

# LOCAL LENDING POLICES FOR ALBERTA LIBRARY CARD BORROWERS Libraries M - R

## **Magrath Municipal Library** (Chinook Arch Regional Library System)

Contact: Cyd Cunningham

E-mail: [ccunningham@chinookarch.ab.ca](mailto:ccunningham@chinookarch.ab.ca)

Mailing address: Box 295 Magrath, AB T0K 1J0

Street address:

Phone: (403) 758-6498

Fax: (403) 758-6498

Hours of operation: Mon. 6 – 9 p.m.

Tues. 2 – 5 p.m.

Wed. noon – 5 p.m.

Thurs. 2 – 9 p.m.

Fri. 2 – 5 p.m.

Sat. 10 a.m. – 1 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 295 Magrath, AB T0K 1J0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7<sup>th</sup> 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 \$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.

## **Manning Municipal Library** (Peace Library System)

Contact: Lesley Spry-Shandro, Library Manager

E-mail: [librarian@manninglibrary.ab.ca](mailto:librarian@manninglibrary.ab.ca)

Mailing address: Box 810, Manning, AB T0H 2M0

Street address: #311 4th Avenue SE

Phone: (780) 836-3054

Fax: (780) 836-0071

Hours of operation: Tues., Wed. 11:30 a.m. – 5:30 p.m.

Thurs. & Fri. 12:00-8:00 p.m.

Sat. 10:30 a.m. – 5:30 p.m.

Acceptable ID when borrowing items: 1 personal ID and a current Alberta Library Card.

Loan periods: 3 weeks

Restrictions: 5 items. Unable to borrow any items until bills are paid

Renewals: One renewal. Renewals accepted by any method. If renewing by e-mail a return address is required to confirm renewal.

Address to be used for returns by mail: #311 4th Avenue SE

Address to be used for returns by courier: Overdue reminders: By phone or e-mail

Lost items: Full retail value of item.

Fines and fees for late and/or damaged materials: For damaged material full retail value of the item.

Fines: 25¢/item/.library day.

Billing information: Payment due by end of billing month. Membership privileges suspended and not renewable until bills are paid.

Additional information: Return address labels will be inserted into the books when they go out.

### **Mannville Municipal Library** (Northern Lights Library System)

Contact: Theresa Myroniuk, Librarian

E-mail: [amanpublib@telusplanet.net](mailto:amanpublib@telusplanet.net)

Web Address: [www.telusplanet.net/public/aplen93](http://www.telusplanet.net/public/aplen93)

Mailing address: Box 186, Mannville AB T0B 2W0

Street address: 5038 50 Street, Mannville

Phone: (780) 763-3611

Fax: (780) 763-3688

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

Thurs. 10 am – 5 pm Closed last two weeks of August

Acceptable ID when borrowing items: TAL/TRAC Card

Loan periods: 3 weeks

Restrictions: No limit on books within reason

Renewals: Renewals if book is not on reserve or a new acquisition, in person, by phone or e-mail.

Address to be used for returns by mail: Box 186, Mannville AB T0B 2W0

Address to be used for returns by courier: 5038 50 Street, Mannville. Outside of library hours:  
Drugstore, 5025 50 Street, Mannville.

Overdue reminders:

Lost items: Considered lost after 6 months. Replacement cost plus processing fee charged.

Fines and fees for late and/or damaged materials: 15¢/day. Damaged items are charged at library's discretion.

Billing information: Payment due 3 weeks after billing. Payments may be made at the library. Failure to pay results in privileges being denied.

### **Marwayne Public Library** (Northern Lights Library System)

Contact: Carol Killam, Library Technician

E-mail:

Mailing address: Box 174, Marwayne, AB T0B 2X0

Street address: 105 2<sup>nd</sup> Street South, Marwayne, AB T0B 2X0

Phone: (780) 847-3930

Fax: (780)847-3796

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

Wed. 4 – 7 p.m.,

excluding holidays (Christmas, Easter, Statutory holidays).

Hours subject to change during summer.

Acceptable ID when borrowing items: Valid library card plus one piece of ID

Loan periods: 3 weeks for book; 2 weeks for videos

Restrictions: 10 items checked out at a time. Borrowing privileges suspended if fines not paid.

Renewals: Renewals if item not already renewed or on reserve. Renewal by phone or in person

Address to be used for returns by mail: Box 174, Marwayne, AB T0B 2X0

Address to be used for returns by courier: No government courier service

Overdue reminders: By mail at one day overdue, 8 days and 15 days overdue.

Lost items: Considered lost after third warning. Charges for lost items: \$10 for soft cover, \$20 for hard cover.

Fines and fees for late and/or damaged materials: Fines 10¢/day. Items damaged beyond repair or lost: \$10 paperback and \$20 hardcover.

Billing information: Payment by cash, money order, cheque to lending library. Payments in person or by mail. Failure to pay will result in loss of privileges.

Additional information: Number of overdue items permitted: 2.

**Mayerthorpe Public Library** (Yellowhead Regional Library)

Mailing Address: Box 810, Mayerthorpe, AB T0E 1N0

Phone: (780) 786-2440

Fax: (780) 786-4590 (town office)

**McLennan Municipal Library** (Peace Library System)

Mailing Address: Box 298, McLennan, AB T0H 2L0

Phone: (780) 324-3767

Fax: (780) 324-2288

**Medicine Hat College Library**

Contact: Barb Banasch, Circulation supervisor

E-mail: [BBanasch@acd.mhc.ab.ca](mailto:BBanasch@acd.mhc.ab.ca)

Mailing address: 299 College Drive SE, Medicine Hat, AB T1A 3Y6

Phone: (403) 529-3866

Fax: (403) 504-3534

Hours of operation: September – April:

Mon – Thurs 7:30 a.m. – 10:00 p.m.

Friday 7:30 a.m. – 6:00 p.m.

Saturday 9:00 a.m. – 5:00 p.m.

Sunday 1:00 – 8:00 p.m.

May and June: Mon – Thurs 8 a.m. - 6 p.m.

Friday 8 a.m. - 5 p.m.

Saturday 1 - 5 p.m.

July and August: Mon – Fri 8 a.m. - 5 p.m.

closed weekends.

Acceptable ID when borrowing items: Driver's license

Loan periods: Books 3 weeks, pamphlets 1 week

Restrictions: No borrowing of periodicals, audiovisual items, reference materials, microforms, calendars, government documents.

Renewals: Maximum of 2 renewals, in person, by phone, via e-mail

Address to be used for returns by mail: 299 College Drive SE, Medicine Hat, AB T1A 3Y6

Address to be used for returns by courier: Same

Overdue reminders: Overdue notices will be mailed; urgent returns or extended overdues will be telephoned.

Lost items: Current list price plus processing fee, or, if price not available a set fee based on format plus a processing fee.

