

SECHELT PUBLIC LIBRARY POLICY MANUAL

(revised January, 2013)

TABLE OF CONTENTS

		PAGE:
1000	BASIC PRINCIPLES	5
	1100 MANDATE	5
	1200 MISSION STATEMENT	5
	1300 VISION	5
	1400 VALUES	5
	1500 GOALS	6
	1600 ROLES	6
	1700 GOVERNANCE/FUNDING RELATIONSHIPS	6
2000	LIBRARY ASSOCIATION GOVERNANCE AND OPERATION	7
	2100 AUTHORITY	7
	2200 MEMBERSHIP	7
	2300 LIBRARY CARD ENTITLEMENT	7
	2400 STRUCTURE OF THE BOARD	8
	2500 OFFICERS OF THE ASSOCIATION	10
	2600 COMMITTEES	11
	2700 LIAISON REPRESENTATIVES	13
	2800 PUBLIC RELATIONS	15
3000	LIBRARY SERVICES	17
	3100 BORROWING	17
	3200 PROGRAMS	18
	3300 COMMUNITY INFORMATION DISPLAY AND DISTRIBUTION	18
	3400 INTERNET AND COMPUTERS	19
	3500 COOPERATION WITH OTHER LIBRARIES, AGENCIES, ETC.	20
	3600 CONDUCT IN THE LIBRARY	21
	3700 PERSONAL INFORMATION AND PRIVACY	22
4000	PERSONNEL	23
	4100 VOLUNTEERS	24
	4200 OCCUPATIONAL HEALTH AND SAFETY (OHS)	24
	4300 CHIEF LIBRARIAN	24
5000	FINANCE	26
	5100 BUDGET	26
	5200 REVENUE	27
	5300 EXPENDITURES	27
	5400 FINANCIAL REPORTING AND AUDIT	28
	5500 FUNDING	29
	5600 DISPOSITION OF SURPLUS PROPERTY	29
6000	PLANNING, POLICY DEVELOPMENT & MISCELLANEOUS	29
	6100 THE STRATEGIC PLAN	30
	6200 GUIDELINES FOR POLICY DEVELOPMENT	30
7000	MATERIALS SELECTION POLICY	31
	7100 RESPONSIBILITY FOR SELECTION	32
	7200 INTELLECTUAL FREEDOM	32
	7300 SELECTION CRITERIA	32
	7400 COLLECTION ACCESS AND MAINTENANCE	33
	7500 DONATIONS	34

7600 COPYRIGHT

34

AP-2340	B.C. OneCard
AP-2630	SPLA BOARD: Finance Committee: Terms of Reference
AP-2640	SPLA BOARD: Human Resources Committee: Terms of Reference
AP-2671	SPLA BOARD: Public Awareness & Advocacy: Terms of Reference
AP-3050a	CANADIAN LIBRARY ASSOCIATION: Intellectual Freedom statement
AP-3050b	B.C. LIBRARY ASSOCIATION: Intellectual Freedom statement
AP-3620	SECHELT PUBLIC LIBRARY: Code of Conduct
AP-7210	SECHELT PUBLIC LIBRARY: Comment on Library Materials form
AP-5333	SECHELT PUBLIC LIBRARY: Travel & Expense Reimbursement policy

1000 BASIC PRINCIPLES

1100 MANDATE

The Sechelt Public Library Association is established and designated under the Library Act [RSBC 1996] Chapter 264 and provides library services for the District of Sechelt and areas of the Sunshine Coast Regional District inclusive of Pender Harbour, Halfmoon Bay, and Roberts Creek, as well as contiguous areas served by the Sechelt Indian Government District. The Sechelt Public Library Association was incorporated on April 14, 1981 and exists as an association mandated by the Library Act Part 4:31(1) and (2).

1200 MISSION STATEMENT

The Sechelt Public Library is a friendly gateway to ideas, knowledge, information and literature for lifelong learning and enjoyment.

1300 VISION

Our Vision is: “Excellence in service with access for all.”

1400 VALUES

The Board and staff of the Sechelt Public Library value:

1410 Excellence in service

- We value excellence in every service we provide.
- We value being proactive and in responding to the information needs of our community.
- We value the importance of literacy and education.
- We value a staff that is friendly, knowledgeable and helpful.

1420 Community Focus

- We value access for all.
- We value the Library as a cornerstone of the community.
- We value the library as a safe community centre and gathering place – “Meet you @ the Library!”

1430 Accountability

- We value responsible stewardship of public funds.
- We value and understand the legal and ethical responsibilities of trusteeship.
- We value prudent planning for the future.

1440 Respect

- We value respectful relationships, freedom of thought, privacy and confidentiality.

1500 GOALS

1510 To develop the capacity and profile of the Board to provide effective leadership in the development of Library facilities, collection and services to meet the needs of the community.

1520 To develop a plan for the Library facility that will permit expansion of space to meet the needs of the community as it grows.

1530 To develop plans and programs to provide high-quality and efficient services to meet the needs of all residents of the Sunshine Coast.

1540 To provide the staff resources required to deliver excellent services.

1550 To become a valuable partner of choice for key community organizations and agencies.

1560 To ensure that the technological infrastructure effectively supports operations and services.

1570 To ensure stable and adequate funding at a level sufficient to provide core library services consistent with the Library's Mission and to meet the needs of the community.

1600 ROLES

1610 Public libraries are asked to fill many roles. The Sechelt Public Library accepts these many roles as exemplars to strive for. Our Library can best serve its constituency by prioritizing the following roles:

- Popular Materials Library – Featuring current, high-demand, high-interest materials in a variety of formats for persons of all ages.
- Preschoolers' Door to Learning – Encouraging young children to develop an interest in reading and learning, and ensuring the Library plays a major role in supporting early childhood literacy.
- Community Information and Reference Centre – Providing timely, accurate and current information useful to residents and community organizations.

1620 The Library may serve the following additional roles:

- Formal Education Support, Research
- Community Activities Centre
- Independent Learning Centre
- Computer Resource Centre

1700 GOVERNANCE/FUNDING RELATIONSHIPS

1710 The Sechelt Public Library Association herein recognizes the Library Act Part 4:32 as follows: On application and subject to the rules of the public library association, the following are eligible to become members of a public library association: residents in the locality for which the association was formed; residents in an area in which library service is provided by the association by agreement.

1720 Given Policy 1710 above, the Association will establish and maintain a strong working relationship with each of the following entities:

1721 District of Sechelt

1722 Sunshine Coast Regional District

- Area A - Pender Harbour
- Area B - Halfmoon Bay

- Area D - Roberts Creek

1723 Sechelt Indian Government District

1730 These relationships individually and collectively will support the spirit of community-wide Association membership. The Association will continue to seek a relationship that demonstrates harmonious cooperation in:

- Providing library services to all Library users, with seamless, equal opportunity; and
- Ensuring governance and budgetary processes that recognize the legal and contractual obligations of all parties.

1740 The Sechelt Public Library Association's duly elected Board is responsible for all governance of the Library and for exercising/performing the powers given under the Library Act Part 4:34(2).

2000 LIBRARY ASSOCIATION GOVERNANCE AND OPERATION

2100 AUTHORITY

The Sechelt Public Library Association is formed and designated as the authority to provide library services in the District of Sechelt and in other areas of the Sunshine Coast Regional District by Agreement in accordance with the Library Act, Part 4:31(1) and (2).

2200 MEMBERSHIP

The Sechelt Public Library Association shall consist of a duly qualified membership. Members will elect a Board of Trustees from amongst their membership. Members 18 years of age and over are eligible to vote at the Annual General Meeting and any special meetings of the Association.

2210 Membership in the Association is granted to a person who is a holder of a current Sechelt Public Library card and is:

- A taxpayer and/or resident in the District of Sechelt, or
- A taxpayer and/or resident in the Sunshine Coast Regional District's Area A, Area B, or Area D which provides support either through a grant-in-aid or by a specific agreement (see also Policy 1722), or
- A resident in the Sechelt Indian Government District which provides support either through a grant-in-aid or by a specific agreement (see also Policy 1723).

2300 LIBRARY CARD ENTITLEMENT

Anyone applying for a Sechelt Public Library card must demonstrate evidence that he/she is:

- A taxpayer and/or resident of the District of Sechelt, or...
- A taxpayer and/or resident in the Sunshine Coast Regional District's Area A, Area B, or Area D which provides support either through a grant-in-aid or by a specific agreement (see also Policy 1722), or...
- A resident in the Sechelt Indian Government District which provides support either through a grant-in-aid or by a specific agreement (see also Policy 1723), or...
- A holder in good standing, of a valid InterLINK member library card or presents evidence of residence within the InterLINK service area, or...
- A payee for a temporary library card.

