

The Public Libraries Regulations, 1996

being

Chapter P-39.2 Reg 1 (effective December 31, 1996) as amended by Saskatchewan Regulations [109/97](#), [25/98](#), [4/2000](#), [96/2000](#), [79/2003](#), [17/2019](#) and [104/2023](#).

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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CHAPTER P-39.2 REG 1
The Public Libraries Act, 1996

PRELIMINARY

Title

1 These regulations may be cited as *The Public Libraries Regulations, 1996*.

Interpretation

2 In these regulations:

- (a) “**Act**” means *The Public Libraries Act, 1996*;
- (b) “**fiscal year**” means the period commencing on April 1 in one year and ending on March 31 in the following year;
- (c) “**resource sharing**” means any activity that supports the sharing of library resources between or among libraries and their patrons.

3 Apr 98 SR 25/98 s2.

Basic library services

3 For the purposes of clause 2(a) of the Act, the following library services are basic library services:

- (a) the provision of a level of service determined locally at the community level, including:
 - (i) providing individuals with access to library resources through home access, publicly accessible computers, local branch libraries, area resource libraries and regional resource centres;
 - (ii) providing that a minimum base level of service is available provincially to ensure access to public libraries’ resources and catalogued collections;
 - (iii) providing public access to local and union catalogues through the province-wide library electronic network;
 - (iv) participating in the development of electronic information access as a method of delivering reference and information services;
 - (v) making materials available to the public through direct lending, reciprocal borrowing, interlibrary loans and various types of home delivery;
 - (vi) providing appropriately qualified and trained staff to assist the public to use library resources and services; and
 - (vii) developing a Saskatchewan universal public library card to link the individual to the system;

- (b) the development of library collections according to the needs and interests of communities, including:
 - (i) the designing, by each library system, of a process and method for evaluating and assessing local needs on an ongoing basis;
 - (ii) the organizing, cataloguing and classifying of those collections; and
 - (iii) maintaining catalogues of information resources and making them accessible to all Saskatchewan residents; and
- (c) the development of programs that meet local needs for cultural, economic, educational and recreational information organized around the themes of:
 - (i) promoting and raising the awareness of library resources;
 - (ii) increasing information competencies;
 - (iii) exploring and discovering new ideas; and
 - (iv) advocating library values.

13 Dec 96 cP-39.2 Reg 1 s3.

3.1 Repealed. 25 Jly 2003 SR 79/2003 s3.

REGIONAL LIBRARY AGREEMENTS

Prescribed percentage

4 The percentage prescribed for the purposes of subsection 29(2) of the Act is 25%.

1 Dec 2000 SR 96/2000 s3.

5 Repealed. 1 Dec 2000 SR 96/2000 s4.

Copy to be provided to Provincial Librarian

6 A copy of every regional library agreement, and any other agreement made by a regional library board to provide library services, is to be forwarded to the Provincial Librarian before the day on which the agreement comes into effect.

13 Dec 96 cP-39.2 Reg 1 s6.

7 to 12 Repealed. 1 Dec 2000 SR 96/2000 s6.

DISSOLUTION OF REGIONAL LIBRARY BOARD OR CESSATION OF REGIONAL LIBRARY OPERATIONS

Powers of minister on dissolution

13(1) If a regional library board intends to dissolve, the regional library board shall provide written notice of its intent to the minister.

(2) On receipt of a notice pursuant to subsection (1), the minister shall appoint a committee of 3 persons, one of whom is the Provincial Librarian, to make recommendations to the minister respecting the following matters:

- (a) the settlement of outstanding claims and liabilities of the regional library board;

