

Devon Public Library



Policy & Procedures Manual

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INTRODUCTION

The purpose of the Devon Public Library Resources Policy is to guide the director and to inform the Devon community about the principles upon which selection is made. Moreover, the planned development of a library collection requires the consistent application of a stated selection policy. The library must be responsive to change. The following policy statement must be regarded as in the best interests of the Town of Devon and the community at large.

In accordance with the BY-LAWS of the Devon Public Library (April 18, 2002) the following interpretations apply:

- 1.1.a. “Act” refers to The Alberta Libraries Act, Chapter L-11..
- 1.1.b. “Board” means the Devon Public Library Board.
- 1.1.c. “Borrower” is a person who has either been issued a valid library card or through a borrowing agreement, e.g. inter-library loan, is entitled to borrow library resources from the library.
- 1.1.d. “Director” means the professional person charged by the Board with the operation of the Devon Public Library. Any agent of the Board under the control of the librarian will be called the “library aide” or the “library clerk”.
- 1.1.e. “Library resources” includes books (whether hard cover or soft cover or paper cover), periodicals, newspapers, audio-visual materials (whether sound recordings, audio or video cassettes or tapes, films, filmstrips, slides, paintings, drawings, prints or photographs, whether or not they are framed or mounted), micromaterials in all formats, toys or games, computer software and multimedia kits in the collection of the Devon Public Library or borrowed by the Devon Public Library.
- 1.1.f. “Member” is the person who has been issued a valid Devon Public Library card and is therefore entitled to borrow library resources from the library.
- 1.1.g. “Selection” is the decision to:
 - 1) add resources to the library’s collection
 - 2) retain resources already in the collection
 - 3) to discard resources already in the collection

“Selection” is also the process of deciding which resources to acquire for a library collection. It is a matter of systematically comparing quality and value of items that provide information about the same subject.
- 1.1.h. “Patron” is a person who uses the library resources.
- 1.1.i. “Public” means the community at large.

PHILOSOPHY

THE ROLE OF THE LIBRARY

The library serves the community as a resource for recreational reading enjoyment and to facilitate a lifelong learning process. The Devon Public Library collection provides resources to assist individuals in their pursuit of educational, intellectual, recreational, and emotional enrichment in their lives. The library also facilitates the learning process by providing resources and services relevant to general research and information needs, intellectual growth, cultural development and recreational activities. The philosophy of the library is to review and evaluate its collection to meet the needs of the community of Devon. This philosophy is served by facilitating the gathering of information from within our own library and augmenting our sources by access to the available co-operative collections of the inter-library loan services.

The Library Board places great emphasis on its role within the community. The library initiates or assists the community with programs.

The Devon Public Library Board endorses the Canadian Association's statement of Intellectual Freedom appended. (See Appendix A.)

OBJECTIVES OF THE LIBRARY

The Devon Public Library strives to meet the following objectives:

1. To develop, maintain and select, in an organized collection, library resources which are useful educationally, culturally, and recreationally to the citizens of Devon and surrounding district in order to provide enlightened citizenship and enriched personal growth.
2. To serve the community as a reliable source of accurate and current information by providing access to the widest possible variety of media, both printed and visual, where and whenever available.
3. To encourage children and young adults to discover the joys of reading good literature and therefore relate its application to their daily lives. To provide resources that will enrich their lives, expand their imagination and help them to develop into mature adults, prepared to accept the responsibilities of intelligent citizens in an everchanging, demanding society.
4. To support educational, civic and cultural groups and organizations in the local community by providing opportunity and encouragement for enjoyment and lifelong learning.
5. To be aware of developments occurring within the local community and to provide library resources, programs and services to assist the needs of the community in co-operation with the service organizations and clubs in the town.
6. To instigate an active public relations program which will enhance the community awareness of available library services, thus increasing library usage.
7. To achieve optimum use of library resources and services.
8. To emphasize selection of resources that facilitate inquiry, explore ideas and concepts and develop the ability to use library resources in independent reading, research and study. Integral to this objective is a qualified library staff, involved in serving the needs of its patrons through formal and informal instruction in the use of the library.
9. To organize resources in the library collection and provide efficient retrieval systems which will enable ease of access to these materials and will encourage their use.
10. To promote throughout the community an awareness of resources available through current acquisitions lists, printed communications, newspaper advertisements, book reviews, participation in Community Awareness Night, and other selected community events.

11. To sponsor author/illustrator visits and cultural activities such as musical evenings which will provide a broader, more public profile for the library.
12. To staff the library with people who are committed to serving the public.
13. To establish flexible loan policies which encourage maximum use of resources.

CODE OF ETHICS

The Devon Public Library subscribes to the Canadian Library Association's Code of Ethics as follows:

Members of the Canadian Library Association have the individual and collective responsibility to:

- 1) support and implement the principles and practices embodied in the current Canadian Library Association's Statement on Intellectual Freedom;
- 2) make every effort to promote and maintain the highest possible range and standards of library service to all segments of Canadian society;
- 3) facilitate access to any or all sources of information which may be of assistance to library users;
- 4) protect the privacy and dignity of library users and staff

LIBRARY RESOURCES SELECTION POLICY

The Devon Public Library **will provide resources, either by purchase** or through co-operative inter-library loan, which help to meet its stated objectives.

DEFINITION

As previously stated “Selection” is the decision to:

- 1) add resources to the library collection
- 2) retain resources already in the collection
- 3) to discard resources already in the collection (Special criteria for this section will be dealt with in WEEDING).

“Selection” is also the process of deciding which resources to acquire for a library collection. In this instance it is a matter of systematically comparing quality and value of items that provide information about the same subject.

RESPONSIBILITY FOR SELECTION OF RESOURCES

In the case of the Devon Public Library, legal responsibility for resources selection rests with the Devon Public Library Board. The authority for selection of resources for the library is delegated to the library director who carries out resources selection with the utilization of accepted, unbiased standard professional selection/reviewing aids, current and accumulative, such as the Wilson Catalogues for Public Libraries.

- 1) Professional reviewing resources such as

- Booklist
- Books in Canada
- Canadian Library Journal
- Horn Book
- Library Journal
- New York Times Book Review
- Quill and Quire
- School Library Journal

are used to review current resources prior to publication.

- 2) Book reviews in Macleans, Time, and newspapers will also be consulted to broaden the scope of other reviews and reviewers.
- 3) Publisher’s catalogues will be used only as supplemental material when professional reviews are unavailable.

CRITERIA FOR SELECTION

In accordance with the Library's objectives, resources will be selected as follows.

GENERAL CRITERIA FOR RESOURCES SELECTION

- 1) The importance and relevance of the subject matter to the collection and its relationship to the current collection and other resources on the same subject.
- 2) Present and potential relevance to community needs and interests.
- 3) Accuracy of information and objectivity of author.
- 4) Suitability of subject and style for intended audience.
- 5) Suitability of the physical form for library use.
- 6) The durability of the resources.
- 7) Authority: The author/illustrator's reputation and significance. The author's skill, competence and material on the same subject.
- 8) Inclusion of the title in recognized bibliographies.
- 9) Inclusion of the title in one or more professional reviewing aids.
- 10) Aesthetic/artistic consideration.
- 11) Price and budgetary considerations.
- 12) Special features.