2310 Children

Children (12 years of age and younger) require parental permission and signature.

2320 InterLINK/temporary card restrictions

Persons qualifying for a Sechelt Public Library card on the basis of holding a card from an InterLINK library or as a temporary card holder will not be voting members of the Association and will not be permitted to hold elected office on the Board.

2330 Temporary card fee

The temporary card fee is set by the Board and reviewed annually.

2340 BC OneCard

The Sechelt Public Library participates in the BC OneCard Program implemented by the Province of British Columbia. BC OneCard policies and guidelines will be posted on the library's website and can also be found in Appendix AP-2340.

2400 STRUCTURE OF THE BOARD**2410 Authority**

The Board is responsible for managing and regulating the library(ies) of the Sechelt Public Library Association and for exercising and performing powers and duties given in the Library Act Part 4:34(2).

2420 Composition

The Sechelt Public Library Board shall consist of:

- Not fewer than five (5) and not more than nine (9) Trustees, who shall be current members, elected by the membership of the Sechelt Public Library Association, and...
- A representative appointed by the District of Sechelt (municipal council), in accordance with the Library Act Part 4:35(2), and...
- A representative appointed by the Directors of the Sunshine Coast Regional District, in accordance with the Library Act Part 4:35(2).

2421 The voting members of Sechelt Public Library Board are elected for a two (2) year term and may not exceed four (4) consecutive terms.

2422 At the first regular Board meeting following the Annual General Meeting, the Board shall elect a chairperson, a vice-chairperson, and a treasurer from among the Trustees of the Board. The Chief Librarian serves as secretary in accordance with the Library Act.

2423 The Chief Librarian sits at the Board table to offer information and professional opinion/advice regarding issues before the Board. The Chief Librarian has no vote. The Board may from time to time delegate specific authority to the Chief Librarian.

2430 Signing officers

There shall be at least three signing officers appointed by the Board from the elected Trustees. All legal documents must be signed by two (2) of these designated signing officers. The Board may designate to the Chief Librarian the signing of certain legal documents required for the day-to-day operations of the Library (see also Policies 5340 and 5350).

2440 Regular meetings

Regular meetings of the Board shall be held at least six times per year. A meeting schedule shall be determined at the first regular meeting after the Annual General Meeting. Special meetings shall be called at the discretion of the Chairperson.

2441 A majority of the trustees of the Board shall constitute a quorum.

2442 Each Board member shall be entitled to one vote. A tie vote defeats the motion.

2443 Unless otherwise covered in policy, meetings of the SPLB will adhere to Robert's Rules of Order.

2444 Trustees who are absent from three consecutive meetings without valid reason, or without notification to the Chairperson or Secretary, may be removed from the Board.

2445 In camera meetings

The Board may hold an in camera meeting only if the subject matter being considered is:

- The security of the Library
- Personal information of an individual, including an employee of the Library
- Proposed or pending property acquisition
- Labour relations or negotiations
- Litigation, potential litigation or other legal matters
- Any matter that would cause financial or economic harm to the library, or to the relationship between the library and the government or other public bodies

A motion to move "in camera" shall include the reason for holding the meeting in camera

Minutes of the in camera meeting shall be available only to the Chief Librarian and members of the Board, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

2446 Delegations

All regular meetings of the Sechelt Public Library Board are open to the public to attend as observers, not participants.

Any person or organization wishing to appear as a delegation before the Board shall submit a written request to the attention of the Secretary of the Board (Chief Librarian) not less than ten (10) days prior to the Board's regular monthly meeting. The request must indicate the subject matter and particulars upon which the delegation wishes to make the presentation. Late submissions will not be accepted unless otherwise determined by the Chairperson of the Board.

The Board reserves the right to refuse a request for delegation appearance.

Upon approval, the delegation shall be allotted a period of time to make a presentation, with additional time for Board members to ask questions. The allotted time shall be set by the Chairperson.

2450 Annual General Meeting

The Annual General Meeting shall be held during the month of February at a time to be specified by the Board. Notification of this meeting and any special meetings shall be made to the general public and Association membership via the local news media a minimum of 21 days in advance.

2451 Nominations for trustees will be sought by a nominating committee. The committee shall be composed of a chairperson, who is a Trustee, and two (2) Association members, appointed by the Board. The Nominating Committee will be established on or before October 31 of each year. The Committee shall prepare a slate of candidates at least two (2) weeks before the Annual General Meeting and post it in the Library.

2452 Additional nominations may be made from the floor at the Annual General Meeting.

2453 All nominations will include:

- The name and contact information of the nominee
- Being a member in good standing of the Sechelt Public Library Association
- A consent statement of willingness to be nominated, signed by the nominee
- A short resume of the nominee
- Nominating signatures of two (2) other members, in good standing, of the Association
- Consent to undergo a Criminal Records Check

2454 Trustees shall be elected at the Annual General Meeting and shall take office at the first regular meeting following the Annual General Meeting. All board members will sign a Privacy and Confidentiality Agreement at the time they join the board.

2500 OFFICERS OF THE ASSOCIATION

2510 The Chairperson shall...

- Be elected at the first regular Board meeting following the Annual General Meeting/elections
- Preside at all meetings of the Association and at all general or special Board meetings
- Generally supervise the business of the Association to insure that its policies and objectives are carried out
- Be one of the signing officers of the Association
- Prepare meeting agendas in consultation with the Secretary
- Be an official representative of the Association at such times and places as require representation. This role can be assumed by someone appointed by and from the Board in that Chairperson's place
- Be the official representative of the board to the media. This role can be assumed by someone appointed by and from the Board in that Chairperson's place
- Prepare and make available a President's report for the AGM
- Encourage self-evaluation of trustees

2520 The Vice-Chairperson shall...

- Be elected at the first regular Board meeting following the Annual General Meeting
- Assist the Chairperson in carrying out the duties of the chair
- Preside over meetings in the absence of the Chairperson
- Carry out such other duties as determined by the Board
- Be one of the signing officers of the Association

2530 The Chief Librarian is the Secretary of the Board under the Library Act Part 4:41(b) and shall...

- Be responsible for the preparation and custody of the minutes of the Association
- Attend to all correspondence of the Board and Association
- Keep a file of correspondence
- Issue notice of all meetings and consult with the Chairperson in the preparation of meeting agendas
- Provide copies of the minutes of the last meeting as soon as practicable prior to the next regularly scheduled meeting of the Board
- Give to any successor all records and pertinent information dealing with the business of the Board/Association

2540 The Treasurer shall...

- Be elected from amongst the elected Trustees at the first regular Board meeting following the Annual General Meeting
- Manage the Board's review of, and action related to, the Board's financial responsibilities
- Work directly with the Chief Librarian in developing and implementing financial procedures, systems and internal controls
- Provide regular financial reports to the Board and advises the Board on key financial issues and events
- Working with the Board Chairperson, speak for the Library on financial matters to elected representatives
- Be one of the signing officers of the Association
- Chair the Finance Committee
- Assist the Board and its committees in the preparation of the annual budget

2600 COMMITTEES

At the first regular Board meeting after the Annual General Meeting, Trustees will set up and "staff" such committees as are deemed necessary for the operation of the Association. Each committee shall have a basic set of terms of reference. Committees lasting from year to year shall be considered *standing committees*, and committees struck for short term or single tasks shall be considered as *ad hoc*. The Board maintains the right to change committee structure from time to time in accordance with need. Committees will have the power to recommend regulations or policies, or changes of same, to the Board.

2610 Current standing committees of the Board include:

- Finance
- Human Resources/SPLA-CUPE Joint Committee
- Policy

2620 Ad Hoc committees will be appointed at the discretion of the Board and will be given short-term specific tasks. Purpose, time limits, powers, funding, and such other terms of reference as are needed will be supplied. Members of the community who are not Trustees may be appointed to ad hoc committees. The Public Awareness Committee and the Building and Facilities Committee are ad-hoc committees which will be created as needed.

