



PROVINCE OF QUEBEC  
TOWN OF KIRKLAND

## **BY-LAW NO. : GEN-2024-53**

---

---

**BY-LAW CONCERNING THE TOWN OF KIRKLAND  
LIBRARY**

---

---

### **ADOPTION PROCEDURE**

Notice of motion:	August 5, 2024
Filing of draft by-law:	August 5, 2024
Adoption of by-law:	September 3, 2024
Publication:	September 6, 2024
Coming into force:	September 6, 2024

- WHEREAS pursuant to section 356 of the *Cities and Towns Act* (CQLR, c. C-19), notice of motion of this by-law was given and a draft of this by-law was filed at the regular sitting of the Municipal Council held on August 5, 2024;
- WHEREAS copies of this by-law were made available to the public;
- WHEREAS the Preamble forms an integral part of this by-law;

### THE MUNICIPAL COUNCIL DECREES AS FOLLOWS :

#### ARTICLE 1 - DEFINITIONS

For the purpose of interpreting this by-law, unless the context indicates otherwise, the following words or expressions shall have the meaning ascribed to them in this article :

- “**Documentation**” : any material made available to members by means of on-site consultation or home loan, including, in particular, any book, magazine, periodical, media, Blu-ray, DVD, video game, CD, object, support or equipment;
- “**Library**” : the library of the Town of Kirkland;
- “**Manager**” : the library division head or any other person designated by the latter;
- “**Member**” : any person holding a membership card duly issued by the library;
- “**Staff**” : any employee working at the library;
- “**Town**” : the Town of Kirkland;
- “**User**” : any person who uses the library services, whether they are a member or not.

#### ARTICLE 2 - MEMBERSHIP

Anyone can apply for a membership at the library if they request it and pay the applicable fees, as the case may be.

The membership fees are provided for in the *By-law establishing tariffs for certain municipal services* adopted each year (hereinafter referred to as the “*Tariffs By-law*”).

Membership applications are made through a form established for this purpose, which must be duly completed and signed by the applicant. Membership applications for persons under 18 years of age must be signed by the legal guardian of the applicant.

Once the membership is accepted, a membership card is given to the member. If this card is lost or destroyed, the member may obtain another, subject to the payment of the fees provided for in the *Tariffs By-law*.

Anyone who provides false or incomplete information on their membership application, in whole or in part, commits an offence and may be denied the requested membership.

#### ARTICLE 3 - LOAN

No one may loan documentation from the library:

- if they are not a member;
  - if they do not present, upon request, their membership card or photo identification proof to library staff;
- or
- if they owe any amount of money to the library;

Every member must respect the loan periods provided for the documentation according to the periods applicable at the time of loaning. These periods are mentioned in a document made available to members at the library.

A member cannot loan more units of documentation than the limit in effect at the time of loaning.

A member cannot loan documentation on behalf of a third party who is not a member of the library.

#### **ARTICLE 4 - DOCUMENTATION NOT RETURNED OR DAMAGED**

A member who fails to return loaned documentation within forty-two (42) days of loaning must pay the cost of replacing the unreturned documentation, plus an administrative fee in accordance with the Tariffs By-law.

However, the costs of the documentation may be refunded to the member if the lost documentation is returned to the library before it has been replaced. Administration fees are non-refundable.

A member who returns damaged documentation must pay the cost of replacing the damaged documentation, plus administrative fees as provided for in the Tariffs By-law.

Anyone who fails or refuses to pay the cost of replacing unreturned or damaged documentation commits an offence and may have the replacement costs claimed in court and have their membership suspended.

#### **ARTICLE 5 - CHILDREN**

Children 10 years and under must be accompanied by an adult at all times while in the library.

#### **ARTICLE 6 - ANIMALS**

Animals are not allowed in the library, except for recognized service animals.

#### **ARTICLE 7 – LIBRARY MANAGER**

The library manager and any person they designate is responsible for enforcing this by-law, including the code of conduct. To this end, they can take any measure necessary for the proper administration and maintenance of peace and good order in the library.

They have the authority to promptly remove any user who does not respect the code of conduct or any other article provided for in this by-law, or any other measure taken by the manager.

They can also suspend the membership of a member who does not respect the code of conduct or any other article provided for in this by-law.

They can, temporarily or permanently, deny access to the library to any user who does not respect the code of conduct or any other article provided for in this by-law.

Anyone who refuses to obey an order from the manager commits an offence, can be expelled from the library, have their membership suspended or be, temporarily or permanently, denied access, as the case may be.

#### **ARTICLE 8 - CODE OF CONDUCT**

The code of conduct attached as Appendix A to this by-law applies to all library users.