- (b) changes to the boundaries of the regional libraries adjoining the regional library whose regional library board intends to dissolve;
 - (c) the assets of the regional library, including any of the following:
 - (i) the transfer of the assets to one or more regional libraries that are to provide library services to the municipalities that receive library services from the regional library board that intends to dissolve;
 - (ii) the division of assets between the municipalities participating in the regional library board that intends to dissolve;
 - (d) the date on which the dissolution of the regional library board should be effective.
- (3) The committee appointed pursuant to subsection (2) shall:
- (a) meet within 30 days after being appointed; and
 - (b) prepare and submit a written report to the minister within 90 days after being appointed that contains the committee's recommendations respecting:
 - (i) the matters mentioned in subsection (2); and
 - (ii) any other matter that the committee considers relevant.
- (4) On receipt of the committee's report pursuant to clause (3)(b), the minister:
- (a) shall consider the committee's recommendations; and
 - (b) may make any order respecting the dissolution of the regional library board that the minister considers appropriate.
- (5) At any time on or after the receipt of a notice pursuant to subsection (1), the minister may, by order, appoint a person to perform any task respecting the affairs and business of the regional library or the regional library board that intends to dissolve, including any of the following:
- (a) to oversee the efficient operation, management and control of the regional library that receives library services from the regional library board that intends to dissolve;
 - (b) to perform any duties or exercise any powers of:
 - (i) the regional library board that intends to dissolve; or
 - (ii) the chairperson or executive committee of the regional library board that intends to dissolve;
 - (c) to assist with the distribution of the assets of the regional library board that intends to dissolve, including any of the following:
 - (i) transferring the assets to one or more regional libraries that are to provide library services to the municipalities that receive library services from the regional library board that intends to dissolve;
 - (ii) dividing the assets between municipalities participating in the regional library board that intends to dissolve;
 - (d) to settle any outstanding claims or liabilities of the regional library board that intends to dissolve;

- (e) to perform any acts that are reasonably required to change the boundaries of the regional libraries adjoining the regional library board that intends to dissolve;
- (f) to prepare any reporting required pursuant to the Act or these regulations on behalf of the regional library or the regional library board that intends to dissolve;
- (g) to make any other arrangements or settlements that may be necessary to wind up the affairs of the regional library board that intends to dissolve;
- (h) to provide any reports, documents or other information to the minister on the reasonable request of the minister.

10 Nov 2023 SR 104/2023 s4.

Powers of minister on cessation of operations

13.1(1) If the minister receives notice that a regional library may cease to operate and that regional library board has not provided the minister with a notice of intent to dissolve in accordance with section 13, the minister may, by order, do any or all of the following:

- (a) summon a special meeting of the regional library board on any terms and conditions that the minister considers appropriate;
- (b) direct that one or more matters be voted on at the meeting mentioned in clause (a);
- (c) appoint a person to perform any task respecting the affairs and business of the regional library or the regional library board that may cease to operate, including to perform any tasks mentioned in subsection 13(5);
- (d) make any other order respecting the regional library or the regional library board that may cease to operate that the minister considers appropriate.

(2) If a regional library board fails to hold a special meeting pursuant to subsection (1), fails to resume operations of the regional library within 90 days after the special meeting pursuant to subsection (1) or fails to provide the minister with a notice of intent to dissolve the regional library board within 90 days after the special meeting pursuant to subsection (1), the minister may do any or all of the following:

- (a) appoint a person to perform any task respecting the affairs and business of the regional library or the regional library board pursuant to subsection 13(5);
- (b) appoint a committee to make recommendations and issue a report to the minister in accordance with subsections 13(2) to (4), which apply with any necessary modification;

(3) On receipt of the committee's report pursuant to clause (2)(b), the minister:

- (a) shall consider the committee's recommendations; and
- (b) may make any order respecting the winding-up of the regional library or dissolution of the regional library board that the minister considers appropriate.

10 Nov 2023 SR 104/2023 s4.

14 Repealed. 10 Nov 2023 SR 104/2023 s5.

LOCAL LIBRARY BOARDS

Appointments

15(1) Local library board members are to be appointed for one-year terms by the municipal councils, and appointments are effective on the date they are made.

(2) In each year a local library board shall appoint from its members a chairperson and any other officers it considers necessary to carry out its business.

(3) The staff member in charge of the branch library shall act as secretary to the local library board and to the committees of that board, but is not entitled to vote.

13 Dec 96 cP-39.2 Reg 1 s15.

Annual meeting and report

16(1) The local library board shall hold an annual meeting before the annual meeting of the regional library board and may hold any other meetings that may be necessary to conduct the business of the board at any time.