SPECIFIC CRITERIA FOR RESOURCES SELECTION

- 1) To provide accurate knowledge, literary appreciation, aesthetic values, ethical standards.
- 2) Resources will be selected which provide opposing viewpoints of controversial issues to give patrons opportunities to develop individual expertise in research skills, critical thinking, and to be presented with informed choices enabling them to form an understanding of self and evaluation of human thought.
- 3) To provide for a representative selection of resources so that the selection is unbiased, without exclusion of any resources based on the racial, religious, or political affiliation of the author.

- 4) Provide sufficient quantity and variety of informational and recreational reading to satisfy the public demand.
- 5) Select resources where possible of lasting value particularly in the field of fiction where paperback reissues are available and may be rebound.
- 6) Provide for the diversity of the community in age, reading interests, and reading skills.
- 7) Select library resources that have received favorable reviews, or requested by library patrons.
- 8) Select resources that support individual teaching programs where they meet library objectives.

CANADIAN RESOURCES

Using the previously stated selection criteria, Canadian books, whether author/illustrator or subject matter, will be selected for the library collection where their addition would complement the existing collection.

Similarly resources dealing with the local histories of various communities in Alberta will also be given consideration for acquisition.

CONTROVERSIAL RESOURCES

As previously stated the Devon Public Library subscribes to the Canadian Library Association's Statement on Intellectual Freedom (see appendix A).

The Library will where possible make available diverse resources on what may be considered as unorthodox or unpopular viewpoints. The Library, under the Statement of Intellectual Freedom, recognizes that many resources are considered controversial and can/may offend some individuals. Selection of resources is based on the merit of the work, on presentation of differing points of view, and on the need to balance the existing collection, or on occasion to meet the needs of the community. Therefore not all items will be suitable for every patron. Library staff will attempt to assist patrons to locate resources suitable for their requirements and use. However, ultimately, the responsibility for book selection, regardless of age, rests with the patron.

As many resources in the library contain more mature material than would be found in juvenile material, the responsibility for the content of resources signed out by children and junior borrowers of the library rests with the parent or guardian.

LIBRARY RESOURCE BORROWING RESTRICTIONS

No borrower may have in his possession at any one time more than one hundred (100) library items or combinations thereof.

REFERENCE RESOURCES

The library will purchase recommended reference resources to provide quick access to factual information in all subject areas. The resources should supply as many reliable facts as possible with a minimum of duplication and overlap.

Included in this area are:

1. Dictionaries
2. Encyclopedias
3. Almanacs
4. Atlases
5. Consumer information
6. Laws and statutes
7. Statistical compendia

As a general rule only the latest edition of a reference tool will be shelved in the reference collection area.

PROVISION FOR BORROWING REFERENCE RESOURCES

Reference resources, except those listed as non-circulating, may be borrowed by members for a period of one week.

LIBRARY RESOURCES CENSORSHIP

The Devon Public Library Board believes in the freedom of the individual to choose their own reading material and does not therefore interpret its function or that of the librarian to be the supervisor of public morals. The Library Board also believes in the right and obligation of parents to develop, interpret, encourage and enforce their own code of acceptable conduct upon their own household.

Excerpt

Statement of the basic tenets of the Committee for Freedom of Expression the Book and Periodical Development Council.

‘Free communication is essential to the preservation of a free society and a creative culture. Current pressure to impose uniformity limits the range and variety of inquiry and expression on which our nation and culture depend. Every Canadian community must zealously safeguard the freedom to publish, to circulate and to sell in order to protect freedom itself. We believe that writers, publishers, distributors and librarians have a profound responsibility to maintain the freedom by making it possible for readers to choose freely.

Freedom to read is a precious heritage. It is part of a much larger heritage common to the human spirit which we call freedom of expression. As professional organizations and associations already congregated under the auspices of the Book and Periodical Development Council, we seek through this statement to express our absolute commitment to combating, in whatever form it takes, the suppression of books and periodicals because we believe that the written word is the ultimate mode of free expression.’

Library Association of Alberta
Intellectual Freedom

PROCEDURE FOR DEALING WITH CHALLENGED RESOURCES

The Librarian and Library Board will consider with respect any complaint regarding library resources that is presented in good faith and in a reasonable manner by a patron of the Devon Public Library.

- 1) They will not consider the random selection out of context as a “reasonable complaint”.
- 2) They will not consider a petition signed by a number of persons, a valid complaint in and of itself unless each signature complies with the standard procedure for entering a complaint.
- 3) All legitimate objections will be considered carefully and thoughtfully if the complainant will complete the form provided by the library (see attached).
- 4) Such reconsiderations, will be presented to the Board by the Library Director. The Board will review the book (resource) in question and written request for reconsideration.
- 5) No book (resource) will be removed from the collection without the approval of such action by a majority vote of the Devon Public Library Board.
- 6) Notice of the decision of the Board will be sent to the complainant, in writing, as soon as a decision is reached.

(Attached Request for Reconsideration of a Work.)

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL

Author _____

Title _____

Publisher _____

Request Initiated By _____

Telephone: Home _____ Business _____

Address _____

Complainant represents:

Self _____

Name of organization/group _____

To what in the book do you object? (Please be specific: cite pages) _____

What do you feel might be the result of reading this book? _____

For what age group would you recommend this book? _____

Is there anything good about this book? _____

Did you read the entire book? _____

If not, what parts didn't you read? _____

Are you aware of the judgement of this book by literary critics? _____

What would you believe is the theme of this book? _____

What would you like your library to do about this book? _____

In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

Title: _____

Author: _____

Signature of complainant: _____

Date: _____

This personal information is being collected under the authority of The Alberta Libraries Act for the reconsideration of library resources. It is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act.

OVERDUE RESOURCES POLICY

It is the responsibility of the borrower or parent/guardian of the borrower to ensure that all library resources are returned on time. Members with overdue resources or fines of more than five dollars owing will be denied circulation privileges until all overdue resources are returned and/or outstanding fines paid.

The procedures for notice of overdue resources are laid out in Schedule C of the Town of Devon Public Library Bylaws. Also, in Schedule C are additional penalty provisions for the non-return of resources or the failure to pay charges for overdue resources.

GIFTS

The library encourages gifts and donations of useful resources, or money to purchase them, provided that there are no restrictions attached and that the resources are in accordance with the established selection guidelines.

Resources received as gifts will be evaluated by the same criteria as resources selected and purchased.

Tax receipts can be issued by the Town of Devon and the Friends of the Devon Public Library. If a receipt is requested, goods will be evaluated by the library director and one board member, and an amount will be forwarded to the issuer of the receipt. Approval from the Town of Devon will be requested prior to acceptance of gifts other than books or monies.

All items donated to the library become library property and the library reserves the right to use and/or dispose of these items as deemed appropriate.

Gifts of money, as in a memorial, will be used in accordance with the wishes of the donor where the request complies with the library selections policy.

DISPOSITION OF LIBRARY RESOURCES

The term “weeding” is used to mean the systematic and continuous removal of library resources which are no longer useful in the light of the stated objectives of the library and cease to meet the selection guidelines of the library.

Systematic weeding of library resources is essential to the creation of an active, useful collection and to the best utilization of limited space.

