwood, AB T0L 0B0.

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 phone notice.

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

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

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.

Athabasca – Alice B. Donahue Library and Archives (Athabasca Public Library) (Northern Lights Library System)

Contact: Judy Flax, Librarian

E-mail: aathpublib@telusplanet.net

Mailing address: Box 2099, Athabasca, AB T9S 2B6

Street address: 4716 48th Street, Athabasca

Phone: (780) 675-2735

Fax: (780) 675-5933

Hours of operation: Winter: Tues. – Fri. 12 noon – 5:30 p.m.
Sat. 11 a.m. – 3 p.m.
Summer: Tues., Thurs. 10 a.m. – 5:30 p.m.
Wed., Fri. 12 noon – 5:30 p.m.
Sat. 11 a.m. – 3 p.m.

Acceptable ID when borrowing items: TAL or TRAC Card plus one piece of photo ID.

Loan periods: Books and audiotapes 3 weeks; videotapes 2 nights.

Restrictions: No ILL service; no loan of archives or reference collections.

Renewals: No renewals.

Address to be used for returns by mail: Alice B. Donahue Library and Archives, Box 2099, Athabasca, AB T9S 2B6

Address to be used for returns by courier: For government courier: Alice B. Donahue Library and Archives, Athabasca.

Overdue reminders: By mail at one week overdue.

Lost items: Considered lost one month after overdue notice sent. Replacement cost charged.

Fines and fees for late and/or damaged materials: 10¢/day/item. Damaged: Replacement cost if cannot be repaired or recirculated.

Billing information: Bills due within 30 days of receipt. Payments may be made in person or by mail. Borrowing privileges will be revoked until payment is made.

Athabasca University Library

Contact: Steve Schafer, Director, Library Services

E-mail: steves@athabascau.ca or library@athabascau.ca (Library Information Desk)

Mailing address: 1 University Drive, Athabasca, AB T9S 3A3

Phone: (780) 675-6254

Fax: (780) 675-6477

Hours of operation: Monday to Friday 8:30am. – 5:00pm.

Acceptable ID when borrowing items: Driver's license.

Loan periods: 4 weeks (28 days).

Restrictions: No loans: Course materials, periodicals, reference, newspapers, microforms, equipment, telephone directories, travel collection. NO remote access to library databases online (on site only). No remote requests through web pages; no self-renewals online. ILL on a charge by item basis. Use of journal databases and equipment in-house only.

Renewals: In person, e-mail, fax, phone (leaving a message or talking to us). No self renewals.

Address to be used for returns by mail: Athabasca University, Library Services, 1 University Drive, Athabasca, AB T9S 3A3

Address to be used for returns by courier: Same.

Overdue reminders: By print mail or e-mail.

Lost items: Replacement cost plus \$10.00 processing fee.

Fines and fees for late and/or damaged materials: No fines for overdue. Damaged materials will be assessed and charged for accordingly (at most replacement costs + \$10.00 processing fee).

Billing information: Payment must be made at AU library. Failure to pay results in block (suspension) of library privileges. Bills are due within 30 days of issue.

Additional information: 30 June of each year – expiry of external patron accounts.

Augustana University College Library

Contact: Nancy Goebel, Head Librarian

E-mail: goebn@augustana.ab.ca

Mailing address: 48901 46 Avenue, Camrose, AB T4V 2R3

Phone: (780)679-1189

Fax: (780) 679-1597

Hours of operation: Sept. – April: Mon. Thurs. 8 a.m. – 10 p.m.
Fri. 8 a.m. – 5 p.m.; Sat. 10 a.m. – 5 p.m.
Sun. 1 – 10 p.m.

May- August: Mon. – Fri. 8:30 a.m. – 4:30 p.m.

Acceptable ID when borrowing items: Drivers' license. Other picture ID.

Loan periods: 2 weeks.

Restrictions: 5 items only. Book collection only. Privileges suspended (marked delinquent) if unpaid fines.

Renewals: One renewal of 14 days. Renewals in person, via Infogate (telnet dra.library.ualberta.ca).

Address to be used for returns by mail: 48901 46 Avenue, Camrose, AB T4V 2R3

Address to be used for returns by courier: As above.

Overdue reminders: Mailed notices.

Lost items: Considered lost 31 days after due date. Charge is \$100 + \$30 service charge.

Fines and fees for late and/or damaged materials: Bills due immediately and payments can be made in person or by mail, with explanation, to library. Consequence of failure to pay is no more borrowing.

Billing information:

The Banff Centre – Paul D. Fleck Library and Archives

Contact: Patrick Lawless, Director

E-mail: library@banffcentre.ab.ca

Mailing address: The Banff Centre, Paul D. Fleck Library and Archives, Box 1020 – Station 43, Banff, AB T0L 0C0

Street address: The Banff Centre, Paul D. Fleck Library and Archives, 107 Tunnel Mountain Drive, Box 1020 Station 43, Banff, AB T0L 0C0

Phone: (403) 762-6265 Fax: (403) 762-6266

Hours of operation: Jan 2 – March 30: Mon - Fri 9 am – 5pm;
Sat-Sun 1pm – 9pm.

April – May: Vary depending on programs in session.

June – August 30: Daily 9 am – 9 p.m.

Sept – Dec 15: Mon – Fri 9am – 5pm

Sat – Sun 1 p.m. – 9 p.m..

Dec 16 – Dec 31: Daily 9 am – 5 p.m. or Mon- Fri 9 am - 5 p.m..

During low enrollment, the library (after consultation with the Library Advisory Committee) will reduce hours of operation based on activity levels and user needs for campus residents. Closed all statutory holidays. Limited hours of operation during December 20 – January 2 period.

Acceptable ID when borrowing items: Current driver's license or other ID which provides full name and mailing address. Current library card (Alberta Library/home library). Require telephone number

Loan periods: 3 weeks from date of receipt.

Restrictions: Items charged out must be on user's own library card. The library reserves the right to cancel any transaction if sufficient identification cannot be provided. Only materials (described below) within the main library in Lloyd Hall: Maximum of 5 items out at any one time; Books (main stacks). Books (oversize). Bound periodicals found on-site (no off site retrieval). No new materials can be borrowed if any items are still outstanding (overdue). **RESTRICTIONS:** Any items marked/labeled as reference; Sound recordings; music scores; Videotapes; CD ROM; Archival material; current periodicals; Newspapers; items stored in display cases; Orchestral music collection; choral music collection; Reserve items; jazz chart music collection; Items which may be represented on the library's computer system which are not housed in the main library (in Lloyd Hall); Other materials moved to "special collections" to support a program of The Banff Centre.

Renewals: One renewal for each item is permitted. One renewal for 2 week period from date of renewal. Any item with a "hold" placed will be returned immediately on or before the due date with no renewal. If renewed after due date, overdue fines must be paid upon written notice form The Banff Centre. Telephone, fax, e-mail requests for renewals will be accepted with no guarantee that such notice is approval of renewal. For renewals by phone, fax or e-mail, the patron must quote The Banff Centre barcode code on their Alberta Library Card as provided at the time of registration to ensure privacy and accuracy. Every effort should be made to contact the library in person to confirm your request for renewal has been received and recorded.