Fines and fees for late and/or damaged materials: No overdue fees charged; damaged materials are same as lost items.

Billing information: Payment made to Medicine Hat College; unpaid bills will be sent to the Finance Office for collection.

**Medicine Hat Public Library**

Contact: Rachel Sarjeant-Jenkins, Chief Librarian

E-mail: [library@medicinehat.ca](mailto:library@medicinehat.ca)

Mailing address: 414-1<sup>st</sup> Street S.E., Medicine Hat, AB, T1A 0A8

Phone: (403) 502-8527

Fax: (403) 502-8529

Hours of operation: Monday-Thursday: 10:00am-9:00pm

Friday and Saturday: 10:00am-5:30pm

Sunday: 1:00pm-5:30pm

Acceptable ID when borrowing items: Driver's license, Photo ID

Loan periods: videos/dvds: 1 week, all other materials: 3 weeks

Restrictions: Maximum number of check-outs is 10. No holds on inter-library loans, no borrowing allowed if there are over-dues or money owing. One renewal allowed.

Renewals: Maximum of one renewal by phone, in person or e-mail. No holds permitted.

Address to be used for returns by mail: 414-1<sup>st</sup> Street S.E., Medicine Hat, AB, T1A 0A8

Address to be used for returns by courier: Same

Overdue reminders: Overdue notices will be mailed

Lost items: When an item is overdue 3 months, an item is considered lost. Replacement cost of item is the cost of the item.

Fines and fees for late and/or damaged materials: 25 cents per item for adult and young adult materials, 10 cents per item for children's materials. If item is damaged, the library charges the replacement cost of the item.

Billing information: Payment made to Medicine Hat Public Library.

### **Milk River Municipal Library** (Chinook Arch Regional Library System)

Contact: Emma Friedrick

E-mail: [mkrlib@telusplanet.net](mailto:mkrlib@telusplanet.net)

Mailing address: Box 579 Milk River, AB T0K 1M0

Street address: 321 3<sup>rd</sup> Avenue NE, Milk River, AB T0K 1M0

Phone: (403) 647-3793

Fax: N/A

Hours of operation: Tues. noon – 6 p.m.

Wed. 3:30 p.m. – 8 p.m.

Fri. 3 p.m. – 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 579 Milk River, AB T0K 1M0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7<sup>th</sup> 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 5¢/day; adult/YA/juvenile cassettes, CDs, books on tape 5¢/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.

### **Millarville Community Library** (Marigold Library System)

Contact: Norma Dawson

E-mail: [AMCLibrary@marigold.ab.ca](mailto:AMCLibrary@marigold.ab.ca)

Mailing address of library: Box 59, Millarville, AB T0L 1K0

Street address:

Phone: (403) 931-3919

Fax: (403) 931-2475 (School)

Hours of operation: Mon., Tues., Thurs., 9 a.m. – 3 p.m.

Wed. 9 a.m. – 8 p.m.

Fri 9 a.m. – 12 p.m.

Summer: Wed. 11 a.m. – 8 p.m.

Acceptable ID when borrowing items: N/A

Loan periods: 3 weeks

Restrictions: No loan of videos. Cannot take out books if overdues.

Renewals: Renewals in person or by phone if no reserve on item.

Address to be used for returns by mail: Box 59, Millarville, AN T0L 1K0

Address to be used for returns by courier: Millarville Community Library c/o Millarville Community School, Millarville, AB T0L 1K0

Overdue reminders: By mail.

Lost items: Replacement cost of book

Fines and fees for late and/or damaged materials: NO fines for late materials; Damaged material: depends on extent of damage.

Billing information:

**Millet Municipal Library** (Yellowhead Regional Library)

Mailing Address: Box 30, Millet, AB T0L 1Z0

Phone: (780) 387-5222

**Milo Municipal Library** (Chinook Arch Regional Library System)

Contact: Joanne Monner

E-mail: [libmil@chinookarch.ab.ca](mailto:libmil@chinookarch.ab.ca)

Mailing address: Box 30, Milo, AB T0L 1L0

Street address: #116 Center Street

Phone: (403) 599-3850

Fax: (403) 599-3850

Hours of operation: Tues. 10:00 a.m. – 4:00 p.m., 6:00 p.m. – 8:00 p.m.

Thurs. & Fri. 10:00 a.m. – 4:00 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 30, Milo, AB T0L 1L0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7<sup>th</sup> 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 50¢/day; adult/YA/juvenile CD-ROM 50¢/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.

**Morrin Municipal Library** (Marigold Library System)

Contact: M'Liss Edwards, Librarian

E-mail: [amomlibrary@marigold.ab.ca](mailto:amomlibrary@marigold.ab.ca)

Mailing address: Box 284, Morrin, AB T0J 2B0

Street address: 113 Main St.

Phone: (403) 772-3922

Fax:

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

Thurs. 11 a.m. – 7 p.m.

Fri. 3 p.m. – 8 p.m.

Acceptable ID when borrowing items: Alberta Library Card and photo ID

Loan periods: 3 weeks

Restrictions: Video collection not available

Renewals: Renewals permitted if item has not been reserved. Renewals by phone or in person.

Address to be used for returns by mail: Box 284, Morrin, AB T0J 2B0

Address to be used for returns by courier: Marigold Library System

Overdue reminders: By phone or letter

Lost items: Considered lost at 4 weeks overdue. Cost of item is charged.

Fines and fees for late and/or damaged materials: We have a conscience jar for late fees and damages.

Billing information: Bills due at the library and consequences at the Board's discretion.

### **Mount Royal University Library**

Contact: Alice Swabey

E-mail: [aswabey@mtroyal.ab.ca](mailto:aswabey@mtroyal.ab.ca)

Mailing address: 4825 Mount Royal Gate SW, Calgary AB T3E 6K6

Street address: As above

Phone: (403) 440-6124, Fax: (403) 440-6758

Hours of operation: Fall/Winter Mon-Thurs. 7:45 am – 10pm

Fri. 7:45am-8pm

Sat. 10am-8pm

Sun. 10am-8pm

May/June: Mon-Thurs. 8am-8pm

Fri. 8am-4:30pm

Sat. 10am-2pm

July/August Mon-Fri. 8:30am-4pm.

Acceptable ID when borrowing items: Alberta Library Card or photo ID

Loan periods: 3 weeks

Restrictions: Circulating Books only, not eligible for use of MRC Document Delivery Services, no remote electronic database access, children under age of 16 must have parent's signature. No holds.

Renewals: Two renewals per item.

Address to be used for returns by mail: Library Circulation Desk. Mount Royal University Library at above mailing address

Address to be used for returns by courier: As above

Overdue reminders: By mail, 5 days after due date.

Lost items: Considered lost at 28 days overdue, replacement cost and \$15 fee processing fee is charged. Items damaged beyond repair are considered the same as lost.

