

Mackenzie Public Library Board Policy Manual

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100 OVERVIEW

101.01 Vision

The Library is the centre of our community, welcoming everyone and enhancing quality of life.

101.02 Mission

The Mackenzie Public Library is an inclusive community gathering place that inspires lifelong learning, creativity, and personal discovery.

101.03 Mackenzie Public Library Constitution

The name of the organization shall be MACKENZIE PUBLIC LIBRARY. (Any reference below to the organization shall mean Mackenzie Public Library).

The Mackenzie Public Library is a center for information, education and cultural enrichment. Its purpose is to provide a service to all members of the community without restriction. By gathering, organizing, integrating and disseminating a broad variety of material, the Mackenzie Public Library endeavors to assist individuals to meet the demand of today's society and play an informed role in its growth. The Library takes responsibility for the provision of and access to educational, cultural, recreational and informational material through widely varied media.

To promote and direct public library service in Mackenzie and its local trading area for all eligible members.

To provide educational, recreational and cultural materials to the community by maintaining an up-to-date collection of books, digital materials, periodicals, newspapers, pamphlets and other print and non-print materials in accordance with professional library standards and ascertained community needs.

To provide opportunity for and encouragement of the education of all age groups.

This Constitution may be amended, insofar as such amendments do not contravene any provision of the Library Act, by a majority vote of members present, not more than once in any given year, provided that notice of motion of such proposed shall have been supplied in writing to each member of the board at least ten days prior to the meeting. The Chair and the Secretary shall sign every amendment to the Constitution or Policy Statement.

200 POLICY AND PLANNING

201.01 Policy on Policy

Policy is a document that embodies the Mackenzie Public Library's Constitution, organization, and governance.

The approval of policy is the responsibility of the Board. In policy resides the power and authority of the Board. It is the only body that can legally establish and approve policy on behalf of the Library.

Policy development and evaluation will be initiated by the Board, on its own motion or on the recommendation of the Library Director.

Policy writing may be undertaken by the Board (as delegated to the Policy Committee) or be delegated by the Board to the Library Director.

The Board is responsible for developing its own policy regarding governance issues.

201.02 Policy Development

1. General Directions

Policy writing is the process of preparing a document in a specific policy format. In policy writing, clarity is critical; write to be understood.

2. Steps in the Development

Prepare the policy in draft format pursuant to the above guidelines.

2.01 Consider the impact of the proposed policy on the Library and its operations. It is also advised that input be sought from those affected by the policy, i.e. staff, patrons.

Consider the following:

- How does the new policy fit in with existing plans, policies, and controls?
- How will the new policy affect the library?
- Are there better ideas to make the policy work?
- Can you foresee any difficulties with the policy?
- If you can, how would you deal with them, i.e. by supplementary policies, information programs?
- Does the proposed policy place unreasonable demands on financial and other resources? What is needed in order to make it work?

2.02 Circulate the draft policy to Board Policy Committee for initial review.

2.03 Circulate to the Board meeting for review.

2.03.01 If major revisions are required, return to the Policy Committee for review and guidance, back to the author, then return to the Policy Committee and onto the pre-Board meeting for review. Or,

2.03.02 If minor revisions are required, revise and return to the next Board meeting for review and approval.

202.01 The Strategic Planning Process

The Board of Trustees believes that it is critical to have an effective and current strategic plan in order to focus its energy, to ensure that the Board, staff and volunteers are working towards the same goals, and to assess and adjust the library services in response to community needs and a changing environment. Therefore, the Board will participate in a strategic planning process as a means to achieve the vision, mission, strategic directions and goals for the Mackenzie Public Library.

300 GOVERNANCE

301.01 Municipal Relations

The Library Board's working relationship with the District of Mackenzie Municipal Council is a separate operational entity, existing as a semi-autonomous public institution in an organizational sense. The Library Board has first responsibility for library service to the community under the provisions of the Library Act of British Columbia.

301.02 Board: Appointment and Term of Office

The following are extracts from the Library Act regarding appointment of the Board and the terms of office:

1. Role and status of the library board:

1.01 A municipal library is to be managed by a library board called the "Mackenzie Public Library Board".

1.02 The members of the library board and their successors in office are a corporation with the powers and duties given in this Part.

2. How the library board is appointed:

2.01 The municipal council must appoint the members of the library board at the first meeting of the municipal council after the adoption of the bylaw establishing the municipal library.

2.02 The library board is to consist of an uneven number of members, not fewer than 5 or more than 13, selected as follows:

(a) one from the municipal council;

(b) the remainder from people who are residents or electors of the municipality and who are not members of the municipal council or employees of the municipality or library board.

2.03 All subsequent regular appointments are to be made each December at the first regular meeting of the municipal council.

2.04 Before selecting anyone under subsection (2) (b), the municipal council must invite applications for membership by publishing a notice in a newspaper.

2.05 A vacancy arising during the term of an appointment is to be filled, for the remainder of the term, by an appointment made at the first meeting of the municipal council after the vacancy arises.

2.06 If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

3. Term of office:

3.01 The member appointed to the library board from the municipal council holds office for one year, or for the remainder of the year for which the appointment is made.

3.02 One half of the members first appointed to the library board under section 5(2)(b) holds office for a term of one year, and the others hold office for a term of 2 years.

3.03 All subsequent regular appointments under section 5(2) (b) are for terms of 2 years.

3.04 A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.

3.05 The term of office of a member continues until a successor is appointed unless the member is removed for cause.

3.06 On receiving a report from the library board, the municipal council may remove a member of the library board for cause, including if the member:

(a) fails to attend 3 consecutive regular meetings of the library board without its written approval.

(b) becomes an employee of the municipality or of the library board, or,

(c) ceases to be a resident or elector of the municipality.

4. Election of Board Chair and Vice-Chair

4.01 The library board must elect a chair and a vice chair at its first meeting in each year after appointments are made to the library board.

4.02 If the chair is not present at a meeting of the library board, the vice-chair has all the powers of the chair and is subject to all rules applicable to the chair.

4.03 If neither chair nor the vice-chair is present at a meeting of the library board, the members present may elect an acting chair who has, during the meeting, all the power of the chair and is subject to all rules applicable to the chair.

301.03 Board Meetings

1. Regular and special meetings of the library board

1.01 The library board must meet at regular intervals at least 6 times a year. The meetings are held on the second Tuesday of the month at 7:00 pm. Meetings are open to the public.