Address to be used for returns by mail: The Banff Centre, Paul D. Fleck Library and Archives, Box 1020 – Station 43, Banff, AB T0L 0C0

Address to be used for returns by courier: The Banff Centre, Paul D. Fleck Library and Archives, 107 Tunnel Mountain Drive, Box 1020 Station 43, Banff, AB T0L 0C0.

Overdue reminders: Telephone, fax or e-mail. Letters will be issued after 7, 14 and 21 days overdue. First and preferred method of contact is telephone or email.

Lost items: Considered lost when there is no response to telephone calls, fax or e-mail and/or if letters are returned undelivered or when the patron contacts the library and states the item is missing/lost.. After 30 calendar days from the original due date, the item in question will be considered lost. Once the process has begun to charge the client for full cost recovery, return of the item will be accepted. All overdue fines and service charges engaged will be billed to the client. The service charge per billing is, at present, \$10 for an in-Alberta mailing address. If the replacement material has been received or our order cannot be cancelled with the vendor, return of the original (missing/lost) material will not result in reimbursement to the patron. Full replacement cost of book or similar item plus \$10 processing/service fee. If the same item cannot be found for purchase or if an item deemed similar by the Librarian cannot be identified for purchase, the librarian will assess the value of the lost/damaged item and bill the patron that amount plus the \$10 processing/service fee.

Fines and fees for late and/or damaged materials: Fines for late materials: \$1.00 per day per item assessed from the due date assigned and recorded at The Banff Centre.

Damaged material fees: Our library system allows for damaged items to be flagged and noted as such at the time of checkout. Any items returned damaged with no damage flag attached will be considered the responsibility of the borrowing patron. This will include any damage incurred during transportation after leaving The Banff Centre. Damage fees will be the current cost of full replacement for the item plus a service charge. Should an item no longer be available for purchase, the Librarian will have the discretion to assess the cost of the item basing this cost on the purchase of a similar item or value of the original (lost/damaged) material.

Billing information: Bills are due within 30 calendar days of written notice sent from The Banff Centre. All payments should be addressed to The Banff Centre, Financial Services Box 1020 – Station 19,

Banff AB T0L 0C0. Failure to pay: As all financial matters will be directed by the Financial Services department of The Banff Centre, the patron will work with the Financial Services department regarding all matters pertaining to overdue fines, replacement costs or other issues concerning payment to The Banff Centre. Standing policy is once an invoice has been created by the Library; all matters pertaining to that invoice are directed to the Financial Services Department of The Banff Centre. The Financial Services department may engage a Collection Agency.

Borrowing privileges will be ceased until resolution of any outstanding fees is achieved.

Additional information: Should an item go missing or be damaged, the patron cannot purchase a replacement copy for the library without first contacting the library to report the status of the borrowed material. If the patron would like to replace the item, this must be arranged and agreed to in advance by the Librarian.

Substitution of missing/damaged material with purchased material without prior permission of the Librarian is not considered a satisfactory method to resolve issues regarding missing or damaged library materials.

The patron must contact The Banff Centre prior to any change of mailing address, telephone number or email address.

The Library may charge a fee of \$5.00 for a replacement barcode to The Alberta Library Card.

The Library Advisor Committee and/or the Librarian can change the fine rate and service fee without notice to existing patrons. Every effort will be made to inform existing patrons of any change to fee structures.

Membership is for one (1) year from the date of registration or the expiry date of the home library card – whichever is not more than 365 days. Renewal of membership is permitted (1 year) with the patron record updated to reflect any changes to personal information, borrowing privileges or financial information.

Barnwell Public Library (Chinook Arch Regional Library)
(policies coming soon)

Barrhead Public Library (Yellowhead Regional Library)

Contact: Joanne de Groot, Director

E-mail: degroot@phrd.ab.ca

Mailing address: 5103 53 Avenue, Barrhead, AB T7N 1N9

Phone: (780) 674-8519

Fax: (780) 674-8520

Hours of operation: Mon, Wed. Fri. Sat 10 a.m. – 5:30 p.m.
Tues., Thurs. 10 a.m. – 8 p.m.

Acceptable ID when borrowing items: Driver's license with current home address.

Loan periods: 3 weeks books, 1 week magazines, 10 days bestsellers.

Restrictions: Loans restricted to books and magazines. No loan of videos.

Renewals: Maximum of 2 renewals per item, in person, by phone. NO renewals of bestseller.

Address to be used for returns by mail: 5103 53 Avenue, Barrhead, AB T7N 1N9

Address to be used for returns by courier: As above.

Overdue reminders: By phone or mail.

Lost items: Considered lost after 2nd overdue notice is sent with the item not returned. A bill is then sent for the price of the book and a small processing fee.

Fines and fees for late and/or damaged materials: 25¢ per day for books and magazines; 50¢ per day for bestsellers. Bill will be sent for a book/item damaged beyond repair.

Billing information: Bills due upon receipt. Payment (by cheque) to the library in person or by mail.

Additional information: Essentially, circulation policies for TAL card holders will be the same as for Barrhead Public Library card holders.

Bashaw Municipal Library (Parkland Regional Library)

Contact: Cindy Hunter, Managing Librarian

E-mail: bashawlibrary@libs.prl.ab.ca

Mailing address: Box 669, Bashaw, AB T0B 0H0

Street address: 5112 52nd Street (in the Community Centre) Bashaw, AB

Phone: (780) 372-4055

Fax:

Hours of operation: Tues. 7 – 9 p.m.

Wed. and Fri. 10 am - 1 pm.; 2:30 – 4:30 p.m.

Sat. 3 – 5 p.m.

Acceptable ID when borrowing items: Driver's license, student ID.

Loan periods: 3 weeks.

Restrictions: Limit of 5 items loaned out at a time. Reference material is not loaned.

Renewals: Renewals except for games, videos and music cassettes, in person, by phone during regular hours, by e-mail.

Address to be used for returns by mail: Box 669, Bashaw, AB T0B 0H0

Address to be used for returns by courier: Box 669, Bashaw, AB T0B 0H0

Overdue reminders: Notices in the mail.

Lost items: Replacement cost of the item.

Fines and fees for late and/or damaged materials: Charged after on full week. 50¢ per week per book. \$1.00 per week per game, video, music cassette.

Billing information: Payment is made to the Bashaw Municipal Library. Failure to pay (or return items) results in loss of borrowing privileges.

Additional information: Borrowers may borrow any book, audio book, magazine, game, video or music cassette (unless stated otherwise).

Bear Canyon Public Library (Peace Library System)

Mailing Address: Box 5, Bear Canyon, AB T0H 0B0

Phone: (780) 595-3771

Fax: (780) 595-3777

Beaumont – Bibliothèque de Beaumont (Yellowhead Regional Library)

Contact: Valerie McGillivray, Librarian

E-mail: val@beaumontlibrary.com

Mailing address: 5202 50 Street, Beaumont, AB T4X 1K7

Phone: (780) 929-2665

Fax: (780) 929-1291

Hours of operation: Mon., Tues., Wed. 10 a.m. – 8 p.m.

Thurs., Fri., Sat. 10 am – 4 p.m.

Closed Saturdays during July and August.

Acceptable ID when borrowing items: Driver's license.

Loan periods: 4 weeks.

Restrictions: No loan of best sellers (books on reserve). No loan of audio, videos or CDs. 5 books at a time.