(2) The local library board shall present its annual report to the relevant municipal councils and the regional library by March 31 in each year.

13 Dec 96 cP-39.2 Reg 1 s16.

Consultation between regional and local library boards

17(1) Except in the case of the appointment of a regional library director, the powers of the regional library board set out in section 38 of the Act are to be carried out in consultation with the local library board.

(2) A regional library board may delegate those powers to the local library board and, where those powers are delegated, the local library board shall carry them out in consultation with the regional library director.

(3) A local library board shall prepare an annual budget of necessary local expenditures and present it to the council or councils concerned by March 1 in each year.

(4) A local library board shall supply minutes of all its meetings to the regional library board.

13 Dec 96 cP-39.2 Reg 1 s17.

NORTHERN COMMUNITY PUBLIC LIBRARIES

Petition by electors to establish northern community public library

18(1) In this section, “**electors**” means electors within the meaning of *The Local Government Election Act, 2015*.

(2) The electors of a northern municipality may petition the minister respecting the establishment of a northern community public library.

- (3) The petition is to be in the form required by the minister and is to contain:
- (a) the signatures of at least 10% of the electors of that northern municipality; and
 - (b) the name and address of a person residing within the proposed northern municipality who will undertake on behalf of the petitioners all further communications with the minister respecting the petition.
- (4) The minister, where he or she considers it appropriate, may approve the establishment of a northern community public library after considering the petition.
- (5) The establishment of the library is not effective until the council of the northern municipality passes a bylaw of support.

13 Dec 96 cP-39.2 Reg 1 s18; 29 Mar 2019 SR
17/2019 s3.

Petition by council to establish northern community public library

- 19(1)** The council of one or more northern municipalities may petition the minister respecting the establishment of a northern community public library.
- (2) The petition is to be in the form required by the minister.
- (3) The minister, where he or she considers it appropriate, may approve the establishment of a northern community public library after considering the petition.

13 Dec 96 cP-39.2 Reg 1 s19.

Annual meetings

- 20** A northern community public library board shall hold an annual meeting of the northern community public library board not later than February 28 in each year.

13 Dec 96 cP-39.2 Reg 1 s20.

Secretary to board

- 21** The staff member of the northern community public library board in charge of a northern community public library shall act as secretary to the northern community public library board and to committees of that board, but is not entitled to vote.

13 Dec 96 cP-39.2 Reg 1 s21.

GOVERNMENT GRANTS

Payment of grants

- 21.1(1)** Subject to subsection (1.1), for the purposes of section 64 of the Act, in each fiscal year, the minister may make a grant to a municipal library board, a regional library board or the northern library system board in accordance with:

- (a) section 21.5, 21.6 or 21.7, as the case may be; and
- (b) *The Public Library System Funding Manual*, as amended from time to time, that is approved by the minister and published by the ministry.

(1.1) The minister may make a grant pursuant to subsection (1) if the municipal library board, the regional library board or the northern library system board, as the case may be:

- (a) applies for a grant pursuant to section 21.2; and
- (b) meets the eligibility criteria set out in section 21.3.

(1.2) The minister may make a grant payment pursuant to subsection (1) in the manner and at the time determined by the minister and on any terms and conditions that the minister considers appropriate.

(2) The minister may make a grant payment pursuant to these regulations in the manner and at the time determined by the minister.

(3) Notwithstanding any other provision of these regulations:

- (a) the total amount of grants made pursuant to sections 21.5 to 21.7 in any fiscal year is not to exceed the total moneys appropriated by the Legislature in that fiscal year for providing financial assistance to municipal library boards, regional library boards and the northern library system board; and
- (b) based on the appropriation by the Legislature mentioned in clause (a), the minister shall determine the total moneys to be set aside in any fiscal year for grants:
 - (i) to municipal library boards pursuant to section 21.5;
 - (ii) to regional library boards pursuant to section 21.6; and
 - (iii) to the northern library system board pursuant to section 21.7

3 Apr 98 SR 25/98 s5; 1 Dec 2000 SR 96/2000 s7; 25 Jly 2003 SR 79/2003 s4; 10 Nov 2023 SR 104/2023 s6.

Application

21.2 In each fiscal year, a municipal library board, a regional library board or the northern library system board may apply for a grant pursuant to section 21.5, 21.6 or 21.7, as the case may be, by submitting to the minister, within the period set by the minister:

- (a) an application, in a form acceptable to the minister, that is completed in all respects, including the signing of any declarations the minister may require; and
- (b) any other information that the minister may reasonably require.