Fines and fees for late and/or damaged materials: \$1.00/day/item

Billing information: Bills due at time of issue. Payment can be made to MRU Circulation Desk in person or by Mail. Failure to pay will result in withdrawal of borrowing privileges and notification of home library.

Additional information: Borrowing privileges will be suspended if MRU Library is notified of a patron's delinquent status at another participating library.

### **Myrnam Community Library (Northern Lights Library System)**

Mailing Address: General Delivery, Myrnam, AB T0B 3K0

Phone: (780) 366-3801

Fax: (780) 366-2332

### **Nampa Municipal Library (Peace Library System)**

Mailing Address: Box 509, Nampa, AB T0H 2R0

Phone: (780) 322-3805

Fax: (780) 322-2100

### **Nanton (Thelma Fanning Memorial) Library (Chinook Arch Regional Library System)**

Contact: Judi McMasters

E-mail: [nantlib@telusplanet.net](mailto:nantlib@telusplanet.net)

Mailing address: Box 310, Nanton, AB T0L 1R0

Street address: 1907 21<sup>st</sup> Avenue, Nanton, AB T0L 1R0

Phone: (403) 646-5535

Fax: (403) 646- 2653

Hours of operation: Tues, and Thurs. 11 – 8 p.m.

Wed 10:30 a.m. – 8 p.m.

Fri. 1 – 6 p.m.

Sat. 11 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 310, Nanton, AB T0L 1R0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7<sup>th</sup> 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 25¢/day; adult/YA/juvenile cassettes, CDs, books on tape 25¢/day; adult videos \$1/day; children's videos \$0.25/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.

### **Neerlandia Library** (Yellowhead Regional Library)

Contact: Sandra Olthuis, Librarian

E-mail:

Mailing address: Box 10, Neerlandia, AB T0G 1R0

Street address:

Phone: (780) 674-5743

Fax: (780) 674-2927

Hours of operation: Mon. – Fri. 8:30 a.m. – noon, 1 p.m. – 4:30 p.m.

Wed. 7 – 9 p.m.

Fri. 8:30 – 12.30 p.m. alternate days (i.e. school closed, public open)

Summer: Wed. 8:30 – 12.30 p.m., 1:30 – 4:30 p.m., 7 – 9 p.m.

Acceptable ID when borrowing items: Alberta driver's license and member library card, present address and fax number.

Loan periods: 4 weeks

Restrictions: No loan of videos, magazines, teacher's reference, book and tape sets.

Renewals: One renewal of 2 weeks, in person or by phone.

Address to be used for returns by mail: Box 10, Neerlandia, AB T0G 1R0

Address to be used for returns by courier:

Overdue reminders: Letter or fax.

Lost items: Considered lost at 6 months and replacement value charged.

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

Billing information: Payment must be made in person or by mail to the library. Failure to pay any fine amount will result in loss of borrowing privileges.

Additional information: Neerlandia is a school-housed public library.

### **New Sarepta Municipal Library** (Yellowhead Regional Library)

Contact: Colleen Kraska, Librarian

E-mail: [ckraska@nisku.blackgold.ab.ca](mailto:ckraska@nisku.blackgold.ab.ca)

Mailing address: Box 147, New Sarepta, AB T0B 3M0

Street address: 5150 Centre Street, New Sarepta, AB

Phone: (780) 941-2480

Fax: (780) 941-2224

Hours of operation: Sept. to June: Mon. – Fri. 8:30 a.m. – 3.30 p.m.

Tues., Thurs. 6 – 8 p.m.

Sat. 10 a.m. – 1 p.m.

Summer hours: Tues. 10 a.m. – 2 p.m.

Thurs. 6 – 8 p.m.

Sat. 10 a.m. – 1 p.m.

Acceptable ID when borrowing items: None, other than The Alberta Library Card.

Loan periods: 2 weeks

Restrictions: Blocking of borrowing privileges due to unpaid bills.

Renewals: Limit number of renewals. In person, by phone or by e-mail.

Address to be used for returns by mail: Box 147, New Sarepta, AB T0B 3M0

Address to be used for returns by courier: 5150 Centre Street, New Sarepta, AB

Overdue reminders: Phone call, then letter, then letter stating price of book.

Lost items: Considered lost at approximately 6 months. Price of the book is charged.

Fines and fees for late and/or damaged materials: No late fines. Charges for damaged material based on replacement cost of book.

Billing information: Bills due upon receipt. Payment may be mailed to the library. Failure to pay will result in name being removed from patron membership until bill is paid.

Additional information: ILL loan period is 6 weeks.

### **Newbrook Public Library** (Northern Lights Library System)

Contact: Barb Koistinen, Librarian or Jan Rosenthal, Librarian

E-mail:

Mailing address: PO Box 208, Newbrook, AB T0A 2P0

Street address:

Phone: (780) 576-3771

Fax: (780) 576-2115

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

Tues. and Thurs. 8:30 a.m. – 9 p.m.

Summer hours: Mon. and Thurs. 9 a.m. – 4 p.m.

Acceptable ID when borrowing items: Library card and one piece of picture ID

Loan periods: 3 weeks

Restrictions: No loan of videos.

Renewals: No renewals

Address to be used for returns by mail: PO Box 208, Newbrook, AB T0A 2P0

Address to be used for returns by courier: c/o Newbrook School, PO Box 218, Maine Street, Newbrook, AB T0A 2P0

Overdue reminders: By mail or phone

Lost items: Considered lost if not returned and no response to inquiries. Replacement cost plus GST plus cataloguing costs.

Fines and fees for late and/or damaged materials: 10¢/day/item. Damaged items: replacement cost plus GST plus cataloguing costs

Billing information: Payment in person or by mail

### **Niton Junction – Green Grove Community Library** (Yellowhead Regional Library)

Contact: Toni Ice

E-mail: [toniice@gyrd.ab.ca](mailto:toniice@gyrd.ab.ca)

Mailing address: Box 219 Niton Jct., AB T0E 1S0

Street address: Main Street or 53521A RR130 Niton Junction

Phone: (780) 795-2474

Fax: (780) 795-3933

Hours of operation: Mon – Wed 10:00 a.m. – 4:30 p.m.

Thurs. 12:30 – 8 p.m.

Acceptable ID when borrowing items: Drivers License

Loan periods: 3 weeks for books, 1 week for DVD or videos

Restrictions: If bills unpaid, borrowing privileges will be revoked. 5 item limit, max of 2 DVDs at a time.

Renewals: Renewals by phone or in person. Holds not permitted.

Address to be used for returns by mail: Box 219 Niton Jct., AB T0E 1S0

Address to be used for returns by courier: 53521A RR130 Niton Junction Jct., AB T0E 1S0

Overdue reminders: Phone or mail

Lost items: Considered lost if not returned within three months. Replacement value charged.  
Fines and fees for late and/or damaged materials: 10¢ per day for books, 25 cents per day for DVDs. Cost of repairing damaged items is charged.  
Billing information: Payment may be made at the library or by mail. Failure to pay results in withdrawal of library privileges.