Resources will be weeded from the collection by the library director in accordance with accepted professional practices and will utilize the following guidelines:

- 1) Removal of those items where information has been superseded or presented in newer, more comprehensive or more accessible formats.
- 2) Removal of those items whose information is no longer accurate.
- 3) Removal of those items whose theme or style are outdated.
- 4) Removal of those items which are duplicated and no longer useful.
- 5) Removal of those items whose physical condition is no longer acceptable.
- 6) Removal of those items which have not been in circulation five (5) times in the last five (5) years. Allowance will be made for classics and award-winning items.
- 7) Removal of outdated reference resources: encyclopedia after five (5) years; indexed periodicals after two (2) years; unindexed periodicals after one (1) year.

DISPOSAL OF WEEDED RESOURCES

Resources systematically weeded from the library will be disposed of as follows:

- 1) Sold to the public
- 2) Donated to another library
- 3) Where relevant clipped for the vertical file
- 4) Recycled or Destroyed

INTER-LIBRARY LOAN

The Inter-library or intra-library loan service, by which requested resources not in the library collection are obtained from other libraries is a viable alternative to the purchase of resources when the resources thus acquired can successfully meet the requester's needs. This service provides the library with its most valuable means of augmenting limited resources and supports its philosophy of resource sharing.

The effectiveness of the service, however, depends heavily upon the rapid processing of requests and delivery of requested resources from other libraries.

The library shall extend an inter-library loan service to fill requests for resources that are not available on TRAC.

Inter-library loan resources may be obtained according to the policy of 'Alberta Inter-Library Loan System: Guidelines and Instructions'. All requests are made online.

Borrowed inter-library loan resources are subject to the loan procedures of the Devon Public Library, as outlined in the respective by-laws, unless otherwise stipulated by the lending library.

Personal information collected under the authority of The Alberta Libraries Act for the purpose of an inter-library loan is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act.

Borrowers from the Devon Public Library using the inter-library loan service shall be responsible for any lost or damaged inter-library loan books or resources.

RESOURCE SHARING

The Library Board is aware that no single library can meet all the demands of its patrons and community. The Devon Public Library is part of a community where reciprocal arrangements and relationships can benefit both the public and school communities. Therefore the Devon Public Library will make available its resources and expertise to the other libraries in the community.

The Library supports co-operative resource sharing programs which provide users with resources otherwise unobtainable with existing funds. Resource sharing is particularly valuable today and for the foreseeable future as it permits the library to continue to support its core programs at an appropriate level while enhancing its ability to serve many peripheral areas and interests.

The Library will, in turn, loan resources or share information with other libraries when and as requested. The loan of such resources will be made in accordance with the library's established lending policies.

Any information collected or shared is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act.

DUPLICATE COPIES

The Library will purchase duplicate copies of general collection resources such as best sellers or other high demand items when and if the need arises.

Such items will be purchased at the discretion of the library director.

TALKING BOOKS

Patrons who wish to avail themselves of this service must meet the eligibility criteria set down by Alberta Library Services for the Handicapped. Children under sixteen (16) who are eligible for talking books must have the signature of a parent or guardian.

BINDING, MENDING, AND DISCARDING

Decisions will be made continuously on how to handle worn books, whether to mend, bind, or withdraw them from the collection. Each decision is based on:

- 1) the actual condition of the book
- 2) the number of duplicate copies in the collection (if any)
- 3) the current validity of its contents
- 4) the cost of mending compared to the cost of replacement
- 5) the cost of replacement compared to the cost of re-binding
- 6) the availability of the title for re-ordering.
- 7) the availability of the title in the TRAC system

In making such decisions, these guidelines should be followed:

- 1) Withdraw books under the guidelines above
- 2) Assuming the title is still available (i.e. in print) replacement with a new copy is preferable to rebinding if costs are comparable
- 3) In cases where rebinding will not restore the book to a condition suitable for normal use, the book should be replaced
- 4) Comparison should be made in the case of replacement so that if a paperback copy can be bound at a cost less than a hardcover item, the rebound paperback should be chosen
- 5) Books which are worn and cannot be rebound due to overly narrow margins should also be replaced with a new (if available) or a good second copy (if available), or a rebound paperback where applicable
- 6) Binding is preferable to mending if a title is expected to have long-term usefulness and if an inordinate amount of mending is required
- 7) Mending will only be done when need is detected early. Patrons and library staff should be encouraged to deal with this matter as soon as possible so that the shelf-life of items will be prolonged
- 8) In general, most paperbacks which are in poor condition should be discarded

- 9) In some instances an irreplaceable title of importance must be retained regardless of condition. Special handling will be given such a title by placing the repaired item on a limited circulation basis
- 10) Catalogued paperbound titles will usually be bound (either paper-permabinding or reinforced edges) before circulation to withstand library use.

SPECIAL FORMATS

PERIODICALS

Rationale for purchase:

- 1) to supplement the book collection
- 2) to keep the library's collection up-to-date with current thinking in various fields
- 3) to provide information not yet available in books because of its currency
- 4) to satisfy recreational and consumer needs
- 5) to serve the librarian as book selection aids and professional reading

Periodical resources are selected in the same manner as books. Purchase will be made on a one year trial basis. At the end of the trial period the librarian will evaluate the subscription(s) before it/they become permanent additions to the library collection.

Periodicals are kept for reference as follows:

- 1) indexed periodicals for one (1) to three (3) years at the discretion of the Director.
- 2) unindexed periodicals for one (1) year

PROVISIONS FOR BORROWING PERIODICAL RESOURCES

The Devon Public Library recognizes that its members and the public at large require current information which is at times unavailable in books. Provision will therefore be made for borrowing as follows:

- 1) weekly loans to be signed out through TRAC.

Fines for overdue resources will be ten (10) cents per day overdue and replacement cost will be charged for lost items.

ACQUISITION OF RESOURCES AND INFORMATION FROM OTHER SOURCES

When a patron requests an item not currently held by this library, the librarian will consider purchasing the item if the patron so requests. The decision of the librarian will be based on the standard selection criteria as stated in this policy handbook.

When it is deemed inadvisable for the library to purchase an item at the patron's request or when information is not available through TRAC, every reasonable attempt will be made to obtain it/them through inter-library loan.

The library shall not charge its patrons for this information or resource unless the library itself is charged by the lending library.

MULTILINGUAL BIBLIOSERVICE

Library Resources in Languages Other Than English

The library board acknowledges the importance of being able to provide borrowers with resources in languages other than English when required. The library will obtain resources from the Alberta Multilingual Book consortium to meet these needs.

PAPERBACK BOOKS

The library will acquire, according to the library selection policies, select currently popular recreational reading books in paperback.

Professional selection aids will be used in order to supplement the existing library collection of popular current fiction and non-fiction.

Consideration in regard to these items will be given to professional reviews in accordance with the library selection policy but consideration will also be given to bestseller items and patron requests at the discretion of the librarian.

JUVENILE COLLECTION

Resources will be collected for the junior section of the library. The collection will be selective rather than comprehensive.

As a rule only one (1) copy of each title will be selected except for certain award books and for titles for which there is intensive demand. Items that will be therefore selected under this policy will be duplicate copies of books selected annually for the Young Alberta Book Award or a similar program.