3 Apr 98 SR 25/98 s5; 1 Dec 2000 SR 96/2000 s8.

Eligibility

21.3 To apply for a grant from the minister pursuant to section 21.5, 21.6 or 21.7, the municipal library board, regional library board or northern library system board, as the case may be, must participate in:

- (a) the Saskatchewan union catalogue;
- (b) reciprocal borrowing within Saskatchewan; and
- (c) Saskatchewan's interlibrary loan system.

3 Apr 98 SR 25/98 s5; 1 Dec 2000 SR 96/2000 s9.

Use of grant

21.4 Unless otherwise provided in these regulations, any grant received by a municipal library board, a regional library board or the northern library system board pursuant to section 21.5, 21.6 or 21.7 must be used to support resource sharing.

3 Apr 98 SR 25/98 s5; 1 Dec 2000 SR 96/2000 s10.

Municipal libraries

21.5(1) In this section, "**municipal library**" means any of the following municipal libraries:

- (a) the Prince Albert municipal library;
- (b) the Regina municipal library;
- (c) the Saskatoon municipal library.

(2) Subject to sections 21.2 and 21.3, in each fiscal year, the minister shall make a grant to a municipal library in accordance with the library service agreement between the Province of Saskatchewan and the municipal library board.

3 Apr 98 SR 25/98 s5; 29 Mar 2019 SR 17/2019 s4; 10 Nov 2023 SR 104/2023 s7.

Regional libraries

21.6(1) Subject to sections 21.2 and 21.3, in each fiscal year, the minister shall make a grant to a regional library in accordance with:

- (a) the library service agreement between the Province of Saskatchewan and the regional library board; and
- (b) *The Public Library System Funding Manual*, as amended from time to time, that is approved by the minister and published by the ministry.

(2) A regional library shall use a portion of the grant mentioned in subsection (1) to support the provision and coordination of the regional library's headquarters operations.

(3) For the purposes of a grant made pursuant to subsection (1), the regional library shall submit as part of its application to the minister:

- (a) a statutory declaration by the chairperson of the regional library board, verifying the total number of hours for the preceding year that the regional library, including all branches and bookmobiles, was open to the public and staffed by paid library staff;
- (b) the audited financial statement of the regional library for the preceding year, verifying the total amount expended by the regional library on library materials in that year; and
- (c) if expenditures are claimed on behalf of a local library board and not covered by clause (a) or (b), a statutory declaration by the chairperson of the local library board verifying those expenditures by the local library, or by a municipality for the benefit of the local library, in the preceding year with respect to any or all of the following:
 - (i) library materials catalogued and available for interlibrary loans to any public library in Saskatchewan;
 - (ii) hours that the local library was open to the public and staffed by paid library staff.

10 Nov 2023 SR 104/2023 s8.

Northern library system

21.7(1) Subject to sections 21.2 and 21.3, in each fiscal year, the minister shall make a grant to the northern library system in an amount determined by the minister.

(2) The northern library system board shall use the grant received pursuant to subsection (1) to support:

- (a) resource sharing in accordance with section 21.4;
- (b) the provision and co-ordination of all library services to people living within the boundaries of the northern library system; and
- (c) the allocation of funds to northern community public library boards for the purpose of providing public library services.

3 Apr 98 SR 25/98 s5; 1 Dec 2000 SR 96/2000 s12.

21.8 Repealed. 1 Dec 2000 SR 96/2000 s13.

Special project grants

21.9 Notwithstanding any other grant made by the minister pursuant to these regulations, the minister may make grants to any person, agency, organization, association, institution, board or public library within or outside Saskatchewan for special projects for the purpose of:

- (a) assisting in the establishment of any public library; or
- (b) contributing towards the maintenance of public library services.