**NorQuest College, Library and Information Service** (formerly AVC-Edmonton)

Contact: Eve Poirier, Coordinator Library Services

E-mail: [eve.poirier@norquest.ab.ca](mailto:eve.poirier@norquest.ab.ca)

Web Address: <http://library.norquest.ab.ca>

Mailing address: 5<sup>th</sup> Floor, 10215 108 Street, Edmonton, AB T5J 1L6

Phone: (780) 644-6258

Fax: (780) 644-6082

Hours of operation: Check web site for up to date information on hours of operation.

Acceptable ID when borrowing items: Picture ID

Loan periods: 3 weeks

Restrictions: Borrowing limited to print circulating collection.

Renewals: No renewals, no holds.

Address to be used for returns by mail: NorQuest College, Learner Centre, Library, 5<sup>th</sup> Floor, 10215 108 Street, Edmonton, AB T5J 1L6

Address to be used for returns by courier: Same

Overdue reminders: Printed notices.

Lost items: Lost items are a minimum \$10.00 or actual price recorded in bibliographic database or B.I.P.

Fines and fees for late and/or damaged materials: None for late. Partial replacement cost for damage if repairable, otherwise replacement cost.

Billing information: Payments are made payable to the College either by mail or in person at the Cashier's office.

**Northern Alberta Institute of Technology Library (NAIT)**

Contact: Kay Mulcaster, Supervisor, Lending Services

E-mail: [kaym@nait.ab.ca](mailto:kaym@nait.ab.ca)

Mailing address: 11762 106 Street, Room U310, Edmonton, AB T5G 2R1

Phone: (780) 471-8794

Fax: (780) 471-8813 or 491-3014

Hours of operation: Fall/Winter (Aug. 30/99 – Apr. 28/00): Mon. Thurs. 7:45 a.m. – 9 p.m.

Fri. 7:45 a.m. – 5 p.m.

Sat./Sun. noon – 5 p.m.

Closed Dec 24/99 – Jan 02/00. Spring/Summer hours TBA.

Acceptable ID when borrowing items: 1. Driver's License or other picture ID. 2. Current Home Library card.

Loan periods: 2 weeks.

Restrictions: Collections not available to Alberta Library Card borrowers, along with Dewey Decimal call numbers.:

1. Computer books acquired in the past two years (004-006). 2. Cookery (641). 3. Food technology (664). 4. Resumes/job hunting (650.14). 5. CGA/CMA (657.076, 657.046). 6. TOEFL (428.24). 7. Historical (220 and other designated titles). 8. Archival, Special Collections. No loan of reference or reserve materials. Suspension if fines owing or books overdue.

Renewals: No renewals.

Address to be used for returns by mail: NAIT Library, 11762 106 Street, Room U310, Edmonton, AB T5G 2R1

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

Overdue reminders: By telephone when 3 days overdue.

Lost items: Considered lost at 45 days overdue. Replacement cost plus \$15 processing is charged. If no replacement cost in item record, \$60 is default price. All costs inclusive of GST.

Fines and fees for late and/or damaged materials: \$1/day to a maximum of \$15.

Billing information: Payment made at NAIT library. Payment due on receipt of notice. Suspension of privileges until paid. If unable to reach TAL patron or in case of refusal to pay, home library will be contacted.

### **NAIT Fairview Campus Library (formerly Fairview College Library)**

Contact: Jim Dunbar, Librarian

Email: [FairviewLibrary@nait.ca](mailto:FairviewLibrary@nait.ca)

Mailing address: Box 3000 Fairview AB T0H 1L0

Street address: 11235-98 Avenue, Fairview AB

Phone: (780) 835-6641

Fax: (780) 835-6782

Hours of operation: Sept-April: Mon-Thurs. 7:45am-10pm

Fri. 7:45am-5pm

Sat. 10:15am-5:30pm

Sun. 12:45pm-8pm.

May and June: Mon-Thurs. 7:45am-7pm

Fri. 7:45am-5pm

Sat. Closed, Sun 11:45am-7pm.

July and August: Mon-Fri. 8am-4:30pm.

All long-weekend hours as posted.

Acceptable ID when borrowing items: Any picture ID

Loan periods: Five items for two weeks

Restrictions: Books including pocket book fiction and some bound periodicals will be loaned to any TAL cardholder. All AV materials including videos and CDs will not be available for loan. Periodicals will not be loaned however patron can access periodicals on site.

Holds: No holds permitted.

Renewals: No renewals.

Address to be used for returns by mail: NAIT, Fairview Campus Library, Box 3000, Fairview AB T0H 1L0

Address to be used for returns by courier: 11235-98 Avenue, Fairview AB

Overdue reminders: After material is overdue, delinquent borrower will be phoned and a follow-up notice will be sent.

Lost items: Considered lost at 45 days overdue. Replacement cost plus \$15 processing is charged. If no replacement cost in item record, \$60 is default price. All costs inclusive of GST.

Fines and fees for late and/or damaged materials: \$1.00/day/item maximum fine of \$31.00

Billing information: Payment is to be made to the Library. Borrowing privileges are suspended if items are overdue, or fines are outstanding. If charges are significant they may be passed on to the College Accounting Department where invoices are generated on unpaid debts and if not collected within a specified time are passed on to a collection agency.

Additional Information: Borrowing privileges are suspended if items are overdue or fines are outstanding.

### **Northern Lakes College**

Contact: Bob Bruce, Library Services Coordinator

E-mail: [bruce@yourfuture.ab.ca](mailto:bruce@yourfuture.ab.ca)

Mailing address: Northern Lakes College, Library Services, Bag 3000, Grouard, Alberta, T0G 1C0

Street address: Mission Street, Grouard, Alberta

Phone: (780) 751-3275

Fax: (780) 751-3386

Hours of operation: Mon – Fri: 8:15 – 4:30

Evenings Oct – Apr: Mon - Thurs: 6:00 – 8:30

Acceptable ID when borrowing items: Driver's License (or identification)

Loan periods: 2 weeks

Restrictions: Videos are loaned only to Northern Lakes College instructors or to authorized representatives of recognized organizations.

Renewals: Renewals are permitted in person, by phone or by e-mail, as long as there is not a hold on the item.

Address to be used for returns by mail: Northern Lakes College, Library Services, Bag 3000,

Grouard, Alberta, T0G 1C0

Address to be used for returns by courier: Northern Lakes College Library, Grouard Campus, Grouard, Alberta

Overdue reminders: Letter or e-mail

Lost items: Replacement cost

Fines and fees for late and/or damaged materials: There is no fine for damaged items. Weekly overdue notices are issued for three weeks followed by a bill notice. Bills are due immediately. Failure to pay results in loss of borrowing privileges.