#### **ARTICLE 9 - PENALTIES**

Anyone who contravenes a provision of this by-law, or who tolerates or allows such contravention, commits an offence and is liable to the following fine :

- for a first offence : a minimum of FIFTY DOLLARS (\$50) and a maximum of ONE HUNDRED DOLLARS (\$100);
- for a second or subsequent offence : a minimum of ONE HUNDRED DOLLARS (\$100) and a maximum of TWO HUNDRED DOLLARS (\$200).

#### **ARTICLE 10 - REPEAL AND FINAL PROVISIONS**

By-law no. 87-26 entitled: *By-law concerning the municipal library of the Town of Kirkland* and its amendments are repealed.

This by-law shall come into force in accordance with the law.

(Michel Gibson)

---

Mayor

(Annie Riendeau)

---

Town Clerk

## APPENDIX A

**CODE OF CONDUCT FOR LIBRARY USERS OF THE  
TOWN OF KIRKLAND LIBRARY**

The Town of Kirkland library is a valuable community space that aims to provide a welcoming and respectful environment for all its users. In order to preserve this environment and ensure a positive experience for everyone, all users must respect to following rules :

**1. Respect for others**

- Treat all users and library staff with respect and courtesy.
- Avoid disruptive, aggressive or intimidating behavior.
- Violence in any form, whether verbal or physical, is prohibited and will not be tolerated.
- Any harassment or obscene, threatening, racist, sexist, homophobic or degrading remarks towards other users or staff is prohibited and will not be tolerated.
- All users and staff must be appropriately dressed. It is forbidden to be bare-chested or barefoot inside the library.
- Respect for personal hygiene standards is required.
- Any form of solicitation (monetary, commercial, political, ideological, etc.) is prohibited and will not be tolerated.
- Photography and audio or video recording are prohibited without prior authorization from the manager

**2. Respect for common space and facilities**

- For the comfort and well-being of all users, please use the facilities and furniture in an appropriate and respectful manner.
- The following actions and behaviors are prohibited and will not be tolerated: sleeping, placing feet on furniture or moving it, smoking, vaping, consuming food or alcoholic beverages. Only drinks contained in closed bottles or cups are allowed.
- Keep common areas clean and tidy.
- Report any damage or malfunction to a staff member.
- Respect designated areas for different activities.

**3. Respecting peace and quiet**

- Maintain an appropriate noise level so as not to disturb other users.
- If you want to talk in a group, use the discussion areas provided.
- Audio-visual devices (cell phones, tablets, etc.) must not disturb other users.
- The following actions and behaviors are prohibited and will not be tolerated: shouting, singing, jostling, running, whistling or any other actions or behaviors that may disturb and disrupt the calm environment of the premises.

**4. Respect for collections and equipment**

- Handle documentation with care to preserve its condition.
- Return consulted documentation to its designated place after consultation.
- It is forbidden to highlight, underline, annotate, cut out, tear, fold, corner pages, pencil or otherwise damage the documentation in any way.
- Please do not attempt to repair or replace the documentation yourself.
- The use of library-owned CDs, DVDs, Blu-rays, video games or board games is not permitted inside the library.
- The user responsible for the loss or damage to the documentation will be liable for the cost of replacement or repair, as well as the applicable administrative fees.

**5. Respecting safety rules**

- Follow all safety instructions posted in the library.
- Avoid any behavior that could endanger the safety of other users and staff.
- In the event of an emergency or disaster (fire, power failure, etc.), users are required to follow staff instructions.
- Children 10 years and under must be accompanied by an adult at all times.
- Inside the library, the use of sports equipment such as skateboards, in-line skates, bicycles, balls, etc. is prohibited and will not be tolerated.
- The library will not be held responsible for lost or stolen items. All users are responsible for the supervision of their personal belongings.
- The following actions and behaviors are forbidden and will not be tolerated: being under the influence of alcohol or drugs or consuming them on the premises.

**6. Compliance with policies, guidelines and other rules**

- Comply with all applicable library policies, guidelines and rules.
- Comply with the current membership policy.

- Respect the rules for loaning and returning documents according to the current loaning terms.

**7. Use of computer equipment and digital spaces**

- Use computers and other digital equipment responsibly and in compliance with applicable laws and regulations.
- The use of photocopiers, computers and other digital equipment must comply with all applicable laws and regulations concerning copyright, personal freedom and the protection of personal information.
- Please respect the privacy of other users when using computers and other digital equipment.
- It is forbidden to consult, download or distribute material with hateful, discriminatory or pornographic content on computers and other digital equipment.
- Respect the rules of online conduct, including politeness and respect for other users in online interactions.

**8. Compliance with laws and regulations**

- Comply with all applicable laws and regulations.
- Report any illegal or suspicious activity to a staff member.
- Anyone who steals or attempts to steal property belonging to the Town of Kirkland will be prosecuted in accordance with the laws and regulations in force.