Juvenile books will be selected from the following categories:

- 1) Newbery and Caldecott winners
- 2) Newbery and Caldecott Honor books
- 3) Canadian Library Association's Best Books lists
- 4) American Library Association's Notable Books
- 5) New York Times Ten Best Illustrated Books (annual selections)
- 6) Editors' Choices selected by professional librarians in standard selection aids such as Library Journal, Canadian School Library Journal, Booklist, Horn Book, etc.
- 7) Transitional books for teenagers and young adults
- 8) Non-fiction (poetry, biography, science, computer skills)
- 9) Books which reflect trends (death, divorce, alcohol and drug abuse, child abuse, career choices).

For retrospective purchasing selection will be made from standard book selection works such as:

- 1) Wilson's Children's Catalogues
- 2) Books In Print Online

SPECIAL COLLECTIONS

CANADIAN RESOURCES

In accordance with the library's objective and policies of selection criteria emphasis will be placed on obtaining Canadian resources, either author, illustrator, or publisher. No resource will be automatically added to the collection because of its Canadian content.

The library will, where relevant, establish special collections of resources:

- 1) relating to the history of Devon and district
- 2) relating to the local history of various cities and towns in Alberta
- 3) relating to the history of local organizations and their regional and national affiliates.

A minimum of one (1) copy of the resources so gathered which relate to Devon and District will be used as library reference only.

MEETING ROOM USE POLICY

The Devon Public Library meeting room is available for use by the community for non-commercial purposes, giving preference to library-sponsored programs.

Library meeting room use will not be denied to any person or organization because of race, creed, or colour.

While using the meeting room, no admission may be charged, no products or services may be advertised, solicited, or sold, except for items sold at library sponsored events.

Groups using the library meeting room must not use advertising and publicity which imply that their programs are sponsored, co-sponsored or approved by the library, unless written permission to do so has been previously given by the Library Director.

The Library Board delegates to the Library Director or his/her designee the authority to develop and implement procedures and practices which carry out the provisions of this policy. Exceptions to the policy may be granted by the Library Board.

If permission for the use of the meeting room is denied, the applicant may appeal to the Library Board.

Meeting Room Rules

In addition to the Devon Public Library Meeting Room Use Policy, the use of the meeting room is subject to the following guidelines and rules:

- A meeting room application form must be completed and submitted in person 24 hours prior to the meeting. An application form must be signed by the person responsible for the use of the room.
- Reservations for meeting room space are on a first-come, first-serve basis. Library sponsored programs will have preference.
- Reservations are made no more than three months in advance (current month plus the next two months). No group may consider the library its permanent meeting place or use the library as its mailing address.
- The Library Director and/or designated staff members have the authority to accept, renew, or reject requests for use of the room under the established policy. To promote the accessibility of the meeting room to a wide variety of community groups, the library may limit meetings for any particular organization.
- The Devon Public Library meeting room may be scheduled for literacy and tutoring programs and Town of Devon Sponsored programs.
- If permission has been obtained to use the room outside of regular library hours, arrangements must be made in advance for closing and securing the meeting room and library building. The user is responsible for putting away tables and stacking chairs,

turning off the lights, locking doors, and properly returning the key within 24 hours of the meeting room use.

- The applicant is responsible for discipline and reasonable care of the room. The applicant will be held responsible for any damage and the condition of the room after its use. Failure to do so may result in denial of future use of the room.
- There shall be no interference with the use of the library by its patrons. Groups expecting large attendance should request members to park so that sufficient and convenient parking will be available to library patrons.
- Attendance must not exceed 60 people, the posted capacity of the room.
- The library will not provide storage for any group. Exceptions may be made for library-sponsored groups on approval of the Library Director.
- It is the responsibility of the applicant to provide necessary equipment if it is not available at the library. Coffee makers and other small appliances may be supplied by the applicant.
- Refreshments may be served, provided proper care is given to clean-up after the meeting. Meals may not be served unless approved by the Library Director. Alcoholic beverages may not be served or consumed on library property. The Devon Public Library is a smoke-free facility.
- The Library Director may ask that meetings of youth groups have an adult in attendance.
- Failure to comply with the Devon Public Library Meeting Room Use Policy and Guidelines and Rules will result in withdrawal of meeting room use privileges.

PROCEDURE FOR DEALING WITH DISRUPTIVE BEHAVIOUR

- 1) Inform the person their behaviour is disrupting or disturbing other library users and should be stopped.
- 2) If they do not desist, ask them to leave.
- 3) If they do not leave, inform them you are contacting the police to assist you and that they are liable to charges under **The Alberta Libraries Act, Chapter L-11, s.41**, the maximum penalty for which is \$500.00 and/or 6 months imprisonment, as provided by Section 722 of the **Criminal Code of Canada, TSC 1970 c. C-34**.
- 4) Contact police.
- 5) Inform the head librarian, chairman of the board, or a trustee after the police have been contacted.
- 6) Request the assistance of responsible patrons who have witnessed the misdemeanor to stay until police arrive.
- 7) As soon as possible, write a report for the board detailing the incident and what occurred, including names and addresses of patrons who can verify the report.

HONORARIA POLICY

The Devon Public Library pays an honorarium to its trustees for service on the Board.

1. Honoraria will be paid at \$45.00 per month.

The Devon Public Library recognizes the service provided by Trustees.

1. A retiring member of the Board who has served for less than three (3) years will receive a “thank you for your service” letter from the Board.
2. A retiring member of the Board who has served for three (3) years or more will receive a gift certificate for books valued at \$25.00 for each full three years of service.
3. A retiring member of the Board who has made a special contribution will also receive a gift to the value of \$50.00 for each full three (3) years of special service. The gift and manner of recognition will be decided by the Chair of Vice-Chair plus two other members of the Board.

ORIENTATION POLICY

When a new board member is appointed to the Devon Public Library Board, the orientation coordinator will:

- 1) distribute a binder to be picked up at the library by the new board member which will include all relevant material such as the Library Act and Handbook, Bylaws and Policies, recent minutes, the latest annual report, a calendar , and a list of current board members. This package must be returned when the trustee is no longer on the board.
- 2) arrange for an informal welcome such as coffee after the board meeting or before the next board meeting. All board members should be invited.
- 3) consult with the new board member about the strengths they are bringing to our board, what interests them in being on the board, and if they have any projects they are particularly interested in. At the first meeting the coordinator will introduce the new member and all other board members will introduce themselves with a quick round table briefly outlining their position and responsibilities.

To ease the transition of the new member onto the board it is recommended that:

- 1) within the first month they schedule a visit with the head librarian and attend a library tour. This will provide an opportunity to ask questions.
- 2) Visit the ALTA website to review trustee orientation material.
- 3) within the first year they attend the New Board Member Workshop sponsored by the Alberta Library Trustee Association.
- 4) within the first two years they attend a major library conference.
- 5) periodically they stop in at the library and offer to volunteer. Possible opportunities include shelving a cart of books, participating in story time, stamping books at the checkout if there are lineups at the counter, or helping the staff in any way they require.

HOURS OF USE

The library shall remain open for public use during the following hours:

Monday to Thursday	9:00 a.m. to 8:00 p.m.
Friday	9:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 4:00 p.m.
Sunday and Statutory Holidays	Closed

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPP)

POLICY STATEMENT

The Freedom of Information and Protection of Privacy Act provides a right to access to records and protects the privacy of individuals. The Devon Public Library encourages a culture of openness but at the same time recognizes the importance of protecting the privacy of individuals as outlined in the Act.