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

Address to be used for returns by mail: 5202 50 Street, Beaumont, AB T4X 1K7

Address to be used for returns by courier:

Overdue reminders: Phone or e-mail.

Lost items: After one overdue reminder, if book not returned within one week, full price of book will be charged.

Fines and fees for late and/or damaged materials: 10¢/day for books up to a maximum of \$10 for hardcover and \$5 for paperback.

Billing information: Cheques should be made payable to town of Beaumont and sent to Beaumont Public Library, 5202 50 Street, Beaumont, AB T4X 1K7. Failure to pay will result in loss of all privileges.

Beaverlodge Public Library (Peace Library System)

Contact: Shelly Longson, Library Manager

E-mail: librarian@beaverlodgelibrary.ab.ca

Mailing address: Box 119 Beaverlodge AB T0H 0C0

Street address: 406 – 10 St., Beaverlodge, AB T0H 0C0

Phone: (780) 354-2569

Fax: (780) 354-3078

Hours of operation: Tues - Fri 10 am – 6:00 p.m.

Sat. 10 a.m. – 4 p.m.

Acceptable ID when borrowing items: Drivers' license or student card.

Loan periods: 3 weeks.

Restrictions: 5 items only; no loans of new books or best sellers; if fines exceed \$5.00 these must be paid before borrowing privileges are reinstated.

Renewals: One renewal only for a period of three weeks, In person or by phone.

Address to be used for returns by mail: Box 119 Beaverlodge AB T0H 0C0

Address to be used for returns by courier: 406 – 10 St., Beaverlodge

Overdue reminders: Mail or if available e-mail.

Lost items: After 8 weeks, the replacement cost of the book plus \$1.00 for bar code replacement.

Fines and fees for late and/or damaged materials: 20¢/day per book.

Billing information: Bills can be paid at or mailed to our library.

Beiseker Municipal Library (Marigold Library System)

Contact: Tracy Bell, Library Manager and Programs Director

E-mail: abemlibrary@marigold.ab.ca

Mailing address: Box 8, Beiseker, AB T0M 0G0

Street address: 700 1st Avenue

Phone: (403) 947-3230

Fax: (403) 947-2146 (Town Office)

Hours of operation: Mon & Wed 3:00 – 7:00 p.m.

Tues, Fri, Sat 10:00 a.m. – 2:00 p.m.

Sat. 9 - 1

Acceptable ID when borrowing items: A current Alberta Library Card.

Loan periods: 3 weeks.

Restrictions: Max of 10 books, 5 by any one author.

Renewals: Renewals, if no one else waiting for the item, In person, by phone, email.

Address to be used for returns by mail: Box 8, Beiseker, AB T0M 0G0

Address to be used for returns by courier: No government courier in Beiseker.

Overdue reminders: 1st contact by phone, 2nd by mail.

Lost items: The actual price of item is charged.

Fines and fees for late and/or damaged materials: No late fees charged. Damages are payable to the library with a receipt issued.

Billing information: If lost or damaged items are not paid for, library privileges are suspended.

Bentley Municipal Library (Parkland Regional Library)

Contact: Teena Cormack

E-mail: aplen17@telusplanet.net

Mailing address: Box 361, Bentley, AB T0C 0J0

Street address: 5014 49 Avenue

Phone: (403) 748-4626 Fax: (403) 748-4627

Hours of operation: Tues. 11:00 – 4:30

Thurs. and Fri. 2:00 – 7:30

Sat. Noon – 4:00.

Acceptable ID when borrowing items: Driver's License.

Loan periods: Books are 2 weeks, Videos are 1 week.

Restrictions: No reference history books (local). Periodicals do not circulate (read in-house only)

Renewals: Renewals except for new arrivals, by phone, e-mail, in person or a note in the book drop.

Address to be used for returns by mail: Box 361, Bentley, AB T0C 0J0

Address to be used for returns by courier:

Overdue reminders: Will phone or mail overdue notice.

Lost items: Considered lost after 6 months. Charge is cost replacement value of item plus \$2 processing fee.

Fines and fees for late and/or damaged materials: Currently under review (as of March 26, 2002).

Billing information: also under review.

Berry Creek Community Library (Marigold Library System)

Contact: Librarian

E-mail:

Mailing address: R.R.2 Brooks, AB T1R 1E2

Street address:

Phone: (403) 566-3743

Fax: (403) 566-3736

Hours of operation: 8:30 – 4:00 p.m. Mon. – Fri, September to June.

Acceptable ID when borrowing items: Alberta Library Card

Loan periods: 1 month or 3 weeks for books.

Restrictions: No restrictions on anything the property of BCCL/MLS. Items overdue: suspend borrowing.

Renewals: Renewal if no hold placed on the material, in person, by phone, fax or e-mail.

Address to be used for returns by mail: General Delivery, Cessford, AB T1R 1E2

Address to be used for returns by courier:

Overdue reminders: Notify by e-mail, fax, phone or "snail" mail. Include information that no fines will be charged, but after 3 months borrower will be billed for cost of book.

Lost items: After 3 months, price of item.

Fines and fees for late and/or damaged materials: Damaged -- % of cost as determined by extent of damage.

Billing information: Bills due upon notification. Payment by cheque. Failure to pay – suspend borrowing privileges.

Berwyn Municipal Library (Peace Library System)

Mailing Address: Box 89, Berwyn, AB T0H 0E0

Phone: (780) 338-3616

Blackfalds Municipal Library (Parkland Regional Library)

Contact: Darlene Marsh

E-mail: abla@home.com

Mailing address: Box 70, Blackfalds, AB T0M 0J0

Street address: 5007 Broadway Ave.

Phone: (403) 885-2343

Fax: (403) 885-4353

Hours of operation: Mon/Wed. 10a.m. – 8:30 p.m.

Tues/Thurs/Fri./Sat./ 2 – 5 p.m.

Acceptable ID when borrowing items: Home Library card with one piece of I.D. with current home address.

Loan periods: 3 weeks.

Restrictions: 5 books per borrower. No loan of videos, audio tapes or reference material. Privileges suspended when fines reach \$10. Family suspended if one family has unpaid fines of \$10.

Renewals: One renewal by any method. If renewing by e-mail, new renew date will be sent by email.

Address to be used for returns by mail: Box 70, Blackfalds, AB T0M 0J0

Address to be used for returns by courier:

Overdue reminders: By mail, e-mail or phone.

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

Fines and fees for late and/or damaged materials: Books: 25¢/day/book.

Billing information: Bills are due two weeks after receipt. Payment can be made in person or by mail to the Blackfalds Library. Failure to pay when charges are at or over \$10. Results in suspension of privileges.

Blue Ridge Public Library (Yellowhead Regional Library)

Bonnyville Municipal Library (Northern Lights Library System)

Contact: Gil Heney, Director

E-mail: abmpublib@telusplanet.net

Mailing address: PO Box 8058, Bonnyville, AB T9N 2J3

Street address: 4804 49 Avenue, Bonnyville, AB T9N 2J3

Phone: (780) 826-3071

Fax: (780) 826-2058

Hours of operation: Tues. – Fri. noon – 8 p.m.

Sat. noon – 5 p.m.

Summer hours: Mon. noon – 5 p.m.

Tues. – Fri. noon – 8 p.m.

