

**TOWN OF LEGAL
POLICY**

EFFECTIVE DATE	REVISED DATE	PURPOSE OF REVISION	MOTION #	POLICY #
June 1, 2015			9535	2.9
	December 21, 2015	Amending wording of policy	9708	

TITLE:

Library Fee Reimbursement

PURPOSE OF THIS POLICY:

To establish reimbursement program for residents of Legal who wish to access a Public Library system

POLICY STATEMENT:

The Town of Legal is not a member and does not contribute to the Northern Lights Library System or any other independent Library systems across Alberta.

Council has determined a need to reimburse residents within the Town of Legal limits who wish to access a public library system.

Council acknowledges that the reimbursement program will only give residents access to a library of choice and will not give them the right to online database, online magazines, movies and downloadable e-books.

Any Town of Legal resident who purchases an annual membership at a library will be entitled for reimbursement from the Town for the full cost of the library fees up to a maximum of fifty dollars (\$50.00) per year per household.

The Town of Legal resident must provide the Town with required documentation prior to the Town approving the reimbursement. Once the request for reimbursement has been approved by the Town, the resident will be reimbursed within thirty (30) working days of the approval.

A Town of Legal resident making application must be a minimum of 18 years old.

A Town of Legal resident making application for reimbursement must have resided in the Town of Legal for a minimum of ninety (90) days.

The applicant may be required to provide original documentation confirming the applicant is a resident of the Town of Legal. This may be in the form of a letter or email from the property

owner advising the Town that the applicant resides on his/her property, a Town of Legal utility bill, tax notice or all of the above.

A person whom is a resident of Legal will only be entitled for reimbursement for one membership per year at their library of choice.

Library memberships are valid for a period of one year (365 days) from the date of purchase.

Commercial, Industrial, Vacant and RV Park property owners or occupiers within the Town of Legal limits will not have the privilege of this policy.

The Town of Legal at its sole discretion will have the right to refuse the application in the event the application is not complete or proof of residency is questionable.