In order to foster openness in line with the purposes of the FOIP Act the Library will have available a list of information that is made available on a routine basis or on an as requested basis. Fees for access to this information will be charged subject to Schedule 2 of the Freedom of Information and Protection of Privacy Regulation.

The Devon Public Library will only request and record personal information that it is legally entitled to collect and is required to operate a program. All forms requiring personal information will clearly state the authority and purpose for the collection of that information.

The Devon Public Library will respond to information requests as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information.

CONFIDENTIALITY OF USER RECORDS

Patron Records

The library shall keep the following information regarding each member:

- 1) name
- 2) current address
- 3) current telephone number
- 4) parents or guardians names for members under 18 years of age
- 5) resources currently on loan
- 6) overdue resources and/or fines owing

All resources will be treated as confidential with only staff members having access as per FOIP Act.

Circulation Records

Current transaction records shall be accessible to staff members and the member responsible for the resources signed out. All complete transactions will be deleted after they are counted and will be used for statistical purposes only.

Library Use

The library staff shall keep a record of the number of reference questions asked for statistical purposes only. The character of patron's questions shall be kept in strict confidence by staff members. The type of resources used or borrowed by patrons shall also be treated as confidential by staff members.

To facilitate FOIP the Library's retention and fee policy will be the same as Schedule 2 of the Freedom of Information and Protection of Privacy Regulation.

INTERNET POLICY

Intent: It is the intention of the Board of the Devon Public Library to provide free internet access.

Scope: An internet browser application will be provided on all library computers to allow patrons and staff to search for information on the internet. Selected computers are designated as Online Public Access Computers (OPAC). OPAC stations are only to be used to access the library collection catalogue and are not for general internet access.

Who Has Access: Any person who has signed an Internet Access Agreement will be allowed to sign up for time on the public use computer and to access the internet.

Hours of Access: The public use computer and the internet may be accessed any time that the library is open, or by special arrangement. The computer may be reserved by signing up for a specific hour at the circulation desk, or by calling the library during open hours.

Duration of Access: Use of the internet is limited to an initial one half hour per person per day. If no one has signed up for the time following, the patron may continue to use the computer in half hour increments until another patron requests its use.

Charges: There will be no charge for use of the public use computer, or for access to the internet. There will be a charge of 50 cents per page for material printed out on the library's printer. The patron will be responsible for any charges incurred as a result of his or her use of the internet to purchase items or subscriptions.

Orientation: An Internet Orientation will be provided in the library when requested. The orientation will be offered free of charge. The purpose of the orientation will be to explain how to search the internet, and to outline rules for use of the public use computer. At the end of the orientation, patrons will be asked to sign an Internet Access Agreement (Schedule C).

Rules: Each patron must agree to the rules and protocols regulating use of the computer in the library as outlined in the Internet Access Agreement. Willful disregard of these rules will be grounds for suspension of the privilege of using the computers to access the internet.

Juveniles: Children under the age of eighteen (18) will not be allowed to access the internet without written consent of their parent or legal guardian.

PERSONNEL

Employees

Employees will be defined as follows:

- 1) Permanent full-time: employees who have been appointed to a permanent position, and work a minimum of 37.5 hours per week.
- 2) Permanent part-time: employees who have been appointed to a permanent position, and work less than 37.5 hours per week.
- 3) Probationary : employees whose performance is being evaluated to determine whether further employment in a specific position is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.
- 4) Casual : employees who have established an employment relationship with the employer but who are assigned to work on an intermittent and/or unpredictable basis.

Hiring Policy

The Devon Public Library board believes that the best qualified candidate, based on knowledge, skills, and demonstrated competencies and behaviors, should be hired for all vacant positions. All job opportunities for full-time, part-time, or casual employment for the Devon Public Library must be advertised.

Guidelines:

- 1) The board shall be notified, where possible , of all position vacancies prior to the recruitment and selection process commencing.
- 2) All job opportunities for the Devon Public Library shall be advertised or posted at the same time in at least the following locations:
 - a. the local newspaper
 - b. the library's bulletin board
 - c. the Devon Public Library website
- 3) Applicants for the position of Director will be recruited and selected by the Devon Public Library Board, or as delegated by the Board to an interview panel comprised of Board members.
- 4) All other applicants will be recruited and selected by an interview panel consisting of the director and a minimum of two (2) board members. the final decision will be upon approval of this committee.
- 5) The recruitment and selection process will involve the determination of the position's required competencies and behaviours and an assessment that the candidate through testing or in past performance has adequately demonstrated them.
- 6) All selection of final candidates will involve a reference check to determine the accuracy of information obtained through the interview process.

- 7) Temporary positions hired to assist in the completion of a specific project are not subject to the requirement that the position be advertised prior to hiring. The director shall be responsible for hiring for temporary positions.

Relatives in Service

The Devon Public Library Board does not discriminate in its employment and personnel actions with respect to its employees, prospective employees, and applicants based on the basis of familial relationships. The Board, however, does reserve the right to refuse to place a relative under the direct supervision of another where there may be an adverse affect on supervision, safety, security or morale or where there may be a conflict of interest.

Guidelines:

1. For the purposes of this policy, relatives are defined to include, but not limited to, parent, step-parent, spouse, common-law spouse, brother, sister, child, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, guardian, or a dependent residing with the employee as a member of the family.
2. Any employee, or board member, that has a relative being considered for a position shall not be involved in the interviewing or hiring process of that position.

Probationary Period

The Devon Public Library Board requires that all newly appointed permanent employees serve a probation period so that the employee's suitability and fit within the organization can be evaluated.

Guidelines:

1. A probation period shall be a minimum of three (3) months and may be extended if there are clear reasons for the extension.
2. A performance appraisal shall be conducted prior to the completion of the probationary period.
3. Benefits for probationary employees shall be as required by law and the Town of Devon's benefit policy.

Performance Appraisals

Supervisors and employees are strongly encouraged to discuss job performances and goals on an informal day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.

Guideline:

1. Performance appraisals shall be done annually and may be carried out at any time if deemed necessary.

Access to Personnel and Payroll/Benefits File

The Town of Devon hosts the payroll for employees of The Devon Public Library Board, therefore the Board adopts the Town of Devon’s policy 6205.

Employee Benefits

The Town of Devon hosts the payroll for the employees of The Devon Public Library Board, therefore the Board adopts the Town of Devon’s policy 6301.

Annual Vacations

Vacation with pay is available to eligible employees to provide opportunities for rest and relaxation. Employees are encouraged to schedule earned vacation.

Guidelines:

1. Eligibility : Permanent full-time and permanent part-time employees are eligible to earn and use vacation time. All other employees are paid for vacation in each pay period.
2. Accrual : Vacation time is accrued from the employment start date to December 31 of the first year of employment and thereafter from January 1 to December 31 of each year.
3. Vacation entitlement : Employees shall be entitled to accrue vacation as follows to a maximum of thirty (30) days per year unless otherwise authorized by the Devon Public Library Board.