Acceptable ID when borrowing items: Driver's license preferred, but SIN number would be acceptable.

Loan periods: 3 weeks.

Restrictions: Limit of 10 items at any time. No extended reference service via Northern Lights (although history of reference search will be provided to the patron's home library, on request). No access to ILL services via Bonnyville.

Renewals: Renewal of three weeks, except for new books. Renewal in person or by phone or e-mail.

Address to be used for returns by mail: PO Box 8058, Bonnyville, AB T9N 2J3

Address to be used for returns by courier: Government courier address: Bonnyville Municipal Library, Box 8, Government of Alberta Courier, Bonnyville, AB.

Overdue reminders: By mail, e-mail or phone.

Lost items: Cost of the item plus \$10 service charge is charged.

Fines and fees for late and/or damaged materials: Books: 25¢/day up to the cost of the item.

Damaged items: Cost based on the degree of damage.

Billing information: Cheques/cash to Bonnyville Municipal Library. Failure to pay (in excess of \$15 owing) will result in suspension of the card until all fines are paid.

Bow Island Municipal Library (Shortgrass Library System)

Contact: Susan Andersen, Library Manager

E-mail: bowlib@shortgrass.ca

Mailing address: Box 608, Bow Island, AB T0K 0G0

Street address: 510 Centre Street

Phone: (403) 545-2828

Fax: (403) 545-6642

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

Wed. 10 a.m. – 8 p.m.

Sat. 10 a.m. – 1 p.m.

Acceptable ID when borrowing items: Driver's license and/or picture ID plus TAL card.

Loan periods: 1 week for DVD/VHS, 3 weeks for all other materials.

Restrictions: Limit of 5 items in total. NO borrowing if unpaid bills. User must be 18 years or older.

Renewals: 1 renewal by phone, mail or email if there are no holds on the item.

Address to be used for returns by mail: Bow Island Municipal Library, Box 608, Bow Island, AB T0K 0G0

Address to be used for returns by courier: Medicine Hat Public Library, 414 1 Street SE, Medicine Hat, AB T1A 0A8.

Overdue reminders: By mail, email.

Lost items: Considered lost at 90 days overdue. Replacement value is charged.

Fines and fees for late and/or damaged materials: Adult/YA material 25¢/day. Easy material 10¢/day.

Billing information: Bills due on receipt, payable to Bow Island Municipal Library.

Bow Valley College Learning Resource Services

Contact: Colleen McPhee, Information Specialist

E-mail: cmcphee@bowvalleycollege.ca

Mailing address: 332 6th Avenue SE, Calgary, Alberta T2G 4S6

Phone: (403) 410-1547

Fax: (403) 297-4801

Hours of operation: Fall/Winter: Monday-Thursday 8am-7pm,
Friday 8am - 5pm,
Saturday 9am - 4pm.
Summer: Monday-Friday 8am-5pm

Acceptable ID when borrowing items: TAL card plus Photo ID

Loan periods: 2 week definite loan.

Restrictions: 5 book limit (circulation collection only). Borrowing privileges suspended when fines reach \$10.00. No remote access to electronic databases. Renewals: No renewals.

Address to be used for returns by mail: Bow Valley College, Learning Resource Services 332 6th Avenue SE, Calgary, Alberta T2G 4S6

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

Overdue reminders: E-mail if available, phone/voicemail; last choice, notified via mail.

Lost items: Items more than 15 days overdue are shelf-checked: patron charged cost of replacement item, a \$15.00 processing charge, and the late fee of \$15.00. If an item is reported as lost, the patron will be charged the cost of replacement item, a \$15.00 service charge, and 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: no charge if repairable, otherwise replacement cost as outlined above.

Billing information: Payable in the library from Monday – Friday 8am-5pm. Failure to pay results in suspension of borrowing privileges.

Bowden Public Library (Parkland Regional Library System)

Contact: Judith Hutchison, Library Supervisor

E-mail: aplen26@telusplanet.net

Mailing address: Box 218 Bowden, AB T0M 0K0

Street address: 1700 23 St. Bowden, AB T0M 0K0

Phone: 403-224-3688

Fax: 403-224-2244 (Town Office)

Hours of operation: Mon. and Wed. 6:30-9:00 p.m.

Tues. Noon-4:00 p.m.

Thurs. 10:00 a.m.-2:00 p.m.

Fri. Closed

Sat. 1:30-5:00 p.m.

Acceptable ID when borrowing items: A valid TAL Card.

Loan periods: 3 weeks plus travel time.

Restrictions:

Renewals: Three (unless another user has requested the item). Renew books in person or by phone.

Address to be used for returns by mail: Box 218 Bowden, AB T0M 0K0

Address to be used for returns by courier: 1700 23 St. Bowden AB T0M 0K0

Overdue reminders:

Lost items: Item is considered lost when patron tells us it is lost, or when membership has expired and book is still on their record. Cost of item with some regard for age is charged.

Fines and fees for late and/or damaged materials: 25 cents per day for late items; charge for damaged items depends on extent of damage.

Billing information: Bills are due upon receipt at the library. Blocking of borrowing privileges until bill paid.

Boyle Public Library (Northern Lights Library System)

Contact: Katherine Bulmer, Librarian; Gail Sether, Board Chairperson

E-mail: boylepublib@telusplanet.net

Mailing address: Box 450, Boyle, AB T0A 0M0

Street address: 5002 3rd Street

Phone: (780) 689-4161

Fax: n/a

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

Wed. and Thurs. 2 – 5 p.m.

Fri. 3 – 7 p.m.

Sat. 12 noon – 4 p.m.

Closed Sun. and Mon.

Acceptable ID when borrowing items: Picture ID must be seen by librarian or assistant librarian and a note made on membership form that it has been seen.

Loan periods: 14 days. 7 days for videos.

Restrictions: Adult and senior members may take out videos on their card; children may not. No loan of reference material.

Renewals: One renewal in person or by phone, before due date, if no hold on item.

Address to be used for returns by mail: Box 450, Boyle, AB T0A 0M0

Address to be used for returns by courier:

Overdue reminders: By phone or mail 7 days after due date. Second notice after a further 7 days. If item not returned 14 days after second notice, membership will be revoked and a report made to the board.

Lost items: Purchase price of item charged.

Fines and fees for late and/or damaged materials: No overdue fines; there is a conscience bank. Damaged materials, if beyond repair, are handled as lost items.

Billing information:

Breton Municipal Library (Yellowhead Regional Library)

Contact: Diane Share, Librarian

E-mail: bretonlibrary@telusplanet.net

Mailing address: Box 447 Breton, AB T0C 0P0

Street address: 49165 50 Avenue, Breton, AB

Phone: (780) 696-3740

Fax: (780) 696-3590

Hours of operation: Tues – Fri. noon to 5 p.m.

Sat. 9 a.m. – 2 p.m.

Acceptable ID when borrowing items: Driver's license and health card.

Loan periods: Best sellers and weekly periodicals: 1 week; Videos: 7 days; all other circulating items 3 weeks.

Restrictions: No loan of encyclopedias, archival material, local history material or reference material. Patrons owing \$6 or more have borrowing privileges suspended.

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

Address to be used for returns by mail: Box 447 Breton, AB T0C 0P0

Address to be used for returns by courier:

Overdue reminders: At one week overdue, notification by phone or mail. Second notice one month later. Three months after first notice, registered letter stating charges. If not returned, small claims court proceedings may be initiated.