2630 Finance Committee (see Appendix AP-2630)

- The Finance Committee shall consist of the Board Chairperson, Vice- Chairperson, Treasurer and the Human Resources Committee Chairperson.
- The Treasurer will chair the Finance Committee.
- The Chief Librarian will be an advisor to the Finance Committee.
- The Finance Committee carries out duties as outlined in the Library Act Part 4:40.
- The Finance Committee manages/directs the Library's annual financial planning and budget processes.
- The Finance Committee ensures that the appropriate financial policies, procedures, processes and internal controls are in place.
- The Finance Committee does an annual review of finances, year-end financial statements and all related preparations for and reporting of the Audit.

2640 Human Resources Committee (see Appendix AP-2640)

- The Human Resources Committee shall consist of at least three Trustees.
 - The Human Resources Committee's duty is to advise the Board on policy related to human resources, and to ensure that human resource matters are conducted in accordance with the Board's approved Human Resources Policies.
 - The Chief Librarian will be an advisor to the Human Resources Committee and bring the interests and concerns of the employees to the Committee.
 - The Human Resources Committee reviews staffing levels and staff remuneration, and human resources development and training, in order to assist the Finance Committee in preparation of the human resource portion of the annual budget submissions and five-year financial plans.
- At least one member of the Human Resources Committee will sit on the SPLA/CUPE Joint Committee

2650 Policy Committee (see Appendix AP-2650)

- The Policy Committee shall consist of at least two Trustees.
- The Policy Committee's duty is to prepare and maintain a viable policy manual; to update and revise policies from time to time as needed.
- The Policy Committee shall tend to all related matters as referred to it by the Board.
- It shall be the duty of the Policy Committee to seek and respect full consultation with the Board, all committees of the Board and the Chief Librarian, as policies are contemplated and constructed, and before they are finalized and adopted.

2660 SPLA and CUPE Joint Committee**2670** Ad-hoc Committees

Non-Board members may be appointed by the Board to serve on these Committees.

2671 Public Awareness and Advocacy Committee (see Appendix AP-2671)

- The Public Awareness and Advocacy Committee shall be chaired by a Trustee, consist of at least two Trustees and shall include the Chief Librarian (or delegate) as an advisor/liaison.
- It is the duty of the Committee to extend public knowledge of the objectives, programs, projects and services of the Sechelt Public Library and the Association.
- The Public Awareness and Advocacy Committee will use all available media services and will also consider such other forums and personal or targeted outreach as may from time to time be possible.

2672 Building and Facilities Committee**2700 LIAISON REPRESENTATIVES**

At the first regular Board meeting after the Annual General Meeting, the Board appoints from amongst its Trustees a representative to act as liaison to the following entities:

- InterLINK
- Friends of the Sechelt Public Library
- Sechelt Public Library Foundation
- District of Sechelt (Building Liaison)
- Sechelt Community Archives
- BC Library Trustees' Association
- And such others as required from time to time

The Liaison Representative will communicate to/from the Board and to/from the assigned entity. An alternate liaison representative may be appointed when needed.

2710 InterLINK

InterLINK is a consortium of lower mainland Library systems inclusive of Sechelt Public Library. The Liaison Representative will represent the Library at InterLINK board meetings and report to the Board.

2720 Friends of the Sechelt Public Library

Friends of the Sechelt Public Library (Friends) is an independent non-profit organization with its own constitution and executive. It is formed by a group of dedicated volunteers whose objectives are:

- To raise funds for Library equipment and special projects
- To raise public awareness of the Library's assets and needs
- To encourage donations to benefit the Library
- To sponsor events for public enjoyment in the Library's name
- To involve book-loving volunteers in the life of the Library

2721 Sechelt Public Library commends the objectives of the Friends as outlined in 2720 and recognizes the importance of a good and strong relationship between the Board and the Friends. There will be a concerted effort to maintain a liaison and a pathway of information regarding programs, projects and plans. It is also important for the two entities to closely coordinate public awareness and promotion.

2722 Operating expenses of Sechelt Public Library are provided through the allocation of public funds approved by agreements with local governments. Funds obtained through fund-raising activities organized by the Friends should not be integrated into the Library operating budget, except as gifts for specific purposes designated by the Board. Dispersal of Friends' funds occurs in consultation with the Chief Librarian.

2730 Sechelt Public Library Foundation

The Sechelt Public Library Foundation is an independent non-profit organization with its own constitution and executive. Its mandate is to encourage donations such as annual gifts, bequests and endowments and to manage these funds for the long-term benefit of the Library. Dispersal of Foundation funds occurs in consultation with the Chief Librarian and the SPLA Board.

2740 District of Sechelt (Building Liaison)

The Building Liaison Representative will liaise with the District of Sechelt regarding matters including the building rental, public liability, occupational health and safety, major repairs, renovation and/or expansion of the physical plant. The Building Liaison Representative will also consult with the Trustee appointed by the District of Sechelt on these various matters. The Chief Librarian or designate is responsible for day-to-day management of the Library facility.

2750 Sechelt Community Archives

The Sechelt Community Archives has been established to maintain and preserve the Helen Dawe Collection of Sechelt historical material, and to collect and preserve other archival material pertaining to the growth and development of Sechelt and District. The Library supports the Archives by providing space and administrative support. A Trustee will be appointed to act as liaison to/from the Sechelt Community Archives, to carry out liaison tasks as assigned.

2760 BC Library Trustees Association

The BC Library Trustees Association (BCLTA) is a province-wide association of trustees with a mandate to work with all matters of a provincial concern to trustees throughout BC. The Board chooses to maintain a liaison representative with this association.

2770 Iris Loewen Endowment for Early Literacy

The Iris Loewen Endowment has been established by the SPLA Board through the Sunshine Coast Community Foundation. Donations to the Endowment provide funds to be used by the Chief Librarian for programs encouraging early literacy.

2800 PUBLIC RELATIONS

2810 Goals - The Sechelt Public Library Association, the Board and the Sechelt Public Library all believe in the critical importance of their connection and relationship with the community they serve. A strong public awareness and advocacy program is an appropriate means, and it should have these goals:

- To promote an understanding of the Library's programs and services among civic leaders, business leaders, and the general public at large (adults and children).
- To promote an understanding of the Library's needs, objectives and future plans to governing officials and appropriate community groups, demonstrating how library programs and services best serve various entities of our community.
- To strongly encourage and actively seek participation by all sectors of the public.
- To develop and maintain a major giving program.

2811 To achieve the goals outlined in Policy 2810, the Board encourages Trustees and Library staff:

- To work together with the Ad-hoc Public Awareness and Advocacy Committee and the Chief Librarian to specifically promote the Library, its programs and its services. This work will be undertaken as determined by the Board and the chief Librarian.
- To give talks and to participate in community affairs.

2820 Media use and Library spokespersons

Public awareness and advocacy should include all forms of media accessible to the Library, and these forms of media should be utilized to get our message across effectively.

2821 The Board Chairperson (or designate) is the only public spokesperson for the Board and the Association. The Chief Librarian (or designate) is the only spokesperson for

programs, services, and all matters related to the day-to-day operation of the Library. All media inquiries should be directed to the designated spokesperson.

2830 Community input

Individual and/or community groups should be encouraged to express their specific needs for library programs or services. Comments or complaints received from individuals or groups should be carefully documented by receiving staff or Trustees and forwarded for appropriate consideration and action.

2831 Needs Assessment

Sechelt Public Library will, from time to time, as appropriate do “needs assessment” studies focusing on public outreach as well as library programs and services.

2840 Event advertising

The advertising of events of a cultural, informational, recreational or educational nature, held at or sponsored by the Library, with or without charge, may be planned and executed at the discretion of the Chief Librarian.

2850 Outside agency fundraising, canvassing and petitioning

The Library will not participate in charity drives or other such functions involving fundraising for any other organization, unless it specifically benefits Sechelt Public Library and has Board approval.

2851 The Library will not allow its “in-library” customers to be canvassed or petitioned by individual or organizations. In exceptional circumstances a specific and detailed written request may be considered and approved by the Chief Librarian and the Board Chairperson.

2860 Library notice board

The Sechelt Public Library notice board and adjacent display area is located in the foyer/main entrance of the Library and Municipal Offices. This notice board is reserved primarily for the use of the Library for library-related information and events. Notices regarding meetings/events in the Community Meeting room are also posted here.

2861 Subject to availability of space, notices from non-profit groups or notices of community events may be accepted and authorized. Literature for free distribution (brochures, pamphlets, college calendars, newspaper-type publications, etc.) requires authorization. Materials left for distribution without authorization will be removed.