### **Okotoks Public Library** (Marigold Library System)

Contact: Tessa Nettleson, Director

E-mail: [okotokslibrary@okotoks.net](mailto:okotokslibrary@okotoks.net)

Mailing address: PO Box 310, Okotoks, AB T1S 1A6

Street address: 7 Riverside Drive, Okotoks, AB T1S 1A6

Phone: (403) 938-2220

Fax: (403) 938-4317

Hours of operation: Mon – Thurs 10:00 – 8:00

Fri: 10:00 – 5:00

Sat: 10:00 – 5:00

Sun: 10:00 – 5:00 (closed Sun in July and Aug. including the Labour Day long weekend)

Acceptable ID when borrowing items: Valid library card from local library participating in TAL plus one other piece of identification.

Loan periods: 3 weeks for most items and 1 week for videos and DVDs.

Restrictions: Check out limit: 10 items. No holds may be placed on items in the catalogue. No reference material can be borrowed. TAL due date book mark must accompany the item on return to your home library.

Renewals: Allowed – up to two times.

Address to be used for returns by mail: PO Box 310, Okotoks, AB T1S 1A6

Address to be used for returns by courier: 7 Riverside Drive, Okotoks, AB T1S 1A6

Overdue reminders: First overdue reminder call, and final notice letter.

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

Fines and fees for late and/or damaged materials: Overdue fine: 10¢/day/item

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

### **Olds College Library**

Contact: Peggy McKenzie

E-mail: [pmckenzie@oldscollege.ca](mailto:pmckenzie@oldscollege.ca)

Mailing address: 4500 50 St., Olds, AB T4H 1R6

Phone: 403-556-4600

Fax: 403-556-4705

Hours of operation: Sept. – Apr. Mon-Fri: 7:30am – 5:00pm

Sat: 11:00pm-5:00pm

Sun: 10:00am – 10:00pm.

Summer hours: Mon-Fri: 7:45am – 5:00pm

Hours are subject to change during intersession and summer. Check the library hours

posted on the Olds College web page at [www.oldscollege.ab.ca](http://www.oldscollege.ab.ca)

Acceptable ID when borrowing items: Driver's license

Loan periods: 2 weeks with 2 renewals

Restrictions: 10 items allowed on account at any one time. No borrowing of material identified as Local Request, or Reserve. Privileges suspended if books overdue.

Renewals: No holds permitted. 2 renewals. In person, by phone, or by email.

Address to be used for returns by mail: 4 500 50 St., Olds, AB T4H 1R6

Address to be used for returns by courier: As above

Overdue reminders: 2 overdue notices sent via email or mail.

Lost items: Items are considered lost after one month. Charged cost of replacement value plus \$20.00 administrative fee.

Fines and fees for late and/or damaged materials: No overdue fees charged, privileges suspended. Charge for damaged items same as lost items.

Billing information: Payment made to Olds College.

**Olds Municipal Library** (Parkland Regional Library)

Contact: Lesley Winfield, Library Manager

E-mail: [lwinfield@libs.prl.ab.ca](mailto:lwinfield@libs.prl.ab.ca)

Mailing address: 5217 52<sup>nd</sup> Street, Olds, AB T4H 1S8

Street address:

Phone: (403) 556-6460

Fax: (403) 556-6692

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

Tues. 9:30 a.m. – 5 p.m.

Wed. 9:30 a.m. – 5 p.m.

Thurs. 9:30 a.m. – 8 p.m.

Fri. 9:30 a.m. – 5 p.m.

Sat. 12 – 5 p.m.

Acceptable ID when borrowing items: Driver's license

Loan periods: Books and Audio Books – 3 weeks; CDs, DVDs and Magazines – 1 week

Restrictions: 2 new books per card.

Renewals: Total of 3 renewals if no reserve on item, in person, by phone, fax or e-mail

Address to be used for returns by mail: 5217 52<sup>nd</sup> Street, Olds, AB T4M 1S8

Address to be used for returns by courier: Same

Overdue reminders: Mail or email after 9 days overdue.

Lost items: If the item is lost, coverage of the cost of the item plus a \$5.00 processing fee is expected. If the book is replaced then the processing fee is waived.

Fines and fees for late and/or damaged materials: 25¢ per day per item for books; \$1.00 per day per video.

Billing information: Failure to pay results in suspension of membership at library, notice sent to home library. Lost book payment is due after the book is lost. If no renewals, fines will be charged on book.

**Onoway Public Library** (Yellowhead Regional Library)

Contact: Kelly L. Huxley, Librarian

E-mail: [onowaypl@freenet.edmonton.ab.ca](mailto:onowaypl@freenet.edmonton.ab.ca)

Mailing address: Box 484. Onoway, AB T0E 1V0

Street address: 4808 51 Street

Phone: (780) 967-2445

Fax: (780) 967-3226

Hours of operation: Tues. 1:30 p.m. – 7:30 p.m.

Wed. – Sat. 10:30 a.m. 4:30 p.m.

Acceptable ID when borrowing items: Driver's license, credit card, library card from home library

Loan periods: 3 weeks

Restrictions: 6 books at any time; no loan of videos. If unpaid fines exceed \$2, privileges may be suspended.

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

Address to be used for returns by mail: Box 484. Onoway, AB T0E 1V0

Address to be used for returns by courier: 4808 51 Street, Onoway, AB

Overdue reminders: By phone and mail.

Lost items: Books not returned after 60 days are considered lost. Charges are shelf list price plus \$2 processing fee.

Fines and fees for late and/or damaged materials: 10¢/day/book. Damage cost is determined by the amount of damage.

Billing information: Bills due on receipt. Payment may be made to Onoway Public Library. Failure to pay will result in suspension of privileges

**Oyen Municipal Library** (Marigold Library System)

Contact: Tricia Fischbuch, Librarian

E-mail: [aoymlibrary@marigold.ab.ca](mailto:aoymlibrary@marigold.ab.ca)

Mailing Address: Box 328, Oyen, AB T0J 2J0

Street address: 102 4 Ave. W

Phone: (403) 664-3580

Fax: (403)664-2520 (school)

Hours of Operation: Mon. 12:30 p.m. – 4p.m.  
Tues./Thurs. 3:30p.m. - 8:30 p.m.  
Wed. 12p.m. – 5 p.m.  
Summer Hours:  
Mon./Wed. 11 a.m. – 5 p.m.  
Tues. 2p.m. – 7 p.m.