1.02 A majority of all the member of the library board is a quorum.

1.03 The chair or any 2 members may call a special meeting of the library board by notifying, in writing, the other members at least 2 days before the meeting and stating in the notice the purpose of the meeting.

1.04 Meetings are called by the Chair or, in his/her absence, by the Vice-Chair.

1.05 Board members may participate in meetings virtually, with the following restrictions:

a) A Board member communicating via videoconference (FaceTime, Skype, etc.), is permitted to vote by a show of hands.

b) Board members are limited to two “virtual” attendances at regular board meetings in one calendar year.

c) In Camera meetings of the Board may be held in accordance with the Freedom of Information and Protection of Privacy Act (RSBC 1996, Chapter 165.)

2. Robert’s Rules of Order shall be the procedure for governing the meetings of the Mackenzie Public Library Board.

3. In-camera Meetings

3.01 The Board will go into executive session on a question of privilege by any Board member which has been adopted by a majority vote.

3.02 Members, special invitees, employees or staff members allowed to remain for this session will be at the discretion of the Chair.

3.03 Agendas (if any) will be distributed at the Board meeting or may be distributed in advance in confidential envelopes. The agenda will be prepared by the Board Chair in consultation with the Library Director.

3.04 Minutes of the executive session will be taken by the Library Director or by a Board member if the Library Director is excluded.

3.05 One copy only of the minutes of a confidential session will be retained in a confidential file for access by members of the Board and the Library Director or his/her designate.

3.06 Results (motions) of the executive session may be included in the regular Board minutes at the discretion of the Board.

3.07 Minutes of the executive session will be read, approved and acted upon at the next executive session. If additional copies are provided, these will be destroyed at the end of this session.

4. Copies of agendas and minutes of the Library Board regular meetings will be made available to the public upon request.
5. Reports, petitions and other submissions by the public to the Mackenzie Public Library Board must be submitted to the Library Director's office in writing not less than seven days prior to the regular monthly meeting of the Board.
6. Persons wishing to appear before the Mackenzie Public Library Board must make written application to the Library Director's office indicating the substance of their inquiry or brief not less than seven days prior to the regular monthly meeting of the Board.
7. Electronic Voting outside of a Regular Board Meeting

7.01 When it is necessary to proceed with an action between scheduled Board meetings and it is not reasonable to call a special meeting, the Chair can authorize the Library Director to conduct a vote electronically (such as via e-mail,) with the following conditions:

- a) The Chair must be confident that circumstances of urgency require a vote and that all participants will have access to adequate information about the motion upon which they are being asked to vote.
- b) Such a vote must meet the Board's requirements for a quorum and must be passed by a majority of that quorum prior to being acted upon.
- c) The motion will be ratified at the next meeting of the Board. It will be added to the consent agenda as "Minutes of Special Meeting."

301.04 Board: Powers and Duties

301.04.01 Ethics

- a) Board members shall conduct themselves at all times in accordance with established Library Board policy.
- b) Information dealing with the operation of the Library or of Board policy is not to be discussed with members of the public until the Board approves such information for publication.

- c) Any Board member approached by an employee of the library regarding library business, must bring the matter to the attention of the Board as soon as possible.
- d) Any Board member who knowingly contravenes Board policy shall bring the matter before the Chair of the Board as soon as possible.
- e) Any Board member who has knowledge of another Board member contravening Board policy shall bring it to the attention of the Chair of the Board as soon as possible.
- f) If a Board member is deemed to be acting unethically, the Board may make a recommendation to Council concerning that member.
- g) All Board employees and volunteers shall adhere to the statement of children's rights as follows: *"The Mackenzie Public Library endorses the principle that the free use of the Mackenzie Public Library is the right of every child."*

As sharing books with children is important the Library recognizes its responsibility to provide quality books and programs and to impress upon parents the value of reading aloud and providing their children with books.

301.04.02 Duties

The library board:

- (a) May make rules for managing its business and for regulating the use of its facilities and services by the public,
- (b) May appoint any committees of its members that it considers necessary to carry out its business,
- (c) Must appoint a Library Director, set his/her compensation, and shall also have the power to terminate employment.
- (d) May hire and dismiss employees, enter into collective agreements with employees and set the terms of their employment, including fixing their remuneration and duties,
- (e) May lease land or buildings for library purposes, but only with the prior approval of the municipal council,
- (f) May acquire personal property for library purposes and dispose of personal property,
- (g) May contract, for a term of not more than 5 years, for professional or other services for library purposes,
- (h) May sue and be sued,

- (i) May have a common seal and may alter or change it, and
- (j) Must prepare an annual report in the form approved by the minister and must send copies of the report to the minister. Extra copies are available for the public and for other libraries upon request.
- (k) To determine and set written policies to govern the operation, use and programs of the Library.
- (l) To attend all board meetings and ensure that accurate minutes and records are kept on file at the library.
- (m) To be aware of and attend if possible, regional, provincial and national trustee meetings and workshops and to affiliate with appropriate professional organizations.
- (n) To plan for future development.

301.04.03 Powers

- (a) The Board has the power to make rules and regulations for its own guidance and for the government of the Library as may be expedient but not in contravention of the British Columbia Library Act.
- (b) The Board shall have the power to terminate employment of staff with documented cause and in accordance with BC employment standards.
- (c) The Board shall have the power to approve applications for reclassification.
- (d) Individual members of the Board, with the exception of the Chair, do not have the authority to issue instructions to the Librarian without prior approval of the whole Board; any commissions other than those arising from meetings must be in writing.
- (e) The Board shall have the power to change the library hours of operation as it deems necessary.

301.05 Board: Conflict of Interest

1. A member of a library board who has a direct or indirect pecuniary interest in a matter considered at a meeting of the library board
 - (a) Must declare that he or she has a pecuniary interest in the matter,
 - (b) Must not take part in the discussion and is not entitled to vote on any question respecting the matter,
 - (c) Must leave the meeting, and

- (d) Must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question respecting the matter.
2. Subsection (1) does not apply
 - (a) If the matter relates to expenses payable to one or more members of the library board in relation to their duties as members, or
 - (b) If the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.
 3. A person who contravenes subsection (1) is disqualified from continuing to hold office as a member of the library board unless the contravention was done through inadvertence or because of an error in judgment made in good faith.