2862 All items posted must be pre-authorized by the Chief Librarian or designate, with his/her initials and the date recorded on the item. No item shall remain posted for more than four (4) weeks.

3000 LIBRARY SERVICES

The Library is a friendly community gateway to ideas, knowledge, information and literature for lifelong learning for the broadest spectrum of the community.

3010 Environment

The Library seeks to provide a safe, accessible and respectful environment for its employees, volunteers, patrons and visitors.

3020 Services

The Library strives to provide the services necessary to fulfill its Vision, Goals, Mission and Values in an efficient manner within its allocated funding.

3030 Literacy

The Library is committed to promoting literacy in the community.

3040 Responsibility

The Chief Librarian is responsible for the day-to-day operation of the Library. The Chief Librarian may delegate tasks to qualified Library staff members and/or qualified Library volunteers.

3050 Intellectual Freedom

The Sechelt Public Library Board endorses the Statement on Intellectual Freedom of the Canadian Library Association (see Appendix AP-3050a) and the British Columbia Library Association Statement of Intellectual Freedom (see Appendix AP-3050b).

3100 BORROWING

3110 Loans and renewals

Valid Library card holders (see Policy 2300) may borrow materials for the stated loan period. Loan and renewal periods are set to provide reasonable and equitable access to Library materials and to ensure the return of items.

3111 The number of items that may be borrowed by a patron at one time may be restricted where the size of and demand for a collection warrant it.

3120 Holds

Holds may be placed on catalogued items which circulate and on items which are on order. To ensure that collection resources are shared equitably, there may be a limit to the number of holds that each customer can have at one time.

3130 Overdue materials

The Library may impose fines for overdue materials, and borrowing privileges may be suspended until fines are paid. Patrons with excessive fines shall be notified of the outstanding amount by letter. If fines are not paid, further action will be taken.

3140 Lost or damaged materials

The patron is responsible for the replacement cost of lost or damaged material checked out on his or her Library card. Borrowing privileges may be suspended until costs are paid.

3200 PROGRAMS**3210** Programming

The Library may offer a variety of programs. Programming is integral for the communication of educational, recreational and informational knowledge, ideas or experience.

3220 Criteria for programming

The Library presents programs to:

- Reflect the Vision, Mission and Values of the Library in meeting the needs of the community
- Highlight and encourage the use of particular parts of the Library's collection, resources, or services
- Attract potential users to the Library and increase community awareness of and support for the Library
- Encourage reading and literacy

3230 Program access

Programs organized by the Library are open to the public but, when necessary, numbers may be restricted and registration required. The Library may charge fees to recover costs associated with implementing a program.

3240 Speaker fees and expenses

Programs may be conducted by staff members or appropriate speakers from outside the Library. Speakers do not usually receive a fee or expenses but exceptions may be made with the approval of the Chief Librarian.

3300 COMMUNITY INFORMATION DISPLAY AND DISTRIBUTION

As part of its regular service to the community, the Library provides space and facilities for announcements, pamphlets, newsletters, newspapers and magazines in print and other media which deal with cultural, recreational, informational and education activities. Every effort will be made to ensure that all sides of an issue have the opportunity to present their views.

3310 Material posting and display

Materials may not be posted or publicly displayed on Library property, nor petitions circulated without the Library's permission. See also Policy 2560 re: Library Notice Board.

3320 Variety of materials

Materials are provided that represent varying points of view that are of current interest. The materials will reflect current conditions, trends and controversies so that members of the community may inform themselves and make individual judgments. Particular beliefs or

views are not promoted, nor is the acceptance of any items for this space equivalent to endorsement of the viewpoint expressed therein.

3330 Access to materials

In providing these materials, it is accepted that while people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others. Access to materials is guided by the BC Human Rights Amendment Act, 1993.

3340 Political participation

The Library does not participate in partisan politics.

3350 Posting and displaying of materials is subject to the availability of space. The Library reserves the right to remove materials at any time.

3360 Event exhibits and displays

The Library may, from time to time, arrange for exhibits or displays as they relate to events or activities planned by the Library.

3400 INTERNET AND COMPUTERS**3410 Public computer workstations**

In response to advances in technology and the changing needs of the community, the Library offers computer workstations for the public to access:

- Internet
- Word processing and other application software
- Library catalogue
- Personal Library card account information and services
- Database portals and services

3420 Public internet and computer training

The Library will provide workshops, orientation sessions, and other training for the public from time to time. Basic assistance in locating information on the Internet or in troubleshooting will be provided by Library staff as time and staffing levels permit.

3430 Membership requirement

Computer users are not required to be members of the Library.

3440 Disclaimer of responsibility

A suitable disclaimer notice shall be displayed in the computer workstation area and on the Library website.

- The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet may contain inaccurate material or material of a controversial nature.
- The Library does not censor access to material nor protect users from inaccurate or offensive information.

- Parents must assume responsibility for their children's use of the Internet.
- Children under the age of 10 must be accompanied by an adult; children between the ages of 10 and 12 must have parental permission to use the Internet unsupervised. A parent must sign in children under 14 and provide supervision.
- The computer in the children's area is for children's use only.

3500 COOPERATION WITH OTHER LIBRARIES, AGENCIES & INSTITUTIONS

Where practical, the Library will co-operate with other libraries, community agencies and organizations in meeting the needs of the community. The Library will try to avoid unnecessary duplication of materials and services readily available elsewhere in the community.

3510 Reciprocal borrowing

Reciprocal agreements with other libraries are established and maintained where possible in order to augment the Library's materials and services. The Library is a member of InterLINK which grants library privileges to any resident of the participating Lower Mainland communities.

3520 Interlibrary Loan

3521 Specialized, out-of-print or other print items which are beyond the scope of the Library's collection are located for library patrons through interlibrary loan. Although microforms may be requested, audio and visual materials and items published within the past 12 months may not be requested.

3522 The Library follows the practices outlined in the Interlibrary Loan Code for BC Public Libraries and the Interlibrary Loan Policies in Canada.

3523 Library patrons with a valid Sechelt Public Library card may request interlibrary loan for materials that are not in the Library's collection.

3524 The Library does not charge for interlibrary loan service unless the lending library/institution requires a fee. Any fees will be charged to the patron.

3525 The Library does not levy charges for items requested by other libraries.

3526 Interlibrary loans lent to other libraries may be renewed providing the materials on loan are not currently in demand at the Sechelt Public Library

3527 The Library does not allow interlibrary loan of reference books, audio and visual materials, magazines or newspapers, or items in high demand at the Sechelt Public Library.

3530 Relationship with Gibsons and District Public Library

The Sechelt Public Library may enter into co-operative ventures with the Gibsons and District Public Library to enhance library service to the citizens of the Sunshine Coast, to acknowledge the interconnectedness of the communities on the Sunshine Coast, and to seek economic benefits to both library associations.

3600 CONDUCT IN THE LIBRARY

3610 Safe environment

The Library must ensure an orderly and safe environment is maintained for all customers and staff within our Library. Customers and staff must be able to use the Library as a place free of inappropriate behaviour. This commitment is consistent with the Library Act Part 5 and other policies in this manual.

3620 Code of Conduct

The Board has established a Code of Conduct (see Appendix AP-3620) to be available to all staff and customers. This Code is posted in the library. It provides guidelines for all library users. The Chief Librarian and designated staff will enforce the Code of Conduct using discretion and acting in the best interest of a safe and effective Library environment for all customers and staff.

3630 Remedies

The Board of Trustees anticipates remedies for infractions of the Code of Conduct to be applied with discretion, with minimum enforcement to get the needed compliance. Remedies may begin with a simple courteous request.

3631 The Chief Librarian and delegated staff will need to determine remedies on a case by case basis inclusive of calling the RCMP, removal from the Library for a period of time, suspension of Library privileges, exclusion/expulsion from the Library, and/or such remedies as may be deemed appropriate.

3632 Library users may be asked to leave the Library by staff, and/or computer user privileges and/or general Library privileges may be cancelled or suspended for due cause, including:

- Breaching the code of conduct
- Misusing or damaging a computer or other equipment, reprogramming the library's computer, tampering with the equipment or software; and using the Internet for illegal or unethical purposes (as determined by the Chief Librarian or designate)

Library users may be prosecuted and/or financially liable for any damage to library equipment.