Acceptable ID when borrowing items: Home library card

Loan Periods: 3 weeks

Address to be used for returns by mail: Box 328 Oyen, AB T0J 2J0

Address to be used for returns by courier: Box 328 Oyen, AB T0J 2J0

**Paradise Valley Municipal Library** (Northern Lights Library System)

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

Phone: (780) 745-2277

Fax: (780) 745-2641

**Peace River Municipal Library** (Peace Library System)

Contact: Wieske Rybiak, Head Librarian

E-mail: [prml@hotmail.com](mailto:prml@hotmail.com)

Mailing address of library: 9807 97 Avenue, Peace River, AB T8S 1H6

Phone: (780) 624-4076

Fax: (780) 624-4664

Hours of operation: Tues. – Fri. 10 a.m. – 6 p.m.  
Sat. 10 a.m. – 4 p.m.

Acceptable ID when borrowing items: Library card from home library

Loan periods: 4 weeks

Restrictions: Maximum 5 books. Borrowing privileges suspended until unpaid bills are paid or arrangements have been made to pay bill

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

Address to be used for returns by mail: 9807 97 Avenue, Peace River, AB T8S 1H6

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

Overdue reminders: By mail or phone.

Lost items: Cost of item plus \$7.00 processing fee for each item lost.

Fines and fees for late and/or damaged materials: Children's books 10¢/day; adult books 15¢/day; damaged items cost of item plus \$7.00 processing fee.

Billing information: Payments must be made to library directly or by mail. Borrowing privileges are suspended until arrangements have been made to pay.

**Picture Butte Library** (Chinook Arch Regional Library System)

Contact: Bonnie Lewis

E-mail: [blewis@chinookarch.ab.ca](mailto:blewis@chinookarch.ab.ca)

Mailing address: Box 1130, 4<sup>th</sup> Street S., Picture Butte, AB T0K 1V0

Street address: 120 4<sup>th</sup> Street South, Picture Butte, AB T0K 1V0

Phone: (403) 732-4141

Fax: (403) 732-4334

Hours of operation: Tues. – Sat. 11 a.m. – 6 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 if there are no holds, in person, must present the item.

Address to be used for returns by mail: Box 1130 Picture Butte, AB T0K 1V0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7<sup>th</sup> 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 25¢/day; adult/YA/juvenile cassettes, CDs, books on tape 25¢/day; adult/YA/juvenile videos \$2/day. Damaged items are assessed replacement cost or a percentage.

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

### **Pincher Creek Municipal Library (Chinook Arch Regional Library System)**

Contact: Gwendy Donegani

E-mail: [pclib@telusplanet.net](mailto:pclib@telusplanet.net)

Mailing address: Box 2020 Pincher Creek, AB T0K 1W0

Street address: 747 Kettles Street, Pincher Creek, AB T0K 1W0

Phone: (403) 627-3812

Fax: (403) 627-2916

Hours of operation: Mon – Fri. noon – 5 p.m.

Tues. – Fri. 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 2020 Pincher Creek, AB T0K 1W0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7<sup>th</sup> 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 25¢/day; adult/YA paperback 10¢/day; juvenile print 10¢/day; juvenile paperback 5¢/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.

### **Ponoka Jubilee Library (Parkland Regional Library)**

Contact: Norma-Jean Colquhoun, Librarian

E-mail: [jubilee@rtinc.com](mailto:jubilee@rtinc.com)

Mailing address: Box 4160, Ponoka, AB, T4J 1R6

Street address: 5110 48 Ave., Ponoka, AB, T4J 1R6

Phone (403) 783-3843

Fax: (403) 783-6745

Hours of operation: Mon, Tues. Fri 11:00 – 5:30

Wed, Thurs. 11:00 – 8:00

Sat. 12:00 – 4:00

Acceptable ID when borrowing items: Driver's license or other ID with name and address.

Loan periods: 3 weeks

Restrictions: Books only; 5 items

Renewals: No renewals.

Address to be used for returns by mail: Box 4160, Ponoka, AB, T4J 1R6

Address to be used for returns by courier: Same by government courier; other, 5110 48 Ave., Ponoka, AB, T4J 1R6

Overdue reminders: Phone or e-mail

Lost items: Considered lost at 2 months overdue. Charge for lost items is the price of the book.

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

Billing information: Payment made to Ponoka Library. Failure to pay: will revoke membership.

### **Prairie Bible Institute**

Contact: Veronica Lewis

E-mail: veronica.lewis@prairie.edu

Mailing address: Prairie Bible Institute, T.S. Rendall Library, Box 4000, Three Hills, AB, T0M 2N0

Street address: Prairie Bible Institute, T.S. Rendall Library, 330 – 4 Avenue N., Three Hills, AB

Phone: (403) 443-8029

Fax: (403) 443-5540

Hours of operation: (Fall & Winter, Sep.-Apr. approx) Mon. – Fri. 8 a.m. – 10 p.m.

Sat 9 a.m. – 8:30 p.m.

(Summer Break, May-Aug. approx) Mon. – Fri. 9 a.m. – 5 p.m.

(Hours may be altered during holidays, special events)

Acceptable ID when borrowing items: TAL Card

Loan periods: 2 weeks

Restrictions: Maximum of 5 items. Periodicals and reserve items not loaned. ILL not available.

Borrowing privileges suspended when fines reach \$15.

Holds: No

Renewals: Yes, if no one has placed a hold. In person, by phone, or by email.

Address to be used for returns by mail: Prairie Bible Institute, T.S. Rendall Library – Circulation, Box 4000, Three Hills, AB, T0M 2N0

Address to be used for returns by courier: Prairie Bible Institute, T.S. Rendall Library, 330 – 4 Avenue N., Three Hills, AB

Overdue reminders: By phone, email, or mail, depending on borrower's contact information and location.

Lost items: An item is declared lost when overdue 30 days. For each item, the borrower is charged the unit price plus a \$10 administrative fee.

Fines and fees for late and/or damaged materials: \$0.25 per day per item. Damaged items assessed on a case-by-case basis.

Billing information: Fines may be paid at the Circ Desk or by cheque through the mail (payable to Prairie Bible Institute). Borrowing privileges are suspended on amounts owing in excess of \$15.

Additional information: We reserve the right to prohibit loaning of specific materials that are at the time needed by students for completion of assignments and research.

### **Radway and District Public Library (Northern Lights Library System)**

Contact: Fern Mulyk, Librarian

E-mail:

Mailing address: PO Box 220, Radway, AB T0A 2V0

Street address:

Phone: (780) 736-3548

Fax: (780) 736-3858

Hours of operation: Mon. – Fri. 9 a.m. – 4:30 p.m.

Mon. and Thurs. 7 – 9 p.m.

Acceptable ID when borrowing items: Picture ID such as driver's license or System Card

Loan periods: 2 weeks

Restrictions: Maximum of 5 items. Borrowing privileges suspended for delinquent borrowers until such time as the materials are returned and all fines paid.

Renewals: Renewal of item allowed after one week grace period. Renewals in person only.