301.06 Board: Indemnification

Protection against lawsuits

1. No action for damages may be brought against an existing or former member, officer or employee of a library board or against a person acting under the direction of the library board for:
 - (a) Anything said or done or omitted to be said or done in the performance or purported performance of a duty or the exercise of a power, or
 - (b) Any alleged neglect or default in the performance or purported performance of a duty or exercise of a power.
2. No action for the debts or obligations of a library board may be brought against an existing or former member, officer or employee of a library board or, a person acting under the direction of the library board.
3. Subsections (1) and (2) do not provide a defense if
 - (a) The member, officer, employee, or person acting under the direction of the library board has, in relation to the conduct that is the subject of the action, been guilty of dishonesty, gross negligence or malicious or willful misconduct, or
 - (b) The cause of action is libel or slander.
4. This section does not absolve a library board from vicarious liability for anything said or done or omitted to be said or done by, or for any neglect or default of, an individual referred to in subsection (1), for which the library board would have been vicariously liable had this section not been in force.

301.07 Board Operation

1. Officers of the Board

Each year, at its January board meeting, the Library Board shall elect from among its members a Chair, a Vice-Chair, Treasurer, representative to the North Central Library Federation, and a representative to the British Columbia Library Trustees Association. These officers are elected for a term of one year. The Library Director is secretary to the Board.

2. Board Committees

The Board has two standing committees responsible for Library Policy and Finance. Other committees may be created and filled as the need arises. Creation of a new committee will be subject to a vote by the Board. A committee shall consist of at least one board member plus the Chair who is automatically a member of every committee. Each year, at its January board meeting, the Library Board Chair shall review and/or appoint from among its members such committees as may be required, and these committees shall select a chair. Notification of elections and results are sent to the Municipal Council via the Council Board Representative, the Library Services Branch in Victoria, the BCLTA, and the NCLF.

3. Abolition of the Library and dissolution of the Board

Abolition of the Library and Dissolution of the Board shall adhere to the procedure specified in the Library Act Part 2, Section 13, consolidated RSBC 1996 Chapter 264

302.01 Trustee Job Description

1. Powers of the Board

Trusteeship is not an honorary position. You will be asked to give freely of your time, talents and energy. It will involve establishing effective working relationships with local government, library staff and fellow trustees. It will require becoming a part of a team. The demands are high but so are the rewards, for your contribution can make a difference to library service in both our community and province

2. Duties of the Board of Library Trustees

2.01 Develops and reviews mandates, missions, values and goals for the library.

2.02 Sets annual priorities.

2.03 Represents the library to local government and the community.

2.04 Hires and evaluates the Library Director.

- 2.05 Approves the annual budget which has been prepared by the Library Director in consultation with the Finance Committee.
 - 2.06 Develops and approves the library's long-range plan.
 - 2.07 Becomes involved in fund raising activities to help support the library.
 - 2.08 Develops and approves public relations.
 - 2.09 Acts as an active advocate for the Library and Library services.
 - 2.10 Negotiates with CUPE Local 3706-04 to administer and maintain the Collective Agreement.
3. Responsibilities of a Library Trustee
- 3.01 Attend Board meetings with regularity and punctuality.
 - 3.02 Before the meetings, read the Board or Committee material which has been sent out ahead of time. Take time to note any comments or concerns you have about matters which will be discussed at the meeting.
 - 3.04 Abide by decisions duly made by the Board.
 - 3.05 Raise any library-related concerns which you have observed or which community members have brought to your attention.
 - 3.06 Know and understand the mission and policies of the Library Board.
 - 3.07 Be informed and knowledgeable about Mackenzie Public Library.
 - 3.08 Maintain an objective and unbiased approach free of conflict of interest.
 - 3.09 Understand and fulfill legal responsibilities.
 - 3.10 Participate in standing committees as well as Ad Hoc committees to be formed at the discretion of the Board and to set meetings as per committees' needs.
 - 3.11 Volunteer time in fundraising and other activities of the library as requested.
 - 3.12 Represent the library at appropriate community events.
4. Chair's Responsibilities

If you have been elected Chair of the Board or of a Board Committee, you have additional responsibility. In the absence of the Chair, these become the responsibility of the Vice-Chair. The duties are as follows:

- 4.01 Prepare an agenda, in consultation with the Chief Librarian, and ensure that this agenda is available 5 days prior to the next Board meeting.
 - 4.02 Understand each agenda item and its purpose on the agenda.
 - 4.03 Call the meeting to order when a quorum is present at the appointed starting time.
 - 4.04 Facilitate the meeting's discussion and decision-making processes by:
 - (a) allowing all members full and equal opportunity to participate;
 - (b) keeping order in the meeting according to the Board's recognized by-laws and rules. Usually Robert's Rules of Order will be chosen as the guide to parliamentary procedure.
 - (c) acting as a neutral party while ensuring the discussion stays on topic and when sufficient debate has taken place on any topic, calling for a vote.
 - 4.05 Sign the minutes of the previous meeting at which you presided, after they have been approved by the Board or Committee.
 - 4.06 Library Keys: A key to the main door of the Library is issued to the Chair and said key is to be turned over to the next Chair of the Board.
 - 4.07 Chair's Files: the present Chair and the incoming Chair shall review confidential files. Said files to be then turned over to the incoming Chair.
 - 4.08 Meetings: The Chair calls and chairs the meetings of the Board. The Chair holds meetings with staff members as needed and attends committee meetings.
 - 4.09 Annual Report: The Chair writes and submits the Chair's report and supervises all aspects of the Annual Report for submission to the Board.
 - 4.10 Signing Authority: The Chair has signing authority in regards to finances and budget, staff timesheets, sick forms for weekly indemnity or WCB, evaluation forms, unsatisfactory conduct or dismissal letters as well as all contracts.
5. Responsibilities of the Chair of the Finance Committee
 - 5.01 Chairs the meetings of the Finance Committee.
 - 5.02 Supervises budget controls.
 - 5.03 Collects information for the new budget.

5.04 Coordinates with the District Treasurer and provide all other financial duties as assigned.

5.05 Signing Authority: The Finance Chair has signing authority in regards to finances and budget, staff timesheets, and sick forms for weekly indemnity or WCB.