3640 Incident reporting

Incident reports documenting infractions of the Code of Conduct shall be made and filed with the Chief Librarian. If future actions are required, the reported documentation will be available to the offender, the Sechelt Public Library board and relevant authorities.

3650 Appeals

Appeals regarding suspension of privileges or expulsion from the Library should be directed in writing to the Chief Librarian. The Chief Librarian will adjudicate each appeal on an

individual case basis. If the matter cannot be resolved, the matter may be referred to the Board for review.

3700 PERSONAL INFORMATION AND PRIVACY

3710 General

The Library is committed to protecting each person's privacy. Its legal authority to collect personal information flows from the Library Act and Section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA). Other acts are involved at various levels, including Personal Information Protection Act (PIPA), Canada's Privacy Act and Canada's Personal Information Protection and Electronic Documents Act (PIPEDA). The Library will operate its privacy policies and procedures on a basis of the above-mentioned legislation. Day by day processes and procedures will be as set out in the document Privacy Guidelines for British Columbia Public Libraries ("Privacy Guidelines"). These guidelines are not legal advice, but guidelines that meld the various Acts with practical day-to-day operational procedures.

3711 At least two copies of the above-named sources shall be available in the Library. The first copy is for the use of Library patrons (in-library reference) and the second copy for the exclusive use of the designated Freedom of Information/Privacy Officer or delegate. Copies are also available on line.

3720 Privacy Officer

The Board designates the Chief Librarian as the Freedom of Information/Privacy Officer ("Privacy Officer"). The Privacy Officer is responsible for training staff, communicating privacy policies to patrons, compliance, and for security of private information collected.

3721 Contact information for the Library's Privacy Officer is:

Chief Librarian
Sechelt Public Library
5797 Cowrie Street
Sechelt, BC V0N 3A0 604-885-3260

3730 Personal information

Personal information is defined as information about an identifiable person. Appendix IV of the Privacy Guidelines outlines the procedure for collection of and the purposes for which the Library collects personal information. The Library also defers to, and substantially recognizes sections #4 to #9 of Appendix IV of the Privacy Guidelines, wherein it delineates:

- How personal information is used
- When personal information is disclosed
- How personal information is kept secure
- How long personal information is kept
- Accuracy of personal information
- How personal information can be accessed or corrected

3740 Children's personal information

Children have the same rights as adults with respect to their Personal Information under FOIPPA. Where a child is “incapable” of exercising his/her right to access, correct or consent to the disclosure of his/her personal information, the child’s parent/guardian may do so on the child’s behalf.

The Library assumes that children of 12 years and older are generally capable of exercising their own rights. However, the Library will honour the request of a child or parent/guardian wherein they do not believe the guideline age is appropriate in their circumstances.

3750 Website and personal information

The Library maintains a website and will endeavour to protect the privacy of all its patrons online the same as in all other mediums. Any Personal Information collected, used or disclosed is in accordance with FOIPPA and other relevant legislation. We are also committed to working with the Privacy Guidelines and adopt their processes and procedures regarding such things as Web Forms and E-mail. Personal Information will be secure when within the Library’s system and our control of same.

3760 Personal information disclosure

The Library does not sell or rent Personal Information. Personal Information is disclosed only in accordance with FOIPPA or as required by law.

4000 PERSONNEL

4010 Preamble

The Sechelt Public Library Association and its elected Board are tasked with providing public library service in the Library's service area or community. The Board is responsible for overall governance of the Library, its operation and its employees. The Board delegates the day-by-day administration of employees to the Chief Librarian. All staff and personnel matters related to items covered in the Collective Agreement with CUPE Local 391 will be dealt with under the provisions of the collective agreement. Other matters of staff and personnel will be covered in the Policy Manual.

4020 Other legislation

In the event there is a conflict between any policy herein and any federal, provincial, regional or municipal legislation, regulation or bylaw, the relevant legislation will prevail.

4030 Definitions

Definitions established in the Collective Agreement will be agreed to and respected by the Board.

4040 Authority

The Library Act provides the authority for the Board to establish and maintain policies with respect to personnel.

The Board delegates to the Human Resources Committee the responsibility for maintaining the Personnel and Volunteer Manual in consultation with the Chief Librarian, and for recommending any changes to the Board, minimally once annually. The Board reviews and approves the recommended changes.

The Board delegates to the Chief Librarian the responsibility for implementing the terms and conditions of the Collective Agreement. The Chief Librarian will report annually to the board on Collective Agreement matters.

4100 VOLUNTEERS

4110 The volunteers of this Library have traditionally contributed in providing library services to the community. Guidelines for volunteers are found in the Collective Agreement.

- Generally, volunteers are expected to provide service excellence through regular and consistent participation. A volunteer shall not act in any way that might negatively affect or obligate the library
- Trustees shall not be eligible to be volunteers in the library
- All library volunteers will be required to undergo a criminal records review from the Ministry of the Solicitor General
- Annually the Library shall formally highlight and recognize the contribution of volunteers

4200 OCCUPATIONAL HEALTH AND SAFETY (OHS)

The Board recognizes the need for “health and safety” regarding our employees, volunteers and customers to be important. The Board recognizes *WorkSafe BC* and its regulations and information. Occupational Health and Safety issues will be dealt with through the collective agreement. A joint OHS committee will report to the board annually.

4300 CHIEF LIBRARIAN

4310 General

The Chief Librarian is hired by and directly accountable to the Board. The Board delegates to the Chief Librarian the responsibility for the successful operation of the Library.

4320 Role of the Chief Librarian

The Chief Librarian is the Chief Executive Officer of the “corporation”, the Sechelt Public Library. The central role of the Chief Librarian is to cause the Sechelt Public Library to be a success. The role requires multi-faceted leadership, skills and diligence, as well as the personal commitment to assure that success.

4330 Relationship between the Board and the Chief Librarian

The Chief Librarian and the Board shall maintain a professional, respectful, communicative and collaborative relationship.

4340 Recruitment

Should there be a need to recruit a Chief Librarian, the Board will establish an ad hoc Search Committee of three Trustees to set criteria, search for candidates, interview and hire a new Chief Librarian. The committee will also be responsible for contracts, probation and evaluation regarding the new Chief Librarian.

4350 Job description

This position involves the responsibility for the operation of the Sechelt Public Library and includes:

- Administering the library and its finances
- Human resource activities – hiring, training, supervising, and evaluating library staff
- Promoting the library
- Developing and selecting the collection
- Other duties as the Board may require

The Chief Librarian is responsible for keeping the Board informed through consultation and regular reports and by attending Board and committee meetings.

4360 Qualifications

The qualifications for the Chief Librarian are:

- Library degree from an accredited library school
- Previous experience in administering a library preferred
- Technologically literate; familiar with automated library systems
- Ability to communicate effectively with Board, staff and the community

4370 Professional development

The Board expects that the Chief Librarian will maintain professional qualifications through library association memberships, attendance at conferences and workshops, and other relevant training programs.

4380 Evaluation of the Chief Librarian

The Board believes that it is important to have a regular performance evaluation of the Chief Librarian. The purpose of the evaluation shall be to ensure the efficiency and effectiveness of the Chief Librarian in carrying out his/her responsibilities. The evaluation will be a collaborative exercise with input received from the Chief Librarian, the Board and other appropriate resources.

4381 The Board Chairperson shall initiate the evaluation process triennially at a minimum. The evaluation committee shall consist of the Board Chairperson, the Vice-Chairperson and the Human Resources Committee Chairperson. The final report will be written by the Board Chairperson and then discussed fully with the Chief Librarian.

4390 Absence of the Chief Librarian

The Chief Librarian will delegate a staff person to act on his/her behalf during any short absence of the Chief Librarian from the Library.

The Chief Librarian will delegate in writing a staff member to act on his/her behalf during any absence of the Chief Librarian from the Library for more than two weeks, and will notify the Board of that delegation.

In the event that the Chief Librarian shall be absent for more than four weeks, the Board shall appoint an Acting Chief Librarian.

5000 FINANCE

5010 The Treasurer is an Officer of the Association in accordance with Policy 2540.

5020 The Finance Committee is a standing committee of the Board in accordance with Policy 2320. See Appendix AP-2630 for the Committee's Terms of Reference.

5030 The fiscal year shall start January 1 and end December 31.

5040 Unless otherwise directed by the Board, monies remaining in the budget as surplus at the end of the fiscal year are carried over to the following year for use by the Library. Deficits at the year end are normally funded out of the following year's budget.