Lost items: Purchase price charged for hardcovers. Paperbacks may be replaced by a paperback or equal value or priced from \$3 to \$10 according to the librarian's assessed value of the book. Magazines and periodicals assessed at newsstand prices.

Fines and fees for late and/or damaged materials: 10¢/day to a maximum of \$6 per item. Damaged items assessed a price according to the severity of the damaged. If severely damaged, original purchase price is charged.

Billing information: Temporary suspensions will occur if library materials not returned on the due date, charges for overdue, lost or damaged materials are not paid. Forfeiture of membership occurs when there is not response to the registered letter.

Brooks Public Library (Shortgrass Library System)

Contact: Shannon Christoffersen, Public Services Librarian

E-mail: bpublicl@eidnet.org

Mailing address: Box 1149, Brooks, AB T1R 1B9

Street address: 420 – 1st Avenue west, Brooks, AB T1R 1R9

Phone: 403-362-2947

Fax: 403-362-8111

Hours of operation: Monday, Friday, Saturday: 10am – 5pm

Tuesday, Wednesday, Thursday: 10am – 5pm; Sunday: 1pm – 5pm

closed statutory holidays and long weekend Sundays.

Acceptable ID when borrowing items: Library card from home library and picture identification with current address.

Loan periods: 3 weeks.

Restrictions: Up to 10 books or magazines may be taken out. Membership suspended and unrenuable for unpaid bills. Cannot borrow videos, DVDs, CDs, talking books, local historical materials or reference materials.

Renewals: One renewal is permitted unless the item is on demand. Hols are permitted. Renewals can be made by phone, in person or e-mail.

Address to be used for returns by mail: Brooks Public Library, Box 1149, Brooks, AB T1R 1B9

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

Overdue reminders: Notification by letter, telephone call, e-mail or fax.

Fines for late materials: \$0.20/day/item.

Lost and damaged items: An item is considered lost at 90 days. The charge for lost items is the cost of the book plus a \$3.50 processing fee.

Billing information: Bills due upon receipt. Payment may be made in person or by mail. Failure to pay results in suspension of card and loss of borrowing privileges. A letter wukk aksi be sent to the home library.

Additional information: Library card must be presented for all library transactions.

Bruderheim – Metro Kalyn Community Library (Northern Lights Library System)

Contact: Jean Van Buren, Librarian

E-mail: bruderheimpl@telusplanet.net

Mailing address: Bag 250, Bruderheim, AB T0B 0S0

Street address: 5017 Queen St., Bruderheim, AB

Phone: (780) 796-3032

Fax: (780) 796-3037

Hours of operation: Fall, winter and spring: Tues., 5 – 9 p.m.

Wed., 1 – 4 p.m.

Thurs. 5 – 9 p.m.

Sat. 1 – 5 p.m.

Summer hours: Mon. 10 a.m. – 5 p.m.

Tues. 10 a.m. – 9 p.m.

Wed. 10 a.m. – 9 p.m.

Fri 10 a.m. – 5 p.m.

Sat. 1 – 5 p.m.

Acceptable ID when borrowing items: The Alberta Library Card and personal ID.

Loan periods: 2 weeks.

Restrictions: 5 items allowed to be borrowed at one time. Entire collection available. Borrowing privileges suspended if overdue books or late fees.

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

Address to be used for returns by mail: Bag 250, Bruderheim, AB T0B 0S0

Address to be used for returns by courier: 5017 Queen St., Bruderheim, AB

Overdue reminders: By mail, phone or e-mail.

Lost items: Cost of book plus \$1.50 processing fee.

Fines and fees for late and/or damaged materials: 10¢/day/item for adults; 5¢/day/item for children.

Damaged books: cost of book plus \$1.50 processing fee.

Billing information: Payments may be made by mail or in person. Consequences of failure to pay is loss of lending privileges.

Calgary Public Library

Contact: Jeri-Lynn Maitland, Customer Service Manager

E-mail: Jeri-Lynn.Maitland@calgarypubliclibrary.com

Mailing address: Calgary Public Library, W. R. Castell Central Library, 616 Macleod Tr SE, Calgary, AB T2G 2M2

Phone: (403) 260-2689

Fax: (403) 262-5929

Hours of operation: Hours vary at each branch location. Check Calgary Public Library's website at (<http://calgarypubliclibrary.com>) for hours of operation at each Calgary Public Library branch.

Acceptable ID when borrowing items: Required identification for an adult (18 yrs. and older) is the TAL Card belonging to and presented by the cardholder, plus one piece of name identification. Preferred name identification is any government-issued ID such as driver's license; other official name identification is also accepted such as a university/college student card. Identification for a child (0 - 12 yrs.) and a young adult (13 - 17 yrs.) is parent or guardian authorization (written or provided in person).

Loan periods: 3 weeks.

Restrictions: 5 books at a time. A TAL Cardholder will not be allowed to borrow: CDs, cassettes, videos, DVDs, CD-ROMs, read alongs, magazines, book tapes, "New and Notable" items, or items from special collections such as the Arts and Recreation Special Collection.

Renewals: No holds or renewals.

Address to be used for returns by mail: Calgary Public Library, W.R. Castell Central Library, 616 Macleod Tr SE, Calgary, AB T2G 2M2

Address to be used for returns by courier: Same.

Overdue reminders: Automated phone notification for TAL Cardholders who have a home telephone number that is not long distance; this occurs 14 to 18 days after the overdue item's due date. Mailed notice sent to the TAL Cardholders home address about 25 days after the overdue item's due date.

Lost items: Considered lost at 70 days overdue or when the customer advises staff that the book is lost. Replacement cost of the book is charged (based on price in online catalogue) + processing fee (\$5.00 for catalogued books and \$1.00 for uncatalogued books) + overdue fine (calculated from due date to payment date).

Fines and fees for late and/or damaged materials: \$.35 per open day for adult books to a maximum of \$12.00 for catalogued books and \$6.00 for uncatalogued paperbacks. \$.20 per open day for young adult books to a maximum of \$8.00 for catalogued books and \$6.00 for uncatalogued paperbacks. \$.15 per open day for children's books to a maximum of \$ 8.00 for catalogued books and \$6.00 for uncatalogued paperbacks.

Damaged items: Replacement cost of the book (based on price in online catalogue) + processing fee (\$5.00 for catalogued books and \$1.00 for uncatalogued books) + overdue fine (calculated from due date to check-in date).

Billing information: Payment can be made directly to the Calgary Public Library by the following methods:

- in person at any circulation desk at all locations.
- by mail to the Customer Accounts Department, W.R. Castell Central Library, 616 Macleod Tr SE, CALGARY AB T2G 2M2. Please specify TAL Cardholder's name, home phone number and Calgary Public Library barcode number on the cheque.
- by phoning any branch to authorize payment by Visa or MasterCard. Customers will be prevented from borrowing or renewing their TAL Card membership at Calgary Public Library when they owe \$10.00 or more. Full payment will reinstate TAL Card borrowing privileges at Calgary Public Library.

Additional information: TAL Cardholders may return their borrowed books to the circulation desk or the book return chute (open 24 hours per day) at any Calgary Public Library location or to their local library.