6. Responsibilities of the Chair of the Policy Committee

6.01 Chairs the meeting of the Policy Committee

6.02 Add and amend new policy legislation as it becomes available.

7. Responsibilities of the BCLTA Representative

7.01 Attends all relevant meetings and conferences of the BCLTA (as deemed by the Trustees) and reports to the Board at the next scheduled meeting.

8. Responsibilities of the NCLF Representative.

8.01 Attends all meetings of the NCLF and reports to the Board at the next scheduled meeting.

9. Qualifications

The following qualifications are required of Mackenzie Public Library trustees:

9.01 To have interest in and participate in library activities.

9.02 To be a resident or elector in Mackenzie.

9.03 Cannot be an employee of the Mackenzie Public Library.

9.04 Cannot be an employee of the Municipal District of Mackenzie.

302.02 Trustee Orientation

To ensure that all new trustees become knowledgeable about the Mackenzie Public Library as soon as possible into their trusteeship, the following procedures should take place immediately after the appointment to the Board:

1. There will be a meeting between the new trustee and the Chair (or designate).

2. The new trustee shall receive a New Trustee Orientation binder with the following items:

2.01 The Mackenzie Public Library website URL

2.02 Directories for Trustees, Staff, Elected Officials

2.03 Policy Manual

2.04 Current Committee Members

2.05 Board Package from previous meeting

2.06 Copy of Library Act

2.07 BC Library Trustees' Association - Overview & Manual (on website)

2.08 North Central Libraries Federation overview

2.09 Current Budget

2.10 Strategic Plan

3. The new trustee will be given a tour and orientation of the library, web site, and be introduced to key staff.
4. New trustees will be invited to attend the Trustee Orientation Program annually sponsored by the BCLTA.

302.03 Trustee Conference Attendance and Travel

1. The Mackenzie Public Library encourages and supports attendance by its Board Trustees at significant library association and trustee conferences, workshops and seminars. Trustees and the Library will benefit from such attendance by sharing ideas, meeting other trustees, and learning about library services, techniques and issues. A conference report will be made by each attendee at the next Board meeting.

This policy is to establish the guidelines for conference attendance or other travel by trustees as a part of their board development and education.

2. A conference report is to be made by each Trustee at the next Board meeting:
 - 2.01 Report may be verbal or written and should outline the highlights of the sessions which were attended and how they can be applied to the Board or the Library.
 - 2.02 The Chair may request more formal reports when circumstances dictate.
 - 2.03 A record of conference attendance must be maintained.
3. All expenses for Board members and the Librarian shall be approved through prior motion to the Board. Allowable expenses shall be reimbursed according to guidelines established by the Board and the District. (See Appendix 1) Expense categories eligible for reimbursement are accommodations, transportation, meal allowances, vehicle parking and ferry costs, and function registration.

303.01 Trustee Association Membership

Trustees are members of the British Columbia Trustee’s Association through the Library’s institutional membership.

400 MEMBERSHIP

401.01 Local Residents

A Mackenzie Public Library card is free for any resident of the District of Mackenzie or Electoral Area 'G' of the Regional District of Fraser-Fort George. Applicants for library cards must show photo identification and proof of current, permanent residence in our service area.

Acceptable Primary Identification

- Driver's License
- BCID Card
- BC Services Card (CareCard)
- Passport
- Mackenzie Secondary School ID Card
- Other government-issued Canadian photo ID

If the primary identification does not show a current address within our service area, one of the proof of residence documents showing that information must also be shown. The proof of residence document must be no older than three months.

Proof of Residence Documents

- Rental agreement (signed)
- Official mail (e.g. utility bill, tax assessment etc.)
- Bank statement or personalized cheque

Persons not able to supply proof of their current residence at the time they are applying for membership will have 30 days in which to do so, after which time their membership will be expired until such proof is shown.

Applicants who are unable to satisfy the above requirements may register as non-resident patrons.

401.02 Children

Children under the age of 13 may be registered for a library card by their parent or legal guardian. The parent or legal guardian must sign the library card on behalf of the child and is fully responsible for all items checked out to that card. A BC health care card (CareCard) for the child, and appropriate identification with proof of current residence in Mackenzie for the parent or guardian, must be presented by the parent or legal guardian in order to register the child for a library card.

401.03 Groups

Anyone borrowing books on behalf of a group (Turbo Tots, school class, etc.) must check items out to a valid library card and is fully responsible for all items checked out to that card.

401.04 Non-Residents

Non-residents of Mackenzie may obtain a library card under the following circumstances:

1. Residents of British Columbia who can produce a valid card from another British Columbia public library and appropriate identification may be eligible for registration under the BC OneCard program.
2. Persons who are not permanent residents of electoral area 'G' and do not meet the requirements for a BC OneCard may register for either:
 - a) a non-resident card.

Applicants for a non-resident card must provide identification showing a permanent address. Non-residents must pay an annual fee of \$30.00 (non-refundable, cash only) upon registration (receipt provided upon request).

- b) a temporary card.

Seasonal workers without a local address or BC library card may apply for a 3 month temporary card. Identification showing the applicant's home address must be presented as well as a \$20 refundable deposit, which will be returned to the patron (minus any outstanding fees or fines) upon the return of their library card.

401.05 Access Card

Low-income local residents may be eligible for fine-free Access Cards. To access this card, a resident must show their current Recreation Access Card, government issued photo ID and proof of a local address (see 401.01 for acceptable documents.)

The rights and privileges for Access Cards are the same as for a local resident card, with the following exceptions:

- a. The card will expire after one year.
- b. Borrowing privileges will be suspended when two items are overdue and may be reactivated upon the items' return or payment for the items.

Access Card patrons are responsible for payment for lost items.

402.01 Suspension of Library Privileges

Suspension of Library Privileges

1. Mackenzie Public Library Card

The Mackenzie Public Library card is the property of the Mackenzie Public Library and must be returned upon request.

2. Borrowing Privileges

Borrowing Privileges may be cancelled or suspended for due cause. They may be cancelled or suspended for the following causes:

2.01 The patron status becomes delinquent

2.02 Mistreatment of Library property

2.03 Inappropriate behaviour to staff

2.04 Disturbance of other patrons

2.05 Inappropriate behaviour on or about the premises

3. Exclusion from Premises

The Library Board has the statutory authority to exclude patrons from the library premises as per the Library Act, Part 5 General, Enforcement of Rules. They may be excluded or suspended for any of the following causes:

3.01 Destruction of Library property

3.02 Objectionable conduct on or about the Library premises

3.03 Abusive treatment and/or threatening behaviour to other patrons or staff.

Note: These are cited as examples and are not a direct quote from the Act.