5100 BUDGET

Definitions:

- 'Draft Budget' is the annual budget prepared by the Chief Librarian and Finance Committee for presentation to the Board.
- 'Provisional Budget' is the annual budget approved by the Board for presentation to local government funding bodies.
- 'Official Budget' is the annual budget adopted by the Board based on the approved funding level.

5110 The Board will be responsible for the preparation and approval of the core library services budget, in accordance with the provisions of the Library Act Part 4:40(1).

5120 The Board will approve a Provisional Budget and may approve revisions to that budget upon recommendation of the Finance Committee.

5121 The Finance Committee is responsible for presenting the Draft Budget to the Board.

5130 The Board will approve an Official Budget following receipt of final funding approval, based on recommendations from the Finance Committee.

5140 The Library will operate within the approved Provisional Budget from January 1 until the Board approves the Official Budget.

5200 REVENUE**5210 General**

All monies collected or received from government funding bodies and through Library operations are incorporated into the general revenue fund of the Library, unless otherwise designated.

5220 Gifts, grants, and donations

Gifts, grants, and donations whose purpose is not designated by the donor or contributor shall be used at the discretion of the Board. All gifts or donations over \$500 which are not specifically designated by the donor shall be placed temporarily in the Reserve/Contingency Fund. The Board will make an effort to expedite designation of the use of such a donation and to inform and thank the donor outlining the specific use of that donation.

5221 The Board will make every effort to use designated gifts, grants, and donations for the stated purpose.

5230 Tax receipting

The Sechelt Public Library Association shall maintain its charitable organization status and will issue tax receipts in accordance with federal requirements.

5231 Official tax receipts will be signed by the Treasurer or the Chief Librarian.

5232 The Board will determine the minimum amount of donation for which official tax receipts may be issued.

5240 Library fees and charges

The Library may charge fees for services in accordance with the provisions of the Library Act Part 4:46 and 4:47(a).

5241 Charges levied against a patron must be paid in tenders acceptable to the Library. The Library will not accept donations of books or other materials in lieu of payment, but may accept in lieu of payment for a lost item another new copy of that same item with the prior approval of the Chief Librarian or designate.

5242 A service charge will be levied for payments that do not clear, such as cheques marked 'Not Sufficient Funds'. The charge will be in the amount of any additional processing charges incurred by the Library.

5243 Patrons whose accumulated library fines exceed \$200 will be notified by the library by letter, and may have their borrowing privileges removed until all fines are paid. See also Policy 3130 and 3140.

5300 EXPENDITURES**5310 Authority**

The Board has exclusive control over Library expenditures, in accordance with the provisions of the Library Act Part 4:40(2).

5320 Purchasing

Purchasing decisions are made on the basis of price, quality, and availability of the goods and services, with consideration given to local services and products.

5330 Expenditure approval

5331 Exceptional expenditures not provided for in the budget require the recommendation of the Finance Committee and the approval of the Board.

5332 General expenditures

- Expenditures up to \$5,000 must be approved by the Chief Librarian or designate.
- Expenditures of \$5,000 but less than \$20,000 must be approved by the Chief Librarian together with the Finance Committee.
- Expenditures of \$20,000 or more must be approved by the Chief Librarian together with a resolution from the Board.

5333 Expense reimbursement

Employees, Trustees and volunteers will be reimbursed for reasonable expenses incurred in conducting Library business, in accordance with the rates provided in the Travel Expense Reimbursement form (see Appendix AP-5333).

- Travel expenditures up to \$1,000 for any one individual must be approved by the Chief Librarian.
- Travel expenditures of \$1,000 or more for any one individual must be approved by the Chief Librarian together with a resolution from the Board.

5340 Signing authority for day-to-day operations

The Chief Librarian and a senior staff designate shall be signing officers for the purpose of authorizing cheques and contracts for goods or services required in the day-to-day operation of the Library, within the parameters of the budget, the expenditures limits in Policy 5332, and the cheques-signing parameters in Policy 5350.

5350 Cheque-signing parameters

All cheques shall require two signatures:

- Cheques in amounts up to \$200 may be signed by the Chief Librarian and senior staff designate.
- Cheques in amounts of \$200 but less than \$10,000 must be signed by either (a) a Trustee and the Chief Librarian or senior staff designate or (b) two Trustees.
- Cheques in amounts of \$10,000 or more must be signed by two Trustees.

5400 FINANCIAL REPORTING AND AUDIT

5410 The Board shall prepare and provide financial statements in accordance with the provisions of the Library Act Part 4:40(3).

5420 All accounts shall subject to a financial review at the end of the fiscal year.

5430 The Board shall review the appointment of a financial review agency at least every five years.

5440 The Board shall appoint a financial review agency at the Annual General Meeting.

5450 The Sechelt Public Library Board will ensure compliance with Provincial Requirements and the submission of the annual Statement of Financial Information (SOFI) as per the Library Act and the Financial Information Requirements.

5500 FUNDING

5510 The Board shall secure adequate funding to provide the library programs and services within the Library's service area.

5520 The Board may raise funds to support the Library, in accordance with provisions of the Library Act Part 4:39(e).

5600 DISPOSITION OF SURPLUS PROPERTY

5610 The Sechelt Public Library may dispose of library materials, equipment and furniture which are no longer required or appropriate for library use.

5620 Library materials, equipment or furniture with little or no value, or with no recognizable market, may be disposed of at the discretion of the Chief Librarian.

5630 Marketable property with an estimated value of less than \$1,000 may be disposed of, either by sale at a fixed price or by sale at a public auction, at the discretion of the Chief Librarian.

5640 Marketable property with an estimated value of more than \$1,000 may be disposed of by a method determined by the Board. Methods of disposal may include sale at a fixed price, sale at a public auction, or sale by sealed bid.

6000 PLANNING, POLICY DEVELOPMENT & MISCELLANEOUS

The Board recognizes the importance of having an effective and current Strategic Plan in place to focus Board and staff energy toward the same goals. The Board will go through the strategic planning process as necessary. The Strategic Plan must be capable of assessing and adjusting library services in response to community needs as they change over time. It has directions, goals and action plans, but is not an operational manual for the Library. The Board will measure the achievement of outcomes within the Strategic Plan, if needed. At the August meeting, the Board will review the following:

- Five-year plan
- Achievements of the past year
- Budget planning and priorities for the coming year
- Strategic Plan, if needed

6010 Vision, Mission and Values

The Board will maintain Vision, Mission and Values statements for the Sechelt Public Library, as well as a description of its Core Services and Roles. This will be done through a triennial strategic planning process, the annual review of the Board's Policy Manual, and as needed.

6100 THE STRATEGIC PLAN

The Strategic Plan is presented in detail in each of the following groupings:

6110 Board Leadership

Develop the capacity and profile of the Board to provide effective leadership.

6120 Human Resources

Provide staff resources required to deliver excellent services.

6130 Collections and Services

Meet the needs of the residents of the Sunshine Coast by developing high quality plans and programs.

6140 Community Engagement

Become a valuable partner of choice for key community organizations and agencies.

6150 Technology

Ensure that the technological infrastructure effectively supports operations and services.

6160 Facilities

Develop a plan for the Library facility and its expanding need for space over time.

6170 Funding

Ensure stable and adequate funding to provide core library services consistent with the Library's Mission, the community's needs, and provincial library initiatives.

6180 Long-Term Planning

Give the Board opportunity to set some broad, longer term strategies beyond the three year plan.

6200 GUIDELINES FOR POLICY DEVELOPMENT

The Sechelt Public Library Association and the Board of Trustees desire their policies to be “living” policies. These policies need to be viable, valid, useful and subject to revision from time to time. All policies should be capable “guidelines to decision-making”. Ultimately, the Board has the power and the responsibility to change, create and implement policy.

Policy development and evaluation are important tools to the making of decisions to ensure the ongoing excellence of the Library.

6210 Structure

Given the structure of the Association and the Board, any and all new policy needs, or ideas, will be transmitted from whatever source to the Policy Committee. Inputs shall be welcomed from sources such as the Board, its committees, the Chief Librarian, the Library’s funders and the public at large. Inputs will be reviewed and viable policy will be created, reviewed and presented to the Board for authorization and implementation.

6220 Review

The Policy Committee will periodically review the Policy Manual, inclusive of all policies, at least annually. It will make recommendations on revisions, additions or deletions of policies to the Board. The review process will include collaboration with appropriate standing committees of the Board.