Calmar Public Library (Yellowhead Regional Library)

Contact: Carol Nystrom

E-mail: library1@telusplanet.net

Mailing address: Box 328, Calmar, AB T0C 0V0

Street address: 4708 50 Avenue

Phone: (780) 985-3472 Fax: (780) 985-2859

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

Tues. noon – 3 p.m.

Wed. 2 – 8 p.m.

Thurs. 11 a.m. – 5 p.m.

Sat. noon – 3 p.m.

Acceptable ID when borrowing items: Home library card.

Loan periods: 2 weeks.

Restrictions: No loan of videos; borrowing privileges denied if books overdue.

Renewals: No renewals.

Address to be used for returns by mail: Box 328, Calmar, AB T0C 0V0

Address to be used for returns by courier:

Overdue reminders:

Lost items: Price of book is charged for lost items.

Fines and fees for late and/or damaged materials: Damaged material: retail price; late fees \$3.00.

Billing information: Payment to be made at Calmar Public Library. Failure to pay results in denial of privileges.

Camrose Public Library (Parkland Regional Library)

Mailing Address: 4710-50 Avenue, Camrose, AB T4V 0R8

Phone: (780) 672-4214

Fax: (780) 672-9165

Canadian University College Library

Contact: Sheila Clark, Librarian

E-mail: sclark@cauc.ca

Mailing address: 50 Ramona Ave., College Heights, AB T4L 2B7

Phone: (403) 782-3381

Fax: (403) 782-3977

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

Fri. 8 a.m. - 3 p.m.

Sun. 11 a.m. - 10 p.m.,

Sat. Closed

May - July: Sun. - Thurs. 1 p.m. - 9:30 p.m.

Fri. 1-3 p.m.; August: Closed.

Acceptable ID when borrowing items: Driver's license.

Loan periods: Books 2 weeks; AV 2 days.

Restrictions: Limit 5 items. Borrowing privileges blocked when unpaid fines exceed \$50.00.

Renewals: 4 renewals allowed, in person, by phone (must provide borrower barcode and item barcodes).

Address to be used for returns by mail: 50 Ramona Ave., College Heights, AB T4L 2B7

Address to be used for returns by courier: Same.

Overdue reminders: By phone, e-mail, mail.

Lost items: Overdue items automatically become lost at 31 days. \$100 charge is levied.

Fines and fees for late and/or damaged materials: 50¢/day up to 30 days.

Billing information: Bills due when incurred. Borrowing privileges suspended when unpaid bills exceed \$50.00.

Canmore Public Library (Marigold Library System)

Billing information: bills are due upon receipt. Payment can be made at the Canmore Public Library.

Unresolved bills are sent to a collection agency and borrowing privileges are suspended.

Contact: Michelle Preston, Library Director

E-mail: info@canmorelibrary.ab.ca

Mailing address: 950 8 Avenue, Canmore, AB T1W 2T1

Phone: (403) 678-2468

Fax: (403) 678-2165

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

Fri. – Sun. 11 a.m. – 5 p.m.

Closed Statutory Holidays

Acceptable ID when borrowing items: Any picture ID which confirms name on Alberta Library Card.

Loan periods: 3 weeks for all materials except DVDs which are 1 week

Restrictions: Cards will be blocked once fines reach \$10.00.

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

Address to be used for returns by mail: Canmore Public Library, 950-8th Avenue, Canmore, AB T1W 2T1

Address to be used for returns by courier: As above.

Overdue reminders: Phone call followed by letter.

Lost items: Item is considered lost after 60 days overdue. Original purchase price of the item is charged.

Fines and fees for late and/or damaged materials: 10¢ per day per item, to a maximum of \$10.00 per card/family. Purchase price of lost item is charged for damaged items.

Billing information: Bills are due upon receipt. Payment can be made at the Canmore Public Library. Unresolved bills are sent to a collection agency and borrowing privileges are suspended.

Carbon Municipal Library (Marigold Library System)

Contact: Jay-Lynn Boutin, Librarian

E-mail: acarmlibrary@marigold.ab.ca

Mailing address: Box 70, Carbon, AB T0M 0L0

Street address: 718 Glengarry Street, Carbon, AB T0M 0L0

Phone: (403) 572-3440 Fax:

Hours of operation: Wed. 6 – 9 p.m.

Thurs. 9 a.m. – 4:30 p.m.

Sat. 9 a.m. – 2 p.m.

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

Loan periods: 3 weeks.

Restrictions: None.

Renewals: Yes.

Address to be used for returns by mail: Box 70, Carbon, AB T0M 0L0

Address to be used for returns by courier:

Overdue reminders: Phone or letter.

Lost items: Replacement cost plus \$10.00.

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

Billing information:

Cardston – Jim and Mary Kearl Library (Chinook Arch Regional Library System)

Contact: Lei Shimbashi

E-mail: lshimbashi@chinookarch.ab.ca

Mailing address: Box 1560, Cardston, AB T0K 0K0

Street address: 25 3rd Avenue West, Cardston, AB T0K 0K0

Phone: (403) 653-4775

Fax: (403) 653-4775

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

Sat. 11 a.m. – 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 1560, Cardston, AB T0K 0K0

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 original due date.

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

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.

Carmangay Municipal Library (Chinook Arch Regional Library System)

Contact: Carole Cheswick

E-mail:

Mailing address: Box 67, Carmangay, AB T0L 0N0

Street address:

Phone: (403) 643-3777

Fax: (403) 643-3777

Hours of operation: Tues. and Thurs. 3:30 – 5 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 67, Carmangay, AB T0L 0N0

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 original due date.

Fines and fees for late and/or damaged materials: Adult/YA/juvenile print 10¢/day; adult/YA/juvenile cassettes, CDs, books on tape 25¢/day; adult/YA/juvenile videos \$1/day. Damaged items are assessed replacement cost.

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.

Caroline Municipal Library (Parkland Regional Library)

Contact: Joanne Pope, Librarian

E-mail: carolib@prl.ab.ca

Mailing address: Box 339, Caroline, AB T0M 0M0

Street address: 5023 50 Avenue, Caroline, AB

Phone: (403) 722-4060

Fax: (403) 722-4070

Hours of operation: Mon - Wed. and Fri. 12.30 - 5 p.m.

Thurs. 12:30 - 7 p.m.

Acceptable ID when borrowing items: Picture ID plus library card.

Loan periods: 3 weeks.

Restrictions: No borrowing privileges if unpaid bills.

Renewals: Renewals if book not on waiting list. Any method permitted.

Address to be used for returns by mail: Box 339, Caroline, AB T0M 0M0

Address to be used for returns by courier: Caroline, AB T0M 0M0

Overdue reminders: First notice by phone second notice by mail or e-mail.

Lost items: Replacement cost charged.

Fines and fees for late and/or damaged materials: Fines .25/day. Damaged materials considered on an individual basis.

Billing information: Bills due upon receipt. Payment made to library. Failure to pay will result in loss of

privileges.

Additional information: Loans to those under 18 at library's discretion.

Carseland Community Library (Marigold Library System)

Contact: Alan Faint, Librarian

E-mail: carselandlibrary@abnet.ca

Mailing address: Box 187 Carseland AB T0J 0M0

Street address: 330 Railway Avenue Carseland AB

Phone: (403) 934-6007

Fax: (403) 934-9320

Hours of operation: Tue and Thur 2:00 - 4:30 (All Year)

Sat 9:30 – 12 noon (Oct to Mar).

Acceptable ID when borrowing items: A TRAC Membership Card or Local Library Card.

Loan periods: 3 weeks

Restrictions none.

Renewals: by phone, in person, e-mail or through another library.

Address to be used for returns by mail: Box 187 Carseland AB T0J 0M0

No Courier Delivery

Overdue reminders: Phone call to borrower.

Lost items: Replacement cost is charged.

Fines and fees for late and/or damaged materials: No fines charged. Damaged materials: a replacement cost will be charged.

Billing information: All Bills payable to Carseland Community Library

Carstairs Public Library (Parkland Regional Library)

Mailing Address: Box 941, Carstairs, AB T0M 0N0

Phone: (403) 337-3943

Castor Municipal Library (Parkland Regional Library)

Mailing Address: Box 699, Castor, AB T0C 0X0

Phone: (403) 882-3999

Cereal and District Municipal Library (Marigold Library System)

Contact: Joanne Barrack, Librarian

E-mail: ACERMLlibrary@telusplanet.net

Mailing address: Box 218, Cereal AB T0J 0N0

Street address: 415 Main Street, Cereal, AB

Phone: (403) 326-3853

Fax: (403) 326-2003

Hours of operation: Mon. 3:30 – 7:00

Tues. 10:00 – 3:30; closed during all school holidays.

Acceptable ID when borrowing items: A picture ID (e.g. school or driver's license)

Loan periods: 1 month

Restrictions: 5 items. No videos or talking books or computer programs.

Renewals: 2 renewals maximum allowed, by phone, in person, e-mail or through another library.

Address to be used for returns by mail: Box 218, Cereal AB T0J 0N0

Address to be used for returns by courier: Box 218, Cereal AB T0J 0N0

Overdue reminders: Phone call to patron or library.

Lost items: Replacement cost is charged.

Fines and fees for late and/or damaged materials: No fines charged. Damaged materials: a replacement cost will be charged.

Billing information:

Additional information: With a school/public library, no school resources will be loaned to Alberta Library Card borrowers, unless they are local patrons.

Champion Municipal Library (Chinook Arch Regional Library System)

Contact: Grete Christiansen

E-mail:

Mailing address: Box 177, Champion, AB T0L 0R0

Street address: 2nd Avenue South off Main Street, Champion, AB T0L 0R0

Phone: (403) 897-3099

Fax: (403) 897-3099

Hours of operation: Tues. and Thurs. 2 – 5 p.m.

Wed. 5 – 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 177, Champion, AB T0L 0R0

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 original due date.

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

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.

Chestermere Public Library (Marigold Library System)

Contact: Jo Anne Houston, Director

E-mail: acheslibrary@marigold.ab.ca

Mailing address: 105B Marina Road, Chestermere, AB T1X 1V7

Phone: (403) 272-9025

Fax: (403) 272-9036

Hours of operation: Tues – Thurs 11:00 – 8:30

Fri – Sat: 10:00 – 5:00

Sun – Mon: closed

Acceptable ID when borrowing items: Valid library card from local library participating in TAL

Loan periods: 3 weeks except DVDs - 1 week

Restrictions: Borrowing privileges blocked if fines exceed \$10.00. Some items designated reference and are for in-house use only.

Renewals: Maximum of 2 renewals for 3 weeks if no request on item. Renewal by phone or in person.

Address to be used for returns by mail: 105B Marina Road, Chestermere, AB T1X 1V7

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

Overdue reminders: Telephone call and letter

Lost items: Considered lost at 90 days. Charge for lost/damaged item: replacement cost + \$5.00 processing fee

Fines and fees for late and/or damaged materials: Overdue fine: 25¢/day/item. Bills are due on receipt and are to be paid at the library. Failure to pay will result in suspension of privileges.

Chinook Arch Regional Library System

Contact: Fiona Dyer, Librarian

E-mail: fdyer@chinookarch.ab.ca

Mailing address: 2902 7th Avenue North, Lethbridge, AB T1H 5C6

Phone: (403) 380-1500

Fax: (403) 380-3550

Hours of operation: Mon. – Fri. 8:15 a.m. – 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: 2902 7th Avenue North, Lethbridge, AB T1H 5C6

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 original due date.

Fines and fees for late and/or damaged materials: Adult/YA print 20¢/day; adult/YA/juvenile cassettes, CDs, books on tape 25¢/day; adult/YA/juvenile videos \$2/day; juvenile print 5¢/day.

Damaged items are assessed replacement cost.

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.

Claresholm Municipal Library

Contact: Kathy Bantle

E-mail: kbantle@chinookarch.ab.ca

Mailing address: Box 548, Claresholm, AB T0L 0T0

Street address: 211 – 49 Avenue West

Phone: (403) 625-4168

Fax: (403) 625-2939

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

Tues., Thurs. 11 a.m. – 8 p.m.

(closed Saturdays July & August and holiday long weekends)

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

Loan periods: 3 weeks for books and Books on Tape, 1 week for videos/DVDs

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

Holds: Permitted.

Renewals: Yes as long as there is no hold request on the item. In person, by phone or by e-mail.

Address to be used for returns by mail: Box 548, Claresholm, AB T0L 0T0

Address to be used for returns by courier: Box 548, Claresholm, AB T0L 0T0

Overdue reminders: E-mail or mail notice.

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

Fines and fees for late and/or damaged materials: Adult/YA: \$.25/day/item, Picture/Juvenile & Magazines: \$.10/day/item, Videos: \$2.00/day/item

Damaged items are assessed replacement cost.

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.

Cleardale – Menno Simons Public Library (Peace Library System)

Mailing Address : Box 100, Cleardale, Alberta, T0H 3Y0

Phone: (780) 685-3623

Fax: (780) 685-3665

Coaldale Municipal Library (Chinook Arch Regional Library System)

Contact: Jane Franz

E-mail: jfranz@chinookarch.ab.ca

Mailing address: Box 1207, Coaldale, AB T1M 1N1

Street address: 2014-18th Street, Coaldale, AB T1M 1N1

Phone: (403) 345-1340

Fax: (403) 345-1342

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

Mon. – Thurs. 7 – 9 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 1207, Coaldale, AB T1M 1N1

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 original due date.

Fines and fees for late and/or damaged materials: Adult/YA/20¢/day, Juvenile print, 10¢/day; adult/YA/ cassettes, CDs, books on tape 20¢/day, Juvenile 10¢/day; adult/YA/juvenile videos \$2/day. Damaged items are assessed replacement cost.

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.

Cochrane – Nan Boothby Memorial Library (Marigold Library System)

Contact: David Larsen, Head Librarian

E-mail: david.larsen@cochranepubliclibrary.ca

Mailing address: 405 Railway Street West, Cochrane, Alberta T4C 2E2

Phone: (403) 932-4353

Fax: (403) 932-4385

Hours of operation: Mon/Fri/Sat: 10 a.m. – 5 p.m.

Tues/Wed/Thurs: 10 a.m. – 8 p.m.

Sun 12-5 (Sept – June; closed Sundays for July and Aug)

Acceptable ID when borrowing items: A TRAC/TAL card or a current Alberta Library Card from another library. To get a library card, a driver's license or other form of ID showing current address needs to be shown.

Loan periods: 3 weeks. Restrictions:

Restrictions: Popular films on DVD and VHS one week. Seasonal items at 5 per visit. 3 videos at a time.

Renewals: Three renewals, if item has no holds, can be done online.

Address to be used for returns by mail: 405 Railway Street West, Cochrane, Alberta T4C 2E2

Address to be used for returns by courier: As above

Overdue reminders: By phone after one week. Second notice after 1 month. After 3 months, see billing information below.

Lost items: see billing information below.

Fines and fees for late and/or damaged materials: 10 cents per day for all items except videos at 25 cents per day. Maximum overdue for any item is \$5. Maximum fines on any account is \$30.

Billing information: If items are 3 months overdue, a bill is sent re: replacement. Replacement cost is the cost of the item plus half the accumulated fine.

Cold Lake Public Library (Northern Lights Library System)

Contact: Myra Skaronski, Library Director

E-mail: mksaro@library.coldlake.ab.ca

Mailing address: Administration, Basement 5319 48th Avenue, Cold Lake, AB T9M 1A1

Phone: (780) 594-8828

Fax: (780) 594-7787

Hours of operation: Grand Centre Branch: Mon. – Thurs. 10 a.m. – 8 p.m.

Fri. 10 am – 5 p.m.

Sat. noon – 3 p.m.

Harbour View Branch: Mon./Tues. noon – 8 p.m.

Wed./Thurs. 10 a.m. – 8 p.m.

Fri. noon – 5 p.m.

Sat./Sun., 11:30 a.m. – 3/ 30 p.m.

Summer hours: Grand Centre Branch: Mon. – Thurs. 10 a.m. – 8 p.m.
Fri. 10 a.m. – 5 p.m.
Harbour View Branch: Mon - Thurs. 10 a.m. – 8 p.m.
Fri. noon – 5 p.m.

Acceptable ID when borrowing items: TAL/TRAC Card; driver's license; student card; AB Health Card, etc. It is preferred that identification presented to staff contain the name and current address of the cardholder.

Loan periods: Books and Books-on-Tape 3 weeks; magazines 1 week.

Restrictions: Limit of 8 books/magazines per card. No more than 3 books on a particular subject (based on Dewey Decimal number). Audio/visual materials, with the exception of Books-on-Tape, are available only to those holding a Cold Lake Public Library membership.

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

Address to be used for returns by mail: Administration, Basement 5319 48th Avenue, Cold Lake, AB T9M 1A1

Address to be used for returns by courier: As above

Overdue reminders: By mail.

Lost items: Considered lost at 2 months. Replacement cost plus \$5 processing fee charged.

Fines and fees for late and/or damaged materials: Adult and Young Adult books: 25¢/day, max. \$5/item; children's books: 10¢/day, max. \$3/item; Books-on-Tape: 25¢/day, max. \$5/item. Maximum fine imposed on a card is \$20. When fines and other charges exceed \$10, borrowing privileges are suspended until balance paid in full. Charge for irreparably damaged items is replacement cost plus \$5.

Billing information: Payment may be mailed or paid in person at any Cold Lake Public Library Branch. Payment due on receipt. Failure to pay may result in suspension of borrowing privileges.

Concordia University College of Alberta Library

Contact: Margaret Russel, Library Director

E-mail: circle@concordia.ab.ca

Mailing address: 7128 Ada Blvd., Edmonton, Alberta T5B 4E4

Phone: (780) 479-9338

Fax: (780) 471-6796

Hours of operation: Sept. to End of April: Mon-Thurs. 8am - 9pm

Fri. 8am - 5pm

Sat. 11am - 5pm

Sun. 1pm - 5pm

Spring/Summer Hours vary, contact the library for hours.

Acceptable ID when borrowing items: TAL Card and home Library Card

Loan periods: Two weeks

Restrictions: Limit of five items; curriculum collections are not available for circulation, No Interlibrary loan or document delivery service. TAL Cards will only be issued to Concordia students, faculty and staff.

Holds: Not permitted.

Renewals: One renewal, in person or online, ask circulation desk for details.

Address to be used for returns by mail: Library mailing address above.

Address to be used for returns by courier: As above.

Consort Municipal Library (Marigold Library System)

Contact: Marian Walsh, Public Librarian

E-mail: aconmlibrary@marigold.ab.ca

Mailing address: Box 456, Consort AB T0C 1B0

Street address: 5215 – 50 St, Consort, AB

Phone: (403) 577-2501

Fax: (403) 577-2112

Hours of operation: September – June

Mon 3:00 p.m. - 8:30 p.m.

Tues 2:00 p.m. - 6:00 p.m.

Wed 12:00 p.m. - 4:00 p.m.
Thurs 2:00 p.m. – 6:00 p.m.
July – August
Mon 3:00 p.m. - 8:30 p.m.
Tues 2:00 p.m. - 6:00 p.m.
Wed 12:00 p.m. - 4:00 p.m.
Thurs 12:00 p.m. – 6:00 p.m.

Acceptable ID when borrowing items: Valid library card

Loan periods: 21 days

Restrictions: 5 items (non textbook). Fines paid before all new checkouts.

Renewals: Renewals by phone.

Address to be used for returns by mail: as above

Address to be used for returns by courier: as above

Overdue reminders: none

Lost items: none

Fines and fees for late and/or damaged materials: Assumed lost at 90 days overdue, replacement cost charged.

Coronation Municipal Library (Parkland Regional Library)

Mailing Address : Box 453, Coronation, AB T0C 1C0

Phone: (403)578-3445

Fax: (403) 578-3020

Coutts Municipal Library (Chinook Arch Regional Library System)

Contact: Sharon Wollersheim

E-mail: sharon.wollersheim@horizon.ab.ca

Mailing address: Box 216, Coutts, AB T0K 0N0

Street address: 216 1st Avenue South, Coutts, AB T0K 0N0

Phone: (403) 344-3804

Fax: (403) 344-3815

Hours of operation: Winter: Mon. – Fri. 8:30 a.m. – 3 p.m.

Mon. and Wed. 6:30 – 8:30 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 216, Coutts, AB T0K 0N0

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 original due date.

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

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.

Cremona Municipal Library (Parkland Regional Library)

Contact: Sandra Herbert

E-mail: cremona@airenet.com

Mailing address: General Delivery, Cremona AB T0M 0R0

Street address: as above

Phone: (403) 637-3762

Fax: (403) 637-2101

Hours of operation: Mon. 10-11:30 am.

Thur. 7pm-8:30pm

Fri. 1:30pm-4:30 p.m.

Acceptable ID when borrowing items: TAL Card and photo ID

Loan periods: 3 weeks

Restrictions: Up to 10 books, 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 providing there are no holds on the item

Holds: Permitted

Address to be used for returns by mail: see above

Overdue reminders: By phone or mail.

Lost or damaged items: cost of replacement

Fines: no fines

Billing information: Bills are due on receipt and are to be paid at the library. Failure to pay will result in suspension of privileges.

Additional information: Resource sharing will be complied with unless we have a waiting list of own members.

Crowsnest Pass Public Library – Belleview and Blairemore branches (Chinook Arch Regional Library)

(policies coming soon)