4. Procedures

Following are the procedures for suspension of borrowing privileges and/or exclusion from library premises:

4.01 The Library Board authorizes the Library Director, or designate, to make and enforce decisions regarding the suspension of borrowing privileges.

4.02 The Library Board authorizes the Library Director, or designate, to act on its behalf regarding the exclusion of a patron from the library premises for a period of time up to seventy-two hours.

4.03 The Library Director, or designate, shall refer the matter to the Library Board in the case of the exclusion from the premises in excess of seventy-two hours.

5. Reporting of Incidents

An incident report should be filled out and submitted to the Library Director. The Library Director should subsequently advise the Library Board of incidents of a more serious nature.

6. Appeals Procedure

A patron has the right to appeal the suspension of library privileges. The following procedures shall apply:

6.01 A patron who has had borrowing privileges suspended and/or has been excluded from the premises may appeal to the Library Director, or designate, for reinstatement of borrowing privileges and/or re-admittance to the library.

6.02 If the appeal is denied, the patron may then appeal in writing to the Library Board for reinstatement and/or re-admittance. The Board will review the case and make a decision. The Board may or may not require the appellant to appear before the Board. The decision by the Board is final.

6.03 The Board Chair may appoint a trustee to act as the chair for exclusion and/or appeals procedures.

403.01 Reciprocal Agreements

Readers holding valid membership cards for libraries with which Mackenzie Public Library has entered into a reciprocal borrowing privilege agreement may apply for a library card in Mackenzie subject to the rules and regulations governing Library use. The library currently has no reciprocal borrowing agreements.

404.01 Circulating Material

1. For patrons with BC One Cards, Temporary Cards and Non-Residents, there is a check out limit of 10 items and a maximum of 2 overdue items at any given time.
2. Loan periods may vary depending upon the type of material loaned.
3. The Library allows those children wishing to do so to use the adult departments. The Library is not responsible for the type of material selected or viewed by the child.

405.01 Privacy and Confidentiality

1. The *Library Act* authorizes the Library to collect from its members only the personal information required to provide library service to them.
2. The Mackenzie Public Library is committed to protecting patron privacy. As a public body, any personal information collected, used or disclosed by the Library is in accordance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
 - 2.01 Personal information is defined by *FOIPPA* as information about an identifiable person. Some examples of personal information are name, age, home address, phone number, email address, IP address (a computer's address), identification numbers, reading choices and age.
 - 2.02 *FOIPPA*'s definition of personal information does not include work contact information, which is information that would allow a person to be contacted at a place of business, such as the person's name, title, business address, business phone number, and business e-mail address.
3. Any questions regarding the collection of personal information are to be referred to the Library's FOI/Privacy Officer, who will respond to questions regarding the collection of personal information.
4. The Library Director will act as the Library's FOI/Privacy Officer. In the Library Director's absence, the Assistant Librarian will act as the FOI/Privacy Officer

405.02 Use of Personal Information

1. The Mackenzie Public Library will only use personal information for the purposes for which it was originally collected or in a manner that is consistent with those purposes.
2. The Library will only use personal information for different purpose if a patron explicitly consents to the new purpose or the use is authorized under *FOIPPA* or is otherwise required by law.
3. The Library does not sell or rent personal information. Personal information is disclosed only in accordance with *FOIPPA* or as otherwise required by law.
 - 3.01 Examples of when personal information may be disclosed include, but are not limited to:
 - when a patron explicitly consents to the disclosure
 - to a collection agency for the purpose of collecting a debt
 - for law enforcement purposes, such as where required by a subpoena, warrant or other order
 - where there are compelling health and safety concerns

- to contact a person's next of kin if that person is injured, becomes ill or dies while visiting the library
4. Where other organizations require personal information in order to provide services on behalf of the library, the Library ensures that these organizations treat the personal information in compliance with *FOIPPA* and the Library's privacy policies.
 5. The Library will endeavor to ensure the personal information is as accurate, complete and up-to-date as necessary.

405.03 Security and Retention of Personal Information

1. The Mackenzie Public Library uses reasonable security measures, including physical, technological and operational safeguards, to protect against risks such as unauthorized access, collection, use, disclosure or disposal.
2. If the Library uses personal information to make a decision that affects a patron, the Library must keep that information for at least one year so that the patron has an opportunity to access it.
3. If the information was not used to make a decision affecting a patron the library will keep personal information only for the length of time necessary to fulfill the purposes for which it was collected.

405.04 Patron Access to Personal Information

1. Patrons have a right to request access to personal information about them held by the Mackenzie Public Library.
2. Patrons have a right to request that their personal information be corrected if they believe it is incorrect.
 - 2.01 Patrons may submit a written request to the Library. The request should provide enough detail to enable a library employee to find the personal information (e.g., personal information provided when the patron applied for a library card).
 - 2.02 The Library will respond to a written information request within thirty (30) business days.
 - 2.03 If the Library does not respond to a written request within thirty (30) business days, or if a patron is unsatisfied with the response from the Library, the patron has a right to file a complaint with the Office of the Information and Privacy Commissioner for British Columbia.

405.05 Children's Personal Information

1. Children have the same rights as adults with respect to their personal information under *FOIPPA*.
2. The Mackenzie Public Library assumes that children 13 years and over are generally capable of exercising their own rights for policy purposes. However, the Library may treat a request on an individual basis where a child, or parent or guardian, does not believe the guideline age is appropriate in their circumstances.
3. Where a child is "incapable" of exercising his or her right to access, correct or consent to the disclosure of his or her personal information, the child's parent or guardian may do so on his or her behalf.

