Milo Library – Policies, Fees and Fines

Lending Periods

- Print items: loaned for 3 weeks, with two renewals
- DVDs: loaned for 7 days, with two renewals
- Renewals are not allowed if another patron has a hold on the item

Charges for Overdue Items

- Books: 10 cents per item, per day library is open, to a maximum of $5
- DVDs: 50 cents per item, per day library is open, to a maximum of $5

Membership Fees

- Family: $20/year
- *Adult: $10/year
- *Child: $4/year

*Only the adult or child listed on the membership may borrow items.

Fees for Printing, Copying, Scanning, Faxing

- Printing or copying in black and white: 10 cents per page
- Printing or copying in colour: 20 cents to $1.00/page depending on amount of ink used
- Scanning: no charge
- Faxing: no charge within Alberta

Donation of Items

- Milo Library encourages the donation of items that are less than three years old and in good condition, i.e. not musty, mouldy, damp, worn, smelly, cracked, etc.
- Material donations may or may not become part of the Library's collection. Unwanted material donations are generally sold to patrons at the library's regular book sale, donated to another library or organization (e.g. schools, seniors' centres), or recycled.
- The Friends of the Milo Municipal Library Society issues tax receipts, according to their valuation policy, for some items that are newer and in excellent condition.

Internet Use Policy

- Parents or guardians are responsible for their children's use of the internet.
- Any illegal use of the internet is prohibited and may constitute a criminal offence for which the patron will bear sole responsibility. Milo Library is not responsible for any patron misuse of copyrighted materials or violation of software licensing agreements. The library considers public access to pornographic sites a misuse.
- Access to multi-user games and chat rooms will not be permitted except with special permission of the library staff.
- Patrons are responsible for any commercial transactions made while using the Library's internet connection.

- Patrons may also use the library computers for word-processing, designing posters, etc. Personal software cannot be installed on public access computers.
- Patrons are responsible for any damage caused to the Library's computer equipment. Any misuse of the computer equipment or the internet will result in loss of library privileges.
- Computer workstations may be booked in advance for 30 minute periods during regular operating hours. Otherwise, service is on a first-come, first-served basis and limited to 30 minutes if someone else is waiting to use the service.

Use of Space/Room Rental

General

- Speak to a library staff member to arrange for use of any of the rooms.
- There is no charge to the Village of Milo and local not-for-profit public organizations for meetings and events not of a fund-raising nature.
- The Library Board reserves the right to refuse rental or use requests at its discretion.
- Renters and users are responsible for setting up the room for their events and returning the room to its original condition once their activity is complete.
- Renters and users will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any federal, provincial, or municipal law or regulation. Renters and users will obey all library policies.
- Renters and users are responsible for the conduct of participants at all times during their rental period and will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings.

Meeting Room (Downstairs)

The meeting room measures about 225 square feet, and will hold about 25 people comfortably. The meeting room includes 25 chairs, board table, banquet-style tables, children's tables and a smartboard.

- The meeting room is generally available for use by the public during the regular open hours of the library. Other hours may be available if arrangements for opening and closing can be set up with staff.
- The fee for rental is $50 per day for room rental and $25 per day for use of the AV projector. Payment is due in full within 30 days of the booking.

Reading Room (Upstairs)

The reading room measures about 150 square feet, and will hold about 10 people comfortably. The reading room includes comfortable chairs and a fireplace.

- This room is only available during hours that the library is not open to the public and if arrangements for use can be made with staff.
- Charges are the same as for the downstairs meeting room.

Video Conference Room (Downstairs)

The videoconference room measures about 120 square feet, and will hold about 6 people comfortably. If a larger group requires videoconference, the equipment can be moved to the meeting room if it is available. The videoconference room includes chairs and a banquet-style table. The videoconference room is restricted to adults.

The Milo Library has been equipped with video conference equipment as part of the Rural Information Services Initiative, a joint partnership between Chinook Arch, Marigold and Shortgrass Regional Library Systems.

- The video conference equipment is available during regular library hours to members of the general public free of charge. Use outside of these hours may be available at a fee of $25.00 per hour if arrangements for opening and closing can be set up with staff.
- Requests for use of the equipment must be made at least 72 hours in advance in order to allow adequate time for set up and preparation.
- The video conference equipment must be used inside the library and may not be moved outside the building.
- Library staff will provide orientation to the video conferencing equipment and help users initiate their conference. Further technical support for video conferences will be provided by Chinook Arch IT staff during Help Desk and On Call hours.

Milo Library Archives Room (Downstairs)

Please ask staff for assistance if you wish to access Milo Library Archives.

The above policies are a summary only. For more information, you may request the Library Board Policy Manual from the librarian.