3 Apr 98 SR 25/98 s5; 1 Dec 2000 SR 96/2000 s14.

MISCELLANEOUS

Boards may set charges

22 For the purposes of clause 6(3)(b) of the Act, the following are services for which municipal library boards, regional library boards, the northern library system board and northern community public library boards may charge a fee:

- (a) the lending of original paintings, drawings, prints and reproductions;
- (b) copying;
- (c) **Repealed.** 3 Apr 98 SR 25/98 s6.
- (d) **Repealed.** 3 Apr 98 SR 25/98 s6.
- (e) lending audio-visual equipment or other library equipment to patrons;
- (f) enhanced research by library staff and related costs.

13 Dec 96 cP-39.2 Reg 1 s22; 3 Apr 98 SR 25/98 s6.

23 Repealed. 1 Dec 2000 SR 96/2000 s15.

Convening meetings

24(1) For the purposes of section 10 of the Act, the minister or the Provincial Librarian may convene meetings of all or any of the chairpersons of the boards of public libraries and library directors by providing 15 days notice of the time and date of the proposed meeting.

(2) Where a chairperson or library director receives notice of a meeting, that chairperson or library director, or his or her delegate, shall attend the meeting.

13 Dec 96 cP-39.2 Reg 1 s24; 29 Mar 2019 SR 17/2019 s5.

Qualifications of Provincial Librarian

25 For the purposes of section 9 of the Act, the Provincial Librarian must have a degree in library or information science from a university accredited by the American Library Association.

13 Dec 96 cP-39.2 Reg 1 s25.

Aboriginal representation

26 Where a public library board, a municipal library board, or a regional library board enters into an agreement to facilitate the participation of Aboriginal peoples in the provincial public library system pursuant to section 66 of the Act, the agreement is to address the matter of representation of Aboriginal peoples on the board and executive committee.

13 Dec 96 cP-39.2 Reg 1 s26.

Policy statements

27(1) A municipal library board, a regional library board, the northern library system board and a northern community public library board shall submit a copy of any policy statements prepared pursuant to section 67 of the Act to the minister.

(2) Any amendments to a policy statement are to be submitted to the minister within one month of their approval by the board.

13 Dec 96 cP-39.2 Reg 1 s27.

Reports to be forwarded

28 Each municipal library board, each regional library board and the northern library system board shall provide a copy of the report and audited financial statement mentioned in section 74 of the Act to the Provincial Librarian by May 15 in each year.

13 Dec 96 cP-39.2 Reg 1 s28; 1 Dec 2000 SR
96/2000 s16.

Joint ventures

29 All joint venture agreements entered pursuant to section 80 of the Act are to include terms and conditions that address the following matters:

- (a) a statement of purpose for the joint venture;
- (b) the rights, duties and privileges of the parties to the agreement;
- (c) the financial responsibilities of parties to the agreement;
- (d) a facility design that ensures reasonable access to the facility by the public;
- (e) a process to resolve disputes;
- (f) a provision for periodic review of the agreement;
- (g) the method of dissolution on termination of the agreement;
- (h) a clarification of the role of the public library board respecting access to library services by all patrons;
- (i) the composition of the board of directors of any joint venture library, the method of appointing or electing the directors, and their terms of office;
- (j) the method by which the board of directors of a joint venture library shall:
 - (i) conduct its meetings and record its resolutions; and
 - (ii) develop policies respecting the operation of the joint venture library;
- (k) a commitment to provide, at a minimum, the basic library services set out in section 3.

13 Dec 96 cP-39.2 Reg 1 s29; 1 Dec 2000 SR
96/2000 s17.

REPEAL AND COMING INTO FORCE

R.R.S. c.P-39.1 Reg 1 repealed

30 Sections 3 to 13 and 21 to 23 of *The Public Libraries Regulations* are repealed.

13 Dec 96 cP-39.2 Reg 1 s30.

Appendix

Repealed. 1 Dec 2000 SR 96/2000 s18.