500 LIBRARY SERVICES

501.01 General

1. The library strives to select those books and materials which best meet the needs of the community and organize them for easy access.
2. The library staff provides guidance and assistance for people obtaining the information they seek as recorded in print, audiovisual, digital or on-line resources.
3. The library will provide programs, exhibits, book lists, etc., to stimulate the use of library materials for people of all ages.
4. The library cooperates with other community agencies and organizations to assist in meeting the educational needs of the community.
5. The library accepts the responsibility for securing information beyond its own resources by:
 - 5.01 Collecting information about resources of agencies, institutions, organizations and individuals in and beyond the community
 - 5.02 Borrowing for readers' materials which are not owned by the library and which cannot be purchased, or materials for which the demand does not justify purchase.
6. The library endeavors to maintain a balance in its services to adults and children. The public library cooperates with, but cannot perform the functions of, schools or other institutional libraries which are designed for specific needs. The library conducts classroom visits, gives library instruction at the library or in the classrooms in order to promote the full use of the public library.
7. The library will endeavor to provide services during the hours which best meet the needs of the community within the funding allocated by the District of Mackenzie.
8. The library will endeavor to provide additional copies of individual titles that are in heavy demand, as long as these books are deemed to be suitable to the ongoing collection.

502.01 Reserve Policy

1. In-Library Requests/Holds:

Library members may request that titles owned by the Mackenzie Public Library, but which are checked out to another patron, be placed On Hold. These items will be made available to the requesting patron as soon as they are returned to the library.

2. Interlibrary Loan Requests:

It is recognized that the Mackenzie Public Library has a limited materials budget and cannot acquire all books that are published or requested by individuals. Any book that is not available in the Mackenzie Public Library may be requested by members in good standing through our Interlibrary Loan services. Items borrowed through our Interlibrary Loan services are subject to the same rules and regulations as items owned by the Mackenzie Public Library.

503.01 Free Basic Public Library Service

1. A library board must not charge for admission to any part of a building used for public library purposes, or using library materials on library premises.
2. A library board must allow residents and electors of any area served by the library board to do the following free of charge:
 - 2.01 borrow library materials that are normally lent by the library and that belong to prescribed categories of library materials;
 - 2.02 use reference and information services as the library board considers practicable.
3. A library board may charge fees for services not required to be provided free of charge under this section, including for the use of services described in subsection (2) by anyone who is not a resident or elector of an area served by the library board.

503.02 Library Fees

Fees may be charged by the library. These may include, but are not limited to, such items as overdue fines, the replacement cost for lost or damaged library materials, and photocopying expenses.

(See Appendix 2, Library Fee Schedule)

504.01 School Programs

Library staff are available to schools on request and subject to time and staffing limitations.

505.01 Library Computer Use

1. Mackenzie Public Library is committed to offering a full range of electronic and digital services in the library.
2. Computer users are not required to be members of the library. Therefore, the following requirements have been established:
 - 2.01 Compliance with the Internet Policy 505.2, Public Internet Access is mandatory.

3. Computer user privileges may be canceled or suspended for due cause, including, but not limited to, the following:

- 3.01 Destruction of Library property.

- 3.02 Disturbance of other patrons and/or objectionable conduct on Library premises.

- 3.03 Inappropriate and/or abusive treatment of staff.

- 3.04 Patron status becomes delinquent.

- 3.05 Illegal use of the Internet.

505.02 Public Internet Access

1. The Mackenzie Public Library provides access to the Internet from public computers and its wireless network to foster the individual's educational, cultural, recreational, literacy and informational needs.
2. In keeping with the Library's Intellectual Freedom Policy (see 600.1 (1)), the Library does not use filters to restrict access to the Internet.
3. The Library expects parents and/or guardians to assume responsibility for their children's use of online services and encourages parents to explore the Internet with their children at the Library.
4. The Library's public computers and wireless network are located in public areas shared by Library users of all ages, backgrounds and sensibilities. Individuals are expected to consider other Library users when using the Library's Internet computers or personal devices in the Library.
5. The Library supports CFLA's statement on public access to the internet - <http://cfla-fcab.ca/en/programs/guidelines-and-position-papers/public-access-to-the-internet-position-statement/> - and maintains a commitment to providing free and safe access to the Internet. The Library prohibits use of its public computers and wireless network for illegal purposes.

5.01 Library computers or wireless may not be used to:

- a) Access sites or transmit materials which violate any Canadian federal or provincial law or District bylaw such as defamatory, discriminatory, or obscene materials
- b) Send fraudulent, harassing, or obscene communications
- c) Display overt sexual images

6. The Library also prohibits damaging or modifying the Library's computer equipment, software, or network.
7. The Library reserves the right to:
 - 7.01 Limit Internet use in terms of the amount of time used and/or network load.
 - 7.02 Terminate an Internet session at any time.
8. Failure to comply with this Public Internet Access Policy will result in loss of Internet access and possible banning from the Library. Unlawful activities may result in prosecution.
9. Staff will assist in initially signing on to the Internet and will instruct on Internet use as time provides. Because of library scheduling, trained staff will not always be available for help.
10. User's Responsibilities:
 - 10.01 Be cautious: The Internet provides access to many resources for different age levels and reflects various points of view. Customers should be aware that information might not be accurate, complete, age appropriate, or current.
 - 10.02 Be careful: The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet. The Library assumes no responsibility for Internet content, losses or damages, directly or indirectly, arising from the use of its website or from its connections to other Internet services.

505.03 Website Privacy

1. Some information is automatically collected by the server hosting the Mackenzie Public Library's website when a user visits the site.
2. The Library makes no attempt to use this information to identify visitors, unless it is necessary for an investigation or it is required by law.
3. Personal information is collected by the Library when patrons fill-in a library web form or send an e-mail. This information will only be used by authorized staff for the purpose for which it was collected or for a consistent purpose, unless the patron consents otherwise, or it is authorized or required by law.
4. The Library uses cookies to help web site visitors move around the Library website. These cookies do not store personal information.

506.01 Reference Service

Library staff will provide basic reference service to all people, including how to use the library and its resources.

Neither the Mackenzie Public Library nor its staff shall be held liable for the quality of information presented to customers, whether found by the customer or by staff.

Staff are not qualified to provide in-depth research services.

600 LIBRARY COLLECTIONS

600.1 Statement of Guiding Principles for Library Collections

1. Intellectual Freedom

The Mackenzie Public Library Board endorses the Statement on Intellectual Freedom and Libraries of the Canadian Federation of Library Associations (<http://cfla-fcab.ca/en/programs/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>.) It does not interpret its function nor that of its administrators to be the supervisor of public morals, nor does it act "in loco parentis" because it is the prerogative of parents to develop, interpret and enforce their own code of acceptable conduct upon their own household.

A complaint procedure and formal complaint form have been developed for this purpose and are appended as Appendix 3.