6230 Formats

Revisions to policy over time will be aligned such as to follow all formats set out in the policy book. Revisions will be dated (upon approval).

6240 Integration/conflict

Policies will be integrated to ensure the smooth operation of the Library and the Association. No policy shall be in conflict with any other policy.

Section 39 (a) and (b) of the Library Act empowers the Board to make rules (policy) as needed to govern the Association and operate the Library, which is to say that the policies of the Board are simultaneously the policies of the Association.

6250 Purpose and scope

Policy guides Board decision-making and will not interfere with day-to-day management and operation of the Library.

6260 Non-existent policies

In the absence of policy, the Board will make decisions based on the facts of the situation, best practice and in the best interest of the Library.

7000 MATERIALS SELECTION POLICY

The development of the Library collection is guided by the Library's Vision, Mission, and Strategic Plan and should reflect the roles adopted by the Library as:

- A popular materials library
- A pre-school gateway to learning
- A reference and community information centre
- An independent learning centre.

7010 Informal education, reference, and community information

The Library strives to provide sufficient materials to render the Library a usually dependable source of information for most people outside formal educational institutions.

7020 Formal educational materials

The Library does not provide specific curricular materials or textbooks as directly related to formal educational institutions. Textbooks and scholarly materials are purchased only when they are the best or only source of information on a subject.

7030 Prohibited material

Library materials will not contravene the provisions of the Criminal Code of Canada.

7040 Endorsement

The selection of any item for the Library's collection does not constitute endorsement of the content of the item by the Library.

7100 RESPONSIBILITY FOR SELECTION

The selection and purchase of library materials is the responsibility of the Chief Librarian acting in accordance with the policies established by the Board. The Chief Librarian may delegate the task of selection and purchase of Library materials to qualified staff.

7200 INTELLECTUAL FREEDOM

The Sechelt Public Library Board endorses the Statement on Intellectual Freedom of the Canadian Library Association (see Appendix AP-3050a) and the British Columbia Library Association Statement on Intellectual Freedom (see Appendix AP-3050b).

7210 Requests for reconsideration

A patron may register a written complaint regarding Library material on the form "Comment on Library Materials" (see Appendix AP-7210) for review by the Chief Librarian. Such forms are available from staff. After reviewing the matter, the Chief Librarian will render a decision based upon Library policy. If the matter cannot be satisfied at this level, the complaint may be referred to the Board. In any event, the complainant will be notified of the Board's decision.

7300 SELECTION CRITERIA

The following are general criteria for selection of materials for the Library collection regardless of format:

- Adherence to the principles of Intellectual Freedom set out in Appendix AP-3050
- Existing Library holdings
- Up-to-date and accurate presentation of material
- Popular demand
- Authoritativeness of the writer and the reputation of the publisher
- Social significance
- Importance of subject matter to the collection
- Scarcity of material on the subject and availability elsewhere
- Need for duplicate material
- Cost, budgetary and space limitations
- Canadian content/authors
- Suitability and durability of physical form for Library use.
- The Library's current Strategic Plan

Other considerations may be applicable in specific subject areas.

7310 Children and Teens

In addition to the general selection criteria noted in Section 7300, criteria for the children and teen collections include:

- Age level for which the material is intended
- Literary quality
- Design, presentation, effective illustrations

7320 Children's Materials

An area will be dedicated to materials for children. The Library recognizes the need to pay special attention to the development of a collection that is specifically intended and focused for the needs of children. The collection should foster enthusiasm for information, knowledge, concepts and ideas.

7321 Special attention will be placed on providing an early childhood library experience that is a positive pre-school gateway to learning.

7330 Teen Materials

An area will be dedicated to materials for teens. The collection should foster enthusiasm for information, knowledge, concepts and ideas.

7340 Special needs

The Library recognizes the need to develop a collection of materials for the special needs community. Examples include material in a variety of formats for the visually impaired, adult

literacy material, and material relating to English as a second language. The Library recognizes that special equipment may also be required and is committed to obtaining and maintaining such equipment as demand and funding permit.

7350 “Local” materials

Materials of particular importance to the Sunshine Coast, British Columbia and Canada may be given priority in the selection process.

7360 Electronic resources

As the Library attempts to stay current with technological advances, new technologies and formats will be evaluated and considered for suitability as demand and funding permit.

7400 COLLECTION ACCESS AND MAINTENANCE**7410** Access

The Library’s collection is designed to minimize barriers and enhance access to the collection. Materials will not be marked or identified to show approval or disapproval of the contents. No items are sequestered except to protect them from damage or theft.

7420 Discards

In order to maintain a current, useful and attractive collection, materials which are no longer useful in the light of the Library’s objectives will be systematically weeded from the collection according to accepted professional practices. Other materials may be rebound or replacement copies acquired.

7430 Disposal

Usable materials discarded from the Library may be used for the in-library book sale, or offered to the Friends of the Sechelt Public Library for use in their book sales.

7500 DONATIONS**7510** Donations of materials

Books and other library material may be accepted by the Library provided that:

- The material becomes the exclusive property of the Library;
- The material will be evaluated against the Library’s selection criteria;
- The Library makes a final decision on use and/or disposition of the material;
- Adequate staff and space resources are available; and
- No tax receipt is expected.
- Material that is not needed for the Collection may be sold for the benefit of the Library.

7520 Donations of funds

Donations of funds for the purchase of appropriate library resources will be accepted and a receipt for income tax purposes will be provided to the donor in accordance with the Library’s finance policies. The Library encourages donors to place as few restrictions as possible on the funds in order to permit the most flexible use of the donation for the enrichment of the collection. Some donations may be directed to the Sechelt Public Library Foundation, or may

become part of the Iris Loewen Endowment, or may be used to assist with unanticipated expenses or to assist in long-term development of the library and its programs.

7600 COPYRIGHT

The Library encourages its patrons to conform to the provisions of the Canadian Copyright Act and the Public Library Copying License agreement with Access - the Canadian Copyright Licensing Agency. Notices warning about the risk of copyright infringement are posted at public photocopier in the Library and near the Computer workstations. Copies of the Copyright Act are available at the Library.

7610 Disclaimer

The Library assumes no responsibility for patron's activities that constitute copyright infringement should they occur.

7620 Staff compliance

Library staff will comply with the provisions of the Canadian Copyright Act and the Public Library Copying License agreement with Access - the Canadian Copyright Licensing Agency.

BC OneCard

www.bclibraries.ca/home/bc-onecard

The following are provincial guidelines for the BC OneCard program. The Sechelt Public Library Association Board has approved certain lending policies within those guidelines, which are noted in italics:

WHO is entitled to BC OneCard service?

Any BC resident who can show a valid public library card.

HOW do I get BC OneCard?

Take your home public library card and current ID into any other public library in BC and ask for a BC OneCard. BC OneCards are not used in your home library.

WHAT if I don't have my home library card with me?

You need it to sign up for a BC OneCard, so don't leave home without it.

WHERE can I use it?

Use your BC OneCard at any public library in the province. At each library you will also need to provide current ID with proof of your contact information.

WHAT does the BC OneCard service include?

It allows you to check out materials and use services determined by each individual public library.

Sechelt Public Library's policy is to serve BC OneCard customers on the same basis as its local Library customers, except that you can borrow a maximum of only 10 items per BC OneCard instead of the maximum 40 items allowed on a Sechelt Public Library card.

WHAT if I need services/materials that a specific public library does not allow me to use?

If you want more than the library offers BC OneCard customers, you may obtain full service by paying a nonresident fee (at a rate set by each library).

WHERE do I return materials that I've borrowed?

Return them to the library you borrowed them from, or to any participating BC OneCard library in the province – including your library when you get home.

Audio and video materials borrowed from the Sechelt Public Library must be returned to the Sechelt Public Library as they are not eligible for library postal rates.

WHEN do I have to return the materials?

The library you borrow the materials from will let you know when they are due back.

WHERE do I pay fines owing on books I borrow?

Fines and charges on materials are payable to the library you borrowed them from. Libraries are unable to take payment or charges that accumulate on items borrowed from other libraries

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD**Finance Committee*****Terms of Reference*****Purpose**

- To ensure that the Board carries out its responsibilities under the Library Act Part 4:40 (http://www.bced.gov.bc.ca/legislation/library_act/library_act.pdf) and in accordance with the Library's Policy Manual Section 5000 Finance.
- To direct the Library's annual financial planning and budget process.
- To ensure that the appropriate financial policies, procedures, processes, and internal controls are in place.