Length of service	Annual vacation eligibility
Upon hire (unless otherwise negotiated)	1.25 days per month (15 days per year)
After 10 years of service	Plus 5 days per year (20 days per year)
After 15 years of service	Plus 5 days per year (25 days per year)
After 25 years of service	Plus 5 days per year (30 days per year)

4. Notice and scheduling : Vacation requests shall be submitted to the director. Requests will be approved subject to various factors including the provision of quality customer service, operating requirements and staffing considerations during the proposed period of absence. In the event of multiple employees requesting the same time period off, seniority will take precedence.
5. Carry-over : In the event that earned vacation is not used in the calendar year in which it is to be taken, a maximum of ten (10) days may be carried over to the next year and used by May 1, subject to the approval of the director, or the vacation time will be paid out.

6. Statutory holidays while on vacation : When a statutory holiday falls within an employee's annual vacation, the employee will receive a day off in lieu of the statutory holiday on a day that is mutually acceptable to the employee and director.
7. Vacation pay : Vacation time off is paid at the base rate of pay at the time of vacation.
8. Termination of employment : Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Statutory Holidays

Eligible employees will receive statutory holidays.

1. The following days are general holidays provided to staff according to the Employment Standards Code:
 - a. New Year's Day (January 1)
 - b. Alberta Family Day (third Monday in February)
 - c. Good Friday (Friday before Easter)
 - d. Victoria Day (third Monday in May)
 - e. Canada Day (July 1)
 - f. Labour Day (first Monday in September)
 - g. Thanksgiving (first Monday in October)
 - h. Remembrance Day (November 11)
 - i. Christmas Day (December 25)
2. Holidays which are not legislated, but which are given by the Devon Public Library Board are:
 - a. Easter Monday (Monday after Easter)
 - b. Heritage Day (first Monday in August)
 - c. Boxing Day (December 26)
3. Employees are given a paid day off for the days listed above. Employees will also be notified of any other closures or early closures.
4. Conditions to be met in order to qualify for the paid day off or holiday pay are:
 - a. The employee must have completed thirty (30) working days in the previous 12 month period.
 - b. The employee must work the last scheduled day immediately before the holiday and the first scheduled day immediately after the holiday, or have consent to be absent.

Remuneration

Salaries and wages for all Devon Public Library employees will be paid according to the Devon Public Library Salary Schedule, a document setting out the pay grades and salary ranges, together with the listing of positions to which the salary schedule applies.

1. The Board shall review comparable positions within the library's reference market every three (3) years to determine if adjustments should be made to the salary ranges.
2. Salary ranges, both annual and hourly, shall be reviewed annually at budget time in response to officially published changes to the Consumer Price Index for the Greater

Edmonton Area, and shall be adjusted where it is deemed appropriate and fiscally responsible.

Medical Leave Benefits

The Town of Devon hosts the payroll for employees of the Devon Public Library Board, therefore the Board adopts the Town of Devon's policy 6304.

Timekeeping

The Town of Devon hosts the payroll for employees of the Devon Public Library Board, therefore the Board adopts the Town of Devon's policy 6402.

Pay Periods

Paydays will be on the 15th and the last day of each month. Cut off dates for employees time sheets will be as per the Town of Devon's payroll timesheets submission schedule.

Guidelines:

1. Pay may be deposited directly to the employee's bank account with prior written authorization.
2. If a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.
3. Employees shall receive an itemized statement of wages for each payroll period.

Employment Termination

The Devon Public Library Board desires that all terminations are dealt with in a fair and predictable manner.

Guidelines:

1. Resignation : employment termination initiated by an employee who chooses to leave the organization voluntarily. Where possible, as much advance notice should be given to allow preparation time for a new employee to be hired and trained. The minimum notice of termination shall be:

Length of Employment	Notice Required from Employee
Less than 3 months	None
Less than 2 years, more than 3 months	1 week
2 years or more	2 weeks

2. Discharge : employment termination by the organization. The minimum notice of termination or pay in lieu of notice shall be:

Length of Employment	Notice Required from Employer
Less than 3 months	None
Less than 2 years, more than 3 months	1 week
Less than 4 years, more than 2 years	2 weeks
4 years or more	As per employment standards code

3. Just Cause : if an employee's behavior is sufficiently damaging to the library, immediate dismissal without notice or pay in lieu of notice may be warranted.
4. Layoff : involuntary employment termination initiated by the library for non-disciplinary reasons. No notice is required for a layoff of less than 60 days.
5. Medical termination : employment termination initiated by the employee or by the library when an employee is unable to continue work due to health reasons.
6. Retirement : voluntary retirement from active employment status initiated by the employee.

Leave of Absence

An employee may be given a leave of absence without pay when he/she requests such leave for good and sufficient cause. Such a request will be in writing for approval by the board.

Maternity & Parental Leave

Maternity/parental leave is provided to eligible employees who wish to take time off as a mother or a father to fulfill family obligations relating directly to the birth, adoption, and early care of a new child. Eligibility, guidelines and requirements for notice for maternity and parental leave shall be as specified in the Alberta Employment Standards Code.

Grievance Procedure

Any employee who has a complaint about any matter concerning his/her employment shall be entitled to file a grievance.

1. An employee who wishes to file a complaint shall do so in writing within ten (10) working days from the date on which the incident being grieved occurred. The Grievance shall be filed with the director with a copy forwarded to the board.
2. The director will have five (5) working days to respond. If the complaint is resolved the director will file a report with the employee and provide a copy to the board. If the complaint is unresolved the director shall file the report with the board along with his/her report.
3. The board receiving an employee complaint will hold a discussion at the next board meeting and shall file a written copy of the decision with the complainant, with a copy to the director.

WORKING ALONE POLICY

Taking into account the type of business and the area's low incident history, the Devon Public Library Board intends to follow the best practices for staff working alone.

Measures to prevent incidents from occurring:

- 1) Keep a minimal amount of cash in the petty cash drawer
- 2) Maintain one speed dial emergency phone number (911) on the library phone system to ensure that staff working alone have some way of communicating with individuals who can respond immediately to any emergency situation
- 3) Training and educating the staff on safety devices, location of exits and contact information, and knowledge of fire extinguisher's locations and usage.

WORKPLACE VIOLENCE AND HARASSMENT

These policies shall facilitate mutual respect, good communication, and professionalism while endeavouring to be fair to both the Board and staff: Devon Public Library aims to provide a safe workplace where employees are free from violence and harassment.

Definitions:

Workplace violence: Violence, whether at a work site or work related, means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

Harassment: Harassment is any unwanted physical or verbal conduct that offends or humiliates. Harassment will be considered to have taken place if a reasonable person ought to have known that the behaviour was unwelcome.

Devon Public Library shall ensure that employees understand how to recognize workplace violence or harassment, the procedures for responding to, reporting on and investigating incidents of violence and harassment in the workplace.

No action shall be taken against an individual for making a complaint, unless the complaint is made maliciously.

Employees are required to be familiar with and follow the procedures for responding to, reporting on incidents of violence and harassment, and preventing workplace violence and harassment.

Staff faced with an urgent situation involving threatening of violent conduct, where there is reasonable belief that the safety of persons may be threatened, should contact the police immediately.

For other incidents:

1. Discuss the matter with the librarian. Prior to filing a formal report of the incident, the person subjected to workplace violence or harassment, with the assistance of the supervisor, should let their objections to the behaviour be known to the alleged offender.
2. If not satisfied at this time, the complainant and/or the librarian will document the incident and notify the Personnel Co-ordinator of the incident.
3. If the complainant is not satisfied with the actions taken by the Personnel Co-ordinator, follow the Devon Public Library Grievance Procedures Policy.