2. The Canadian Federation of Library Associations Policy on Intellectual Freedom and Libraries

"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.

600.2 Challenges to Library Materials

1. Position of the Board

The Mackenzie Public Library Board endorses the Statement on Intellectual Freedom of the Canadian Federation of Library Associations as described in Policy 600.1, Statement of Guiding Principles for Library Collections. These guiding principles further describe the Board's commitment to making available the widest possible diversity of materials and its opposition to censorship of the collection.

However, it is prudent to establish a procedure for the evaluation of challenged materials in order to promote understanding and good working relations with the public. The following procedure shall be established to direct challenges in an equitable and timely manner.

2. Challenge Procedures

2.01 If a Library employee is approached by a patron who wishes to complain about any Library material, the complaint shall be treated with dignity and courtesy. Under no circumstances is the employee to express agreement or disagreement with the customer's concern.

2.02 The customer will be advised of Policy 600.1, Statement of Guiding Principles for Library Collection and of this policy and its accompanying procedures.

2.03 If the customer wishes to file a written complaint, the employee should provide the complainant with a copy of the Request to Challenge an Item in the Mackenzie Public Library Collection form, Appendix 3 in the Policy Manual.

2.04 The employee must advise the complainant at same time that no employee has the authority to remove any item from the collection.

2.05 If the complainant wishes to see Library Director, or a designate, the employee should request that the complainant make an appointment after completing the form. No discussion will occur until the complainant has completed the form and made the appointment. At this stage, the Board Chair shall be advised of the challenge.

2.06 The Library Director, or designate, shall meet with the complainant. If there is no resolution to the challenge at this stage, then a Challenge Committee shall be formed.

2.07 The Challenge Committee will be composed of the Chair of the Library Board, the Library Director and 1 Library Board Trustee.

2.08 The members of the Challenge Committee shall read and review the material prior to convening an evaluation meeting.

2.09 The Challenge Committee shall meet in a timely manner after receiving the challenge and reviewing the material.

2.10 The Committee will recommend appropriate action and Library Director will communicate this in writing to the complainant.

2.11 If the person challenging the material is not satisfied with the Challenge Committee's decision, an appeal can be made to the full Mackenzie Public Library Board. Its decision on the disposition of the material is final.

601.1 Selection of Adult Materials

1. General

The Mackenzie Public Library provides a wide range of library materials as efficiently and as economically as possible.

In accordance with its goals and philosophy, the Mackenzie Public Library matches its collections to the needs and interests of the community. The library has a responsibility to foster interest as well as to sustain it.

While demand is an important criterion in most selection decisions, other equally important criteria are existing library holdings, relevance to the community, verity, readability and the quality of presentation.

Applying these criteria, the professional staff shall select materials from reviews and bibliographies, from patrons' requests and through personal knowledge and inspections.

The Mackenzie Public Library provides materials to support informal education. The library does not provide multiple copies of individual books required for student assignments at formal educational institutions. Textbooks and scholarly materials are purchased only when they are the best or only source of information on a subject.

The collection of materials should be sufficient in supply to render the library a usually dependable source of information for most people outside formal educational institutions.

The Mackenzie Public Library, recognizing that materials which may be unpopular or offend one person may be acceptable or of merit to another, will provide, as far as possible, materials on all sides of controversial issues, including representations of unpopular or unorthodox positions, without censorship or bias, providing the materials give evidence of a sincere desire to be informative.

2. Community Orientation

The Mackenzie Public Library recognizes its obligations to satisfy the reading needs of a large group of people with varied backgrounds, reading levels, tastes and interests.

3. Suggestions from the Public

Suggestions from patrons for purchase of a new title that the patron thinks would be useful for the collection will be evaluated and the purchase made if the title meets the library's guidelines for collection development.

4. Discards

In order to keep the collection useful, the discarding of library materials is as important as the initial selection. Materials which are no longer useful in the light of the objectives of the Mackenzie Public Library will be systematically weeded from the collection according to accepted professional practices. Other materials may be rebound or replacement copies acquired. Copies of important titles shall be retained.

5. Book Sales

Books discarded from the Mackenzie Public Library are to be sold through book sales authorized by the Board.

6. Canadiana, British Columbia and Mackenzie Materials

The Mackenzie Public Library recognizes a special obligation to purchase and preserve materials which convey detailed information about Canada, the Province of British Columbia, the community of Mackenzie and its residents.

602.1 Children's Materials

1. General

The library has a responsibility to serve all children in the community, regardless of background, interests and abilities. The fundamental principle shaping the development of the children's collection is the identified needs of children; demand is not necessarily a major criterion of selection.

The Mackenzie Public Library Board recognizes the role that books play in the development of children as individuals. Effective books foster growth in knowledge and understanding by introducing children to concepts, ideas and information for which they may not yet recognize a need.

2. Collections

Materials will consist of titles selected from reviews in reputable journals and standard lists of recommended children's literature in balanced collections. In addition to books written especially for children, other books which have proved to be of enduring interest to children will be included in the collection.

3. Method of Selection

Selection will follow the same methods as for adult materials, using selection tools appropriate to children's material.

4. Criteria for Selection

Factors influencing book selection will include:

- age level for which the material is intended
- literary quality, including originality of plot, character development and style
- design, including effectiveness of illustrations and format and overall physical quality
- accurate, up-to-date and objective presentation of material
- relationship of book to the total children's collection
- Canadian content/authors

5. Replacements

All books to be replaced will be given careful consideration as to their value to the collection as a whole. Replacements will be checked against lists of standard juvenile books for later and/or better editions as well as for new titles on the same subject. All last copies to be discarded will be carefully checked before removing them from the collection.

6. Discards

Careful discarding is as critical as careful book selection in maintaining an effective collection. Worn, torn or physically dirty books will be discarded. Books which have become outdated including books which are no longer relevant to the community will be discarded. Children's taste in storybooks changes and collections will recognize this fact.

7. Special Areas

7.01 Cooperation with Schools

The school curriculum will be kept in mind when selecting informational books with the same standards being applied as are applied to other titles in the collection. Emphasis will be placed on selecting accurate but readable books rather than factual textbook type of materials. The library does not supply texts for school courses.

7.02 Books in Languages other than English

The emphasis of the collection will be on meeting recreational reading needs and on providing nonfiction material that will provide additional resources to children.

Books in languages other than English may be provided in response to identified needs.