Accountability

The Finance Committee is a standing committee of and reports regularly to the Board.

Composition

- The Finance Committee shall consist of the Board Chairperson, Vice-Chairperson, Treasurer, and the Human Resources Committee Chairperson.
- The Treasurer shall chair the Committee. In the absence of the Treasurer, those members of the Committee who are present shall appoint one of their number to be Chairperson.
- The Committee shall designate one of its members to keep Committee records.
- The Chief Librarian will be an advisor to the Committee and attend all meetings.

Responsibilities

- Manages/directs the budget process and funding strategies.
- Does an annual review of finances, year-end financial statements and all related preparations for and reporting of the Audit.
- Reviews finance policies and recommends revisions to the Board through the Policy Committee.
- Consults with the Chief Librarian on finances and related matters of concern.
- Undertakes such duties as may be assigned by the Board from time to time.

Responsibilities of Chairperson

- Provides leadership to the Finance Committee and advises the Board on key financial issues and events, including the annual budget process.
- Works closely with the Chief Librarian, as appropriate, in managing the Library's financial matters.

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD

Human Resources Committee

Terms of Reference

Purpose

- To advise the Board on policy related to human resources and to ensure that human resource matters are conducted in accordance with the Collective Agreement, the Board's approved Human Resources Policies and the current Strategic Plan.
- To review staffing levels and remuneration, and human resources development and training, in order to assist the Finance Committee in preparation of the human resources portion of the annual budget submission and five-year financial plan.

Accountability

The Human Resources Committee is a standing committee of and reports regularly to the Board.

Composition

- The Human Resources Committee shall consist of at least three Trustees.
- A Trustee shall chair the Committee.
- The Committee shall designate one of its members to keep Committee records.
- The Chief Librarian will be an advisor to the Committee and bring the interests and concerns of the employees to the Committee.

Responsibilities

- Ensure Library staff is compensated fairly in comparison to similar libraries in BC.
- Annually review human resources policies and make change recommendations to the Board.
- Consult with the Chief Librarian on human resource matters of concern.
- Ensure professional development and training occurs on a regular basis for Board and staff.
- Maintain the Human Resources Manual in consultation with the Chief Librarian.
- Undertake such duties as may be assigned by the Board from time to time.
- Human Resource Committee Chair will be a member of the Chief Librarian evaluation committee

SECHELT PUBLIC LIBRARY ASSOCIATION BOARD

Public Awareness and Advocacy Committee

Terms of Reference

Purpose

To extend public knowledge of the objectives, programs, projects and services of the Sechelt Public Library and the Sechelt Public Library Association.

Accountability

The Public Awareness and Advocacy Committee is an ad hoc committee and reports to the Board.

Composition

The Public Awareness and Advocacy Committee shall consist of at least two (2) Trustees, one of whom shall act as Chairperson and another as Recorder. In the absence of the Chairperson, those members of the Committee who are present shall appoint one of their number to be Chairperson. The Chief Librarian (or delegate) shall be an advisor to the Committee. The Board Chairperson as the only trustee who can speak for the Library apart from the Chief Librarian shall be a member of this committee.

Responsibilities

- Annually reviews the Library's Policy Manual Section 2500 Public Awareness and Advocacy, and recommends revisions to the Board through the Policy Committee.
- Uses all available media services and consider such other forums and personal or targeted outreach as may from time to time be possible.
- Promotes public understanding of the Library and assists the Board in advocacy initiatives.
- Encourages Trustees and Library staff in promoting the Library, its programs and its services.
- Undertakes such duties as may be assigned by the Board from time to time.

Responsibilities of Chairperson

- Provides leadership to the Public Awareness and Advocacy Committee and advises the Board on public awareness and advocacy.

CANADIAN LIBRARY ASSOCIATION
Intellectual Freedom Position Statement

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian 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.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

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.

BRITISH COLUMBIA LIBRARY ASSOCIATION**Statement on Intellectual Freedom**

1. It is in the public interest for libraries and librarians to make available the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.
2. It would conflict with the public interest for libraries to establish their own political, moral or aesthetic views as the sole standard for determining what books and other materials should be published or circulated.
3. It is contrary to the public interest for libraries or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliation of the author.
4. There is no place in British Columbia for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of the writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept any book with the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of library administrators and librarians, as guardians of the peoples' freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of libraries and librarians to give full meaning to intellectual freedom by providing books and other materials that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, librarians can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.
8. Non-book materials should be judged by the same criteria as books.

SECHELT PUBLIC LIBRARY**Code of Conduct**

We ask you to help make the Library a safe, accessible, respectful and friendly community gathering place.

Respect - All members of the public and Library staff are entitled to be treated with respect, and to be comfortable in using and working in the Library. Verbal or physical abuse, bullying or harassment of Library users or staff is prohibited.

Safety - Do not block fire exits, building doors or the library entrance. Be prepared to follow staff directions in the case of an emergency. No animals other than service animals at work, or animals participating in a library program organized to accommodate them, are permitted in the library. Staff may regulate the public's use of space on library premises, especially if the safety and free movement of others is restricted.

Children and Dependent Adults - Do not leave children under the age of ten or dependant adults unattended in the library. Staff is not responsible for their safety. Parents and/or caregivers are responsible for ensuring appropriate behavior of those in their care while they are in the library.

Accessibility - The Library's book bin outside the building needs to be accessible to people returning their books. Bicycles, etc. should be placed elsewhere.

Noise - Since the Library is one big open space, there will be times when it will be noisy. You can help with low-key conversation, quiet cell phone and music device use, and being mindful of your children.

Conduct - The Library has zero tolerance for offensive or threatening language, or disorderly or disruptive behaviour. Deliberate damage, misuse or theft of library material or property is not permitted.

Internet - The library has a detailed policy on the appropriate use of the Internet and WiFi. All users of electronic resources are to be familiar with this policy and to act in a responsible and ethical manner. Library staff may immediately end a customer's internet session if material is displayed is inappropriate to a public library setting where people of all ages and sensitivities congregate.

Soliciting - Soliciting, fundraising, canvassing, or petitioning is not permitted without prior approval of the Chief Librarian and/or the Library Board. Political campaigning and religious proselytizing are not permitted inside the library, although meetings in the Community Room that are sponsored by outside organizations are not subject to this policy.

Edibles - Food and drink are not allowed at the computer stations or in the stacks.

Application - Library staff endeavour to apply this Library Code of Conduct in an equitable manner. When violations occur, staff members are obligated to inform violators of appropriate conduct and to state consequences. Those persons who do not follow this Library Code of Conduct may be subject to the following:

- Exclusion from the library
- Suspension of library privileges
- Cost-recovery for damages
- Prosecution

Please consult with the library staff on duty when you see or experience a problem, especially when the safety of people is in question. The library has procedures and policies in place to deal with any situation in an appropriate way.

**SECHELT PUBLIC LIBRARY
Comment on Library Materials Form**

Upon receipt of this completed form, the Chief Librarian will examine the book or other material and its reviews to determine if any action should be taken. You will be kept informed of the progress of your concerns.

Borrowers are reminded that under the terms of the Statement on Intellectual Freedom, the Library Board is obligated to provide books and other materials on all varieties of opinion including those of an unpopular and unconventional nature.

Author: _____

Title: _____

Type of Material (book, video, magazine etc.) _____

Name of Person making the comment:

Address:

Phone: _____ eMail: _____

Person represents himself/herself _____

OR organization: _____

1. What do you object to in this work? (Please be specific, citing pages)

2. Have you read/viewed the entire work? If not, what parts?

3. What is positive about the book/work?

4. For what age group would you recommend this work?

5. In its place, what work would you recommend? Why?

6. What would you like the library to do about this work?

Return it to library staff for reevaluation

Shelve elsewhere in the library. Suggestion: _____

Withdraw it from the library collection

Other: _____

Date _____ Signature _____

Additional comments:

SECHELT PUBLIC LIBRARY
Travel and Expense Reimbursement

Meals

Will be reimbursed to a maximum of \$50 per day, based on receipts submitted.

Mileage

Will be reimbursed in accordance with the provincial rate.

Accommodation

Will be reimbursed at the rate pre-approved by the Chief Librarian, or by the Board Chairperson in the case of the Chief Librarian.