JOB DESCRIPTIONS FOR DEVON PUBLIC LIBRARY

STUDENT PAGE

Summary

This is a part-time position to be filled by current students under the age of 18.

Duties include checking in library items and clearly marking the items intended for inter-library loan, properly shelving library materials, and shelf reading allotted sections of the library. Pages are also required to tidy public reading areas as required.

Reports to : Director or staff member on duty

Qualifications: Must be articulate and have the ability to withstand detailed and repetitive work; should be interested in books and reading.

LIBRARY CLERK

Summary

Must be familiar with current library policies relating to circulation and membership.

Duties include operating automated circulation functions relating to check-ins, check-outs, and patron records (including memberships, both new and renewal); collects fees, fines and other payments; answers incoming phone calls; files library items and shelf reads; assists patrons with reference inquiries and with computer related inquiries such as e-mail, word processing, and internet searching; assist patrons with finding library materials; is responsible for ensuring the library is secure after closing. Other duties may be assigned as required.

Reports to : Director or library assistant in director's absence.

Qualifications: High school diploma, computer experience essential, must be efficient and courteous with good communication skills, must be self-motivated and able to work with minimum supervision, experience in dealing with public an asset.

INTER-LIBRARY LOAN CLERK

Summary

This is a part-time permanent position.

Must be familiar with current library policies relating to circulation, membership and inter-library loans.

Duties include operating automated circulation and report functions relating to inter-library loan items; collecting all items required for inter-library loan; packaging all items for shipment according to current inter-library loan standards; transferring all government courier packages to and from current government courier location; receiving all returned items; contacting patrons when items are ready for pick-up; performing circulation clerk duties when required.

Reports to: Director or library assistant in director's absence.

Qualifications: High school diploma; valid vehicle operator's license; computer experience essential; must be organized, efficient and courteous with good communication skills; must be self-motivated and able to work with minimum supervision; must have reliable vehicle with required insurance coverage; experience in dealing with public an asset.

LIBRARY ASSISTANT

Summary

This is a full-time position providing support to the Director.

Must be familiar with current library policies.

Responsibilities include processing library items to make them shelf ready; processing and maintaining the periodical collection; checking all in-coming shipments and forwarding invoices to director for payment; processing in-coming and out-going mail; maintaining inventory of library supplies; assisting patrons in fulfillment of reference inquiries and computer-related inquiries; supervising staff in Director's absence; performing any circulation duties when required.

Reports to: Director

Qualifications: Minimum high school diploma with several years related experience; some post-secondary education in library field desirable ; experience in dealing with public; high degree of computer literacy; excellent communication and organizational skills; must be self-motivated and courteous.

PROGRAM COORDINATOR

Summary

Responsibilities include pro-actively planning, organizing, delivering and promoting programs that meet goals described in the library's current Plan of Service; promoting increased usage of the library; developing and maintaining partnerships with local businesses and organizations; working with other staff members to ensure consistent awareness of upcoming programs and events; keeping informed of recent trends in literature and library services; assessing community needs in the area of literacy and programming and reporting findings to the Director.

Reports to : Director

Qualifications: High school diploma with post-secondary education in related field; considerable knowledge of library services, programs, and literature; excellent communication and organization skills, computer literacy essential; exhibits creativity, energy and enthusiasm to promote positive community spirit.

DIRECTOR

Summary

This is a permanent full-time position.

Must be familiar with the Alberta Libraries Act, all current board policies and bylaws.

The Director is responsible for planning, organizing, coordinating, and managing all aspects of the towns library services in accordance with the Alberta Libraries Act and policies and bylaws established by the Library Board. Responsibilities include fiscal management consisting of helping the board prepare the annual budget, controlling expenditures to stay within budget, preparing annual reports and grant applications, and administering grants according to specified guidelines ; personnel management consisting of hiring, promoting, and terminating library staff, administering personnel policies, supervising staff, and completing yearly employee evaluations ; library program management consisting of directing daily operations of the library, collection development, acquisition of library materials, supplies and equipment, weeding library materials, collection of library statistics and data to provide library board trustees with information for sound decision making, coordination of library activities with other community groups, and keeping informed of current library trends and services ; public relations consisting of promoting the library and its services to the community at large, handling public complaints and problems, and forming partnerships with other community organizations and businesses ; and monitoring the facility to ensure proper daily maintenance.

Reports to : Library Board

Qualifications : Formal library education required plus minimum three years experience, preferably in an administrative position.

FINANCIAL POLICY

Audit

The Town of Devon shall appoint an auditor annually to prepare a financial statement. A copy of the audited statement will be sent to the Devon Public Library Board, and Alberta Municipal Affairs and Housing– Public Library Services Section. The audited financial statement will also be available to the public on request.

Banking

From time to time, the Treasurer may review the banking services that are provided to the board and make recommendation for changes to the board. Any change in banking services shall require a motion of the board.

Budget

The Library Director and Treasurer shall prepare the budget and present it for approval at the September board meeting. An approved budget is submitted to the Community Protection Services Department before September 30. The budget will support the Goals and Objectives of the Devon Public Library.

The board shall develop a long-term financial strategy for the Devon Public Library by planning for capital replacement, financial emergencies, technological sustainability and for long term stability of library services.

Contracts and Agreements

The board may sign contracts as deemed necessary.

Financial Statements

Quarterly financial reports which shall include the current year budget, the current month's income and expenses, and year to date income and expenses will be prepared by the Treasurer and presented to the board at each regular meeting. Monthly updates will be in an oral form. The Town of Devon will be responsible for ensuring that payroll is completed accurately and in a timely fashion.

Fiscal Year

The fiscal year of the Devon Public Library shall be January 1 to December 31.

Fixed Assets

Fixed assets include library resources, shelving, furniture, computers, and other electronic equipment. These items shall be identified in the annual budget document.

Gifts and Donations

See Gifts policy for details. Tax receipts for gifts and donations can be issued by the Friends of the Devon Public Library.

Grant Applications

A selected board member will be responsible for pursuing any available grants on behalf of the board.

Investing

When extra funds are available they may be put into interest bearing financial instruments, at the discretion of the Treasurer, until needed for daily expenses.

NSF Cheques

Refer to Devon Public Library Bylaws, Schedule C.

Operating Loans

The Devon Public Library will not borrow operating funds.

Petty Cash

A minimal amount of cash will be kept in the petty cash drawer.

Signing Officers

The treasurer and two (2) board members shall be the authorized signing officers of the board. Two signatures will be required on a cheque.

Purchase Orders

All invoices generated from purchase orders must be signed by the Library Manager. Invoices for amounts exceeding \$2,000.00 must be signed by the Library Manager and one additional signing authority from the Board.

Use of Equipment

Photocopying will be charged as follows:

- Black and white under 11" x 17" = \$0.50 per sheet
- Black and white 11" x 17" = \$1.00 per sheet
- Colour = \$1.00 per sheet.

Computer/internet access will be free, but a charge of \$.50 per sheet will apply for printing.