Address to be used for returns by mail: PO Box 220, Radway, AB T0A 2V0

Address to be used for returns by courier: Administration Building, Main Street, Radway, AB

Overdue reminders: By phone first and then by mail.

Lost items: Considered lost after one week past due date unless able to contact borrower. Full replacement value charged.

Fines and fees for late and/or damaged materials: \$1 per day per item. Replacement cost for damaged materials and any handling fees incurred.

Billing information: Money orders or cashier's cheque should be forwarded to lending library.

Additional information: Home library will be contacted and asked for assistance in recovering lost or damaged material.

### **Rainbow Lake Municipal Library (Peace Library System)**

Contact: Allison Butler

E-mail: [librarian@rainbowlakelibrary.ab.ca](mailto:librarian@rainbowlakelibrary.ab.ca)

Mailing address: Box 266, Rainbow Lake, AB T0H 2Y0

Street address:

Phone: (780) 956-3656

Fax: (780) 956-3858

Hours of operation: Tues. 9 a.m. - 12 p.m., 2 – 6 p.m.

Wed. 9 a.m. - 12 p.m., 2 – 6 p.m.

Thurs. 2 – 8 p.m.

Sat. 10 a.m. – 1 p.m.

Summer Hours: closed Saturdays in July/August

Acceptable ID when borrowing items: Driver's license.

Loan periods: 3 weeks

Restrictions: 5 items. Must have a clear record to borrow.

Renewals: Renewals in person, by phone or fax

Address to be used for returns by mail: Box 266, Rainbow Lake, AB T0H 2Y0

Address to be used for returns by courier:

Overdue reminders: By mail, by phone

Lost items: Full price plus GST charged.

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

Billing information: Bills due on receipt.

### **Raymond Public Library (Chinook Arch Regional Library System)**

Contact: Linda Sheen

E-mail: [rlibrary@chinookarch.ab.ca](mailto:rlibrary@chinookarch.ab.ca)

Mailing address: Box 258, Raymond, AB T0K 2S0

Street address: 15 Broadway South, Raymond, AB T0K 2S0

Phone: (403) 752-4785

Fax: (403) 752-4785

Hours of operation: Mon and Wed. 10:30 a.m. – 7.30 p.m.

Tues., Thurs., Fri. 10:30 a.m. – 6 p.m.

Sat. 10:30 a.m. – 3:30 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 258, Raymond, AB T0K 2S0

Address to be used for returns by courier: Chinook Arch Regional Library, 2902 7<sup>th</sup> 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; juvenile paperback 5¢/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.

## **Red Deer College Library**

Contact: Charlene Jones

E-mail address: [charlene.jones@rdc.ab.ca](mailto:charlene.jones@rdc.ab.ca)

Mailing address: Box 5005, Red Deer, AB T4N 5H4

Street address: 56<sup>th</sup> Avenue and 32 Street, Red Deer, AB

Phone: (403) 342-3347

Fax: (403) 346-8500

Hours of operation: Sept – April: Mon-Thurs. 7.45 am- 10:00 p.m.

Fri. 7:45 am – 5:00 p.m.

Sat. 12:00 – 5:00 p.m.

Sun. 12:00 – 10:00 p.m.

May n- August Hours subject to change.

Acceptable ID when borrowing items: Alberta Library Card and Driver's license.

Loan periods for Alberta Library Card borrowers: 2 weeks

Restrictions: Suspension of privileges at \$50.00 owing. Multimedia (videos, films) does not circulate. CDs/audiocassettes do not circulate. Curriculum collection, reference, periodicals are non-circulating.

Renewals: 1 two-week renewal per item, in person (ID card must be presented), by phone (ID card # must be given).

Address to be used for returns by mail: Red Deer College Library, Circulation Desk, Box 5005, Red Deer, AB T4N 5H4

Address to be used for returns by courier: Red Deer College Library, Circulation Desk, 56<sup>th</sup> Avenue and 32<sup>nd</sup> Street, Red Deer, AB

Overdue reminders: Overdue notice when 7 day overdue; fines notice 4 times a year.

Lost items: \$65.00 most material; \$25.00 paperbacks; \$115.00 multimedia.

Fines and fees for late and/or damaged materials: 50¢ per item per day; \$1.00 per hour reserves; \$5.00 per day three day loans.

Billing information: Payment made to RDC library, cash or cheque. Consequences: restrict borrowing.

## **Red Deer Public Library**

Contact: Jannie Ypma, Circulation Coordinator

E-mail address: [jypma@rdpl.red-deer.ab.ca](mailto:jypma@rdpl.red-deer.ab.ca)

Mailing address: 4818 49 Street, Red Deer, AB T4N 1T9

Phone: (403) 346-7470

Fax: (403) 341-3110

Hours of operation:

Acceptable when borrowing items: Picture ID with proof of address (e.g. Driver's License) **OR** 2 prices of ID (SIN, Alberta Health Care card, credit card) along with proof of address (utility bill, cheques).

Loan periods: 3 weeks.

Restrictions: TAL, non RDPL primary members: 5 books, no renewals, 3 week loan.

Juvenile memberships at RDPL restricted to material from the children's department. NO borrowing if over \$10.00 in fines or more than 10 overdue items, or any item overdue by 3 weeks or if membership expired.

Renewals: No renewals .

Address to be used for returns by mail: 4818 49 Street, Red Deer, AB T4N 1T9

Address to be used for returns by courier: Same.

Overdue reminders: Overdue letter is sent out at 3 weeks overdue and another letter at 6 weeks overdue.

Lost items: Item considered lost when: Two reminders are mailed, Contacted customer by phone or in person, Item placed on search list for 6 weeks. Individual replacement cost as per Library Board decisions.

Fines and fees for late and/or damaged materials: 25¢ per day per item for late adult and young adult material, up to a maximum of \$6.25.

Billing information:

Additional information: Library card in hand anytime customer wishes to transact business on their account with the library.

**Redcliff Public Library** (Shortgrass Library System)

Contact: Reita Wilson, Librarian

E-mail: [redclifflib@telusplanet.net](mailto:redclifflib@telusplanet.net)

Mailing address: PO Box 280, Redcliff, AB T0J 2P0

Street address: 131 Main St. S.

Phone: (403) 548-3335

Fax: (403) 548-3335

Hours of operation: Mon. – Thurs. 10 a.m. – 8 p.m.  
Fri. and Sat. 10 a.m. – 5 p.m.

Acceptable ID when borrowing items: Photo ID

Loan periods: 6weeks

Restrictions: No loan of reference materials.

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

Address to be used for returns by mail: PO Box 280, Redcliff, AB T0J 2P0

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

Overdue reminders: By mail.

Lost items: Considered lost when patron informs us or six months after non-return.

Fines and fees for late and/or damaged materials: No late fees. Replacement cost for lost or damaged items.