7.03 Books in Series

Evaluation will be on an individual series basis. Representative titles of series exhibiting originality of approach or having an enduring appeal for children will be included in the collection.

7.04 Suggestions from the Public

Suggestions from patrons for purchase of a new title that the patron thinks would be useful for the collection will be evaluated and the purchase made if the title meets the library's guidelines for collection development.

7.05 Books for Young Adults

Young adult materials are located in proximity to the adult collection and selected according to the adult book selection policy statement.

7.06 Sex Education Books

Informational books for children on human reproduction, development and growth are purchased by the library. These books are selected according to the library's general selection criteria and are chosen to provide a variety of perspectives while maintaining scientific accuracy.

Sex education books for children fall into four general categories:

- those showing reproduction and birth of animals
- those emphasizing family life which may have photographs for illustrations

- those having drawings or paintings of the human body to illustrate the text
- those containing clinical information and having photographs which include pictures of the human reproductive organs.

7.07 Reference Books

Children's reference collections will be limited to basic encyclopedias, atlases and dictionaries. There will be no attempt to duplicate the stock in the adult reference department.

7.08 Abridged Children's Classics

Adaptations and abridgments of classics and retellings of folk tales will be purchased only when they retain the spirit and character portrayal of the original.

7.09 Subjective Treatment of Information

Books which present material in a sensational manner or are prejudicial in their treatment of any race, creed, sex, nationality or social group will not be included in the collection. Books which present the partisan viewpoint of any religious or political group will not be included in the collection.

603.1 Periodicals & Newspaper Selection

The selection of periodical and newspaper titles for the Mackenzie Public Library follows the basic tenets of the Adult Book Selection Policy. The magazine and newspaper collections will match the needs and interests of the community with care being taken to provide as wide a subject range of magazine and newspaper titles as possible.

The current edition of periodicals will be non-circulating until subsequent issues arrive.

Online issues of periodicals are considered an important part of the collection.

Back files in varying formats will be retained.

604.1 Audio and Video Materials

Audio and video resources are considered a valuable part of the Library collection. The Library undertakes to remain current with the technological advances in audio and video resources as funding allows.

Collections of audio and video materials are maintained at the Mackenzie Public Library. A representative sample of new releases are purchased each year. The library pays special attention to specific areas of audio language instruction and children's media, as these areas are in high demand and not readily available elsewhere within the community.

605.1 Borrowing of Library Materials

Refer to the Mackenzie Public Library Procedures Manual

606.1 Fees for Overdue and Lost/Damaged Library Materials

Refer to Appendix 2.

700 FINANCE

700.1 Statement of Guiding Principles for Finance

The Board of the Mackenzie Public Library is committed to the provision of excellence in library service. In order to achieve this, the Board will continually seek to secure and maintain appropriate levels of funding for all aspects of the operation of the library. These include areas such as staff compensation, level of service by staff, hours of operation, collection development, facility and equipment maintenance and regular upgrades to equipment.

However, the Board also recognizes its responsibility to ensure that all aspects of the library operations are managed in a prudent and appropriate manner consistent with good accounting practices and to be respectful of the use of public funds.

In order to support the Board and staff in meeting these two commitments, the Board recognizes its responsibility to provide in-service on budget procedures and to ensure all financial reports are presented in a timely and comprehensible manner.

700.2 Statement of Guiding Principles for Fundraising

The Board of the Mackenzie Public Library is committed to support fundraising activities in order to enhance library services for the community. These enhancements may include, but not be restricted to, such items as improvements to the collection and upgrades to technical services and to the quality of furnishings.

However, the Board firmly believes that these activities are solely for enhancements. The basic operational expenses are the responsibility of the District of Mackenzie as Mackenzie Public Library is a municipal library. Further, the capital expenses in building and maintaining the library facility are also the responsibility of the District as the library facility is a municipal building.

Policies No. 702.1 Donations, Sponsorship, Fund Development and No. 702.2 Fundraising describe the process and procedures for fundraising activities.

701.1 Finance and Expenditures

1. Accounting and payroll

The accounting and payroll of the Library is handled by the District and must be acceptable to the Library Board inasmuch as they affect Library operation.

2. Budget and financing

2.01 On or before the first week of September, the library board must prepare and submit to the district council its annual budget for providing library service in the district.

2.02 The district council must approve, with or without amendment, the budget submitted to it under subsection (1).

2.03 At the request of the library board, the district council may approve an amendment to the approved budget.

2.04 The district council must include in the district's annual budget a sum sufficient to finance the library's approved budget.

3. Expenditures and financial statements

3.01 The library board has, subject to the approved budget, exclusive control over the expenditure of

- a) all money provided by the district council for library purposes,
- b) all money given to the library board from grants and other sources,
- c) the revenue derived from any source including fees, fines, and money recovered by the library board for detention, damage or loss of library materials, and all money received by the library board under an agreement to provide library service.

3.02 The Library Board must approve the annual financial statements of the library before they are submitted to the District. In addition, the Chair of the Finance Committee will prepare an annual report that incorporates pertinent financial results and will endeavour to comply with any additional financial information as requested by the District.

3.03 All fines are recognized when collected. Due to the non-material dollar value of annual outstanding fines and the difficulty determining their collectability, no bad debts will be recognized.

4. Purchasing policy

Purchase orders and reimbursement memos under \$1000 may be signed by the Library Director without a second signature from a member of the Board. Or, in the absence of the Library Director, purchase orders and reimbursement memos under \$1000 may be signed by the Assistant Librarian and the Chairperson of the Finance Committee or the Chairperson of the Board.

Purchases over \$1000 shall be signed by the Library Director or in his or her absence the Assistant Librarian and the Chairperson of the Finance Committee or the Chairperson of the Board.

All capital expenditures over \$2500 shall be approved by the Library Board as a whole prior to purchase. The Library Director will bring three (3) quotations to the Board for capital purchases over \$2500.

All purchase orders and invoices for capital expenditures shall be signed by the Library Director and the Chairperson of the Finance Committee. In the absence of the Chairperson of the Finance Committee, the second signature shall be that of the Chairperson of the Board.

Acquisitions, to include all circulating material, shall be purchased by the Library Director or Acting Library Director within the scope of budgetary funds. The Library Director to report semi-annually (June/December) to the Board on acquisitions purchased to date, future requirements, and special needs.

701.2 Budget Reports

The Mