



# Bylaw Management

---

**PURPOSE:** Ensure that the library’s bylaws are current and meet community needs.

**POLICY:** The Board may enact policies at any point in time but shall review and revise policies every two years.

## GUIDELINES

1. Policies developed by library boards in the following areas must be in the form of a bylaw.
  - a. terms and conditions of when the public may be admitted to the library building (library hours);
  - b. terms and conditions under which the public may use the library property (borrowing privileges);
  - c. causes for which borrowing privileges can be suspended or forfeited.
  - d. fees for borrowing (membership fees);
  - e. cost for using part(s) of the library premises not used for public library purposes (room rentals);
  - f. penalties for abuse of borrowing privileges (fines).
2. Bylaws must be filed with the minister immediately after passage.
3. Bylaws require three readings to be passed.
4. The bylaws will be available to the public during regular library hours. Copies of the bylaws will be made available upon request.
5. The policy committee shall review the library’s bylaws every 2 years and make a report to the board on same.

Date of Approval: May 2, 1995

Date Reviewed/Revised: October 12, 2004  
October 11, 2005  
May 13, 2008  
May 11, 2010  
April 9, 2013  
September 8, 2015  
February 11, 2020  
October 14, 2021