Expense Claims for Trustees and Staff

1. The library board shall pay for membership in the Alberta Library Trustee's Association.
2. The library board will pay trustee and staff expenses for board approved meetings, courses, conferences and workshops. These expenses may include meals, mileage, accommodation, and registration fees.
3. The library board will reimburse trustees and staff for telephone calls made from home while conducting library business.
4. Occasionally trustees and staff must pick up library materials, supplies and equipment where billing to the library directly is not possible. The library board will reimburse for these items.
5. With the exception of mileage costs, receipts to substantiate all expenses shall be submitted with the expense claim.
6. For expenses without receipts, costs shall be paid at the same rate as the Town of Devon reimbursement policy.

APPENDIX A

STATEMENT OF INTELLECTUAL FREEDOM

The Devon Public Library subscribes to the Canadian Library Association's Statement of Intellectual Freedom as follows:

'All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian Society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end libraries shall acquire and make available the widest variety of materials.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty in addition to their institutional responsibilities, to uphold these principles.'

Adopted by the Canadian Library Association, Winnipeg, 1974.

Amended November 17, 1983, November 18, 1985

APPENDIX B

SCHEDULING AND DISPOSITION OF RECORDS

TOWN OF DEVON/DEVON PUBLIC LIBRARY ADMINISTRATIVE POLICY

POLICY	Scheduling and disposition of records
POLICY STATEMENT	All library records are to be disposed of in accordance with the methods and schedules outlined in Schedule A.
PURPOSE	<ol style="list-style-type: none">1) To ensure the retention of legal or legislatively required documents.2) To ensure the retention of records of historic, cultural or research value.3) To ensure the orderly disposition of routine or outdated material.

APPENDIX C

(Part Time – Evening Staff Members)

Devon Public Library Staff Performance Review

Name of employee: _____ **Date:** _____

Describe the employee's performance in each of the following categories:

1. **Quality and Quantity of Work:** Thoroughness of work and efficiency in completing tasks.
2. **Team Work and Flexibility:** Willingness to co-operate with others and adjust to change.
3. **Attendance and Punctuality:** Works the necessary hours with only reasonable absences.
4. **Customer Service and Communication:** Responds effectively to customer inquiries, has the library knowledge and skill to serve the library clientele appropriately.
5. **Continuous Improvement:** Makes an effort to upgrade practical knowledge and skills.

Training and Development – Past Review Period

The employee and supervisor list activities taken by the employee since the last review period.

Training and Development – Next Review Period

The employee and supervisor identify activities to be taken by the employee during the next review period.

Employee’s Comments:

Signature _____ **Date** _____

Supervisor’s Comments:

Signature _____ **Date** _____

(Full Time – Day Staff Members)

**Devon Public Library
Staff Performance Review**

Name of Employee _____ Date _____

Describe the employee's performance in each of the following categories:

1. **Quality and Quantity of Work:** Thoroughness of work and efficiency in completing tasks

2. **Team Work and Flexibility:** Willingness to co-operate with others and adjust to changes

3. **Attendance and Punctuality:** Responds effectively to customer inquiries, has the library knowledge and skill to serve the library clientele appropriately.

4. **Customer Service and Communication:** Responds effectively to customer inquiries, has the library knowledge and skill to serve the library clientele appropriately.

5. **Continuous Improvement:** Makes an effort to upgrade practical knowledge and skills.

Objectives – Past Review Period

The employer and supervisor list objectives identified in the last review period and the results achieved.

Objectives:

Results:

Objectives – Next Review Period

The employee and supervisor identify mutual objectives to accomplish during the next review period, including target dates by which the objectives are to be achieved.

Objective	Target Date
1.	
2.	
3.	

Training & Development – Past Review Period

The employee and supervisor list activities taken by the employee since the last review period.

Training & Development – Next Review Period

The employee and supervisor identify activities to be taken by the employee during the next review period.

Employee’s Comments:

Signature: _____
Supervisor’s Comments:

Date: _____

Signature: _____

Date: _____

SCHEDULE A

LIBRARY RECORDS RETENTION

*Note:

- 1) The length of time expressed under each of the categories is in years.
- 2) Permanent* represents files held for historic value.
- 3) Although the suggested retention period for records dealing with income tax, unemployment insurance and pensions may satisfy municipal needs, permission to destroy them after the retention period has been completed must still be obtained from Revenue Canada Taxation. Please refer to Revenue Canada Circular #78-10 dated August 21, 1978 entitled "Books and Records Retention/Destruction".
- 4) "Official" shall mean the Secretary or Library Director.
- 5) The "Official" always has the discretion to retain records longer than the period provided for in this policy.

The "Official" shall keep a record of:

- a) Records destroyed.
- b) Records held at archive centers.

RECORDS RETENTION

<u>Administration</u>	<u>Active</u>	<u>Inactive</u>
Advertising	1	3
General/Correspondence	1	5
Legal		Permanent
Agendas		Permanent
Agreements: General	1	20
Service	1	3
Annual Reports		Permanent
Complaints	1	3
Computers: Installation	1	3
Maintenance	1	3
Contracts		Until Expired
Correspondence: Board Members	1	5
Historical		Permanent
Policy		7
Employees: Job Applications (hired)		Permanent
Job Applications (not hired)	1	1
Personnel Files		Permanent
Statistics		Permanent
Training/Development	1	3
Financial Records: Purchase Orders	1	6
Financial Statements	1	6
Accounting Data	1	6
Government: ALTA	1	5
Municipal Affairs and Housing		Permanent
Grants		Permanent
Inventory (after superceded)	1	5
Legislation: Acts		Permanent
Members Applications	3 years after expired	
Minutes: Boards		Permanent
Committee	1	10
Policies/Procedures/Bylaws	Upon replacement	

SCHEDULE B

FEES FOR A FOIPP REQUEST

Will be the same as the current Schedule 2 of the Freedom of Information and Protection of Privacy Regulation on the Government of Alberta Website.

SCHEDULE C

INTERNET ACCESS AGREEMENT

The Devon Public Library is providing public access to the internet free of charge, except for printing costs. In order to use this resource, I agree to the following:

I agree to use the internet account responsibly, by declining to share my password. I accept responsibility for the content of any messages I post.

I will not interfere with the work of others, or with the performance of the network, by attempting to “hack” passwords, gain entry to closed areas of the network, or by introducing computer viruses.

I will respect time limits, and learn to use tools which allow me to work offline whenever possible.

I understand that the network is a social community with accepted standards of behaviour. I agree to use appropriate language and to avoid launching personal attacks on people whose opinions differ from mine.

I will respect copyright, and avoid using network resources to promote illegal activities.

For my own safety, I will avoid posting my home phone number or address.

I will be responsible for any hardware or software damage I cause.

I will be responsible for any cost incurred as a result of my internet activities.

I recognize that use of the library equipment and connectivity is a privilege which can be revoked if any of the above agreement is broken.

Print name: _____

User ID: _____

Signature of User: _____

As a parent of the above-signed minor user, I recognize that the internet is unregulated and cannot be regulated. I agree to instruct my minor dependent in standards for acceptable use, if there are areas of materials I do not wish my child to access, I will outline those areas for my child and hold him/her responsible for upholding the standards I set.

I will not expect the library staff to supervise, limit, censor, or regulate my child beyond the scope of the rules listed above. I will be responsible for any hardware or software damage caused by my child in the course of using the library's equipment.

Signature of Parent: _____

This personal information is being collected under the authority of The Alberta Libraries Act to register users and assign passwords and user's ID. It is protected by the privacy provision of the Freedom of Information and Protection of Privacy Act.