Billing information: Payment may be made in person or by mail by cheque or money order. Message placed on patron's record so other libraries in system will know.

**Rich Valley Community Library** (Yellowhead Regional Library)

Mailing address: RR #1. Gunn, AB T0E 1A0

Phone:

Loan periods: 2 weeks

Overdue reminders: By phone

Lost items: Purchase price of book charged.

Fines and fees for late and/or damaged materials: 5¢/item per day library open.

**Rimbey Municipal Library** (Parkland Regional Library)

Mailing Address: Box 1130, Rimbey, AB T0C 2J0

Phone: (403) 843-2841

**Rocky Mountain House Public Library** (Parkland Regional Library System)

Contact: Jay Newsham, ILL Clerk

E-mail: [armh@telusplanet.net](mailto:armh@telusplanet.net)

Mailing address: Box 1497 Rocky Mountain House, AB T4T 1B1

Street address: 4922-52 Street

Phone: (403) 845-2042

Fax: 403-845-5633

Hours of operation: Winter (Sept – May)

Tues – Thurs 10 am – 8 pm

Fri 10 am – 6 pm

Sat 11 am – 5 pm

Summer (June – Aug)

Tues, Thurs & Fri 10 am – 6 pm

Wed 10 am – 8 pm

Sat 11 am – 5 pm

Acceptable ID when borrowing items: Valid TAL Card

Loan periods: 3 weeks

Restrictions: 5 Books only, no audio, visual or periodicals

Renewals: Renewals permitted by phone, in person, or by email

Holds: Not Permitted

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

Address to be used for returns by courier: Government Courier Only Box 26, Rocky Mountain House, T4T 1B1

Overdue reminders: By mail.

Lost/damaged items: *Lost items*—price of book is charged. Replacement cost charged for damaged items. Plus \$5 service charge for lost/damaged items.

Fines and fees for late items: 25 cents/item/day

Billing information: Payments made to Rocky Public Library

### **Rockyford Municipal and District Library (Marigold Library System)**

Contact: Frances Garriott, Librarian

E-mail: [ARMLibrary@telusplanet.net](mailto:ARMLibrary@telusplanet.net)

Mailing address: PO Box 277, Rockyford, AB T0J 2R0

Street address: Serviceberry Trail, Rockyford, Alberta T0J 2R0

Phone: (403) 533-3964

Fax:

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

Wed. 2 p.m. – 7 p.m.

Thurs. 2 p.m. – 8 p.m.

Last Sat of month 10 a.m. – 12 p.m.

Acceptable ID when borrowing items: No ID required other than The Alberta Library Card

Loan periods: 3 weeks

Restrictions:

Renewals: Renewals permitted

Address to be used for returns by mail: PO Box 277, Rockyford, AB T0J 2R0

Address to be used for returns by courier:

Overdue reminders: By mail.

Lost items: Price of book is charged.

Fines and fees for late and/or damaged materials: Price of book charged for damaged items.

Billing information:

### **Rolling Hills Public Library (Shortgrass Library System)**

Contact: Johnene Amulung, Librarian and Chairperson

Email: [rhlcapic@eidnet.org](mailto:rhlcapic@eidnet.org)

Mailing address: Box 40, Rolling Hills, Alberta, T0J 2S0

Street address: 302-4<sup>th</sup> Street, Rolling Hills, Alberta

Phone: (403) 964-2186

Fax: (403) 964-3659

Hours of operation: Mon. 7:00 – 9:00 p.m.

Tues & Thurs. 3:00 – 4:30 p.m.

Wed. 2:30 – 4:30 p.m.

Acceptable ID when borrowing items: 2 pieces of ID (one must have photo)

Loan period: 3 weeks

Restrictions: Books only. Limit of 10.

Holds: Holds permitted

Renewals: Books may be renewed once, in person, by phone or email.

Address to be used for returns by mail: Box 40, Rolling Hills, Alberta, T0J 2S0

Address to be used for returns by courier: Via Government Courier - Shortgrass Library System

Overdue reminders: Phone calls and/or mail.

Lost items: An item is considered lost one year after its due date, or if patron reports a lost book. The charge is the replacement cost.

Fines for late or damaged materials: Charge for late materials is 10 cents per week day. Charge for damaged items is the replacement cost.

Billing information: Payment may be made at the library or by mail. Borrowing privileges may be revoked until bills are paid.

**Rumsey Community Library** (Marigold Library System)

Contact: Patty Steen, Librarian

E-mail: [ARUMlibrary@telusplanet.net](mailto:ARUMlibrary@telusplanet.net)

Mailing address: Box 113, Rumsey, AB T0J 2Y0

Street address: Main Street, Rumsey

Phone: (403) 368-3939

Fax: 403-368-2207

Hours of operation: Tues. 1 p.m. – 6 p.m.

Wed. 10 a.m. – 4:30 p.m.

Acceptable ID when borrowing items: The Alberta Library Card

Loan periods: 3 weeks, unless otherwise specified

Restrictions: 6 items to be borrowed at any one time, unless by permission of the librarian. Items borrowed can be extended for a longer period with permission of librarian.

Holds: permitted

Renewals: Once, in person or by email.

Address to be used for returns by mail: Box 113, Rumsey, AB T0J 2Y0

Address to be used for returns by courier: As above

Overdue reminders: By phone or mail

Lost items: Item is considered lost after one year and patron is expected to pay replacement price of material. Any damage to material will be discussed between patron and librarian and compensation will be assessed based on value of material. Price of book

Fines and fees for late and/or damaged materials: No fines, just friendly reminders.

Billing information:

**Ryley - McPherson Municipal Library** (Northern Lights Library System)

Contact: Ethel Pepper, Assistant Librarian

E-mail:

Mailing address: Box 139, Ryley, AB T0B 4A0

Street address: 5113 50 Street

Phone: (780) 663-3999

Fax: (780) 663-3909

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

Thurs. 7 – 9 p.m.

Sat. 10 a.m. – noon.

Summer hours: Tues., Wed., Fri., Sat. 10 a.m. – 5 p.m.

Thurs. 1 – 9 p.m.

Acceptable ID when borrowing items: Alberta Library Card

Loan periods: 2 weeks books and audios. 1 week videos.

Restrictions: Videos restricted to two per family at any one time. Books: no restrictions unless privileges misused, in which case restrictions are placed on patron.

Renewals: One renewal allowed for books. No renewals on videos. Renewals in person, by phone or mail.

Address to be used for returns by mail: Box 139, Ryley, AB T0B 4A0

Address to be used for returns by courier:

Overdue reminders: By phone, mail or in person.

Lost items: Considered lost if 2 months overdue. Charge depends on condition of book (full or half price).

Fines and fees for late and/or damaged materials: Books 10¢/week. Videos 25¢

Billing information: Bills payable to McPherson Library. Failure to pay results in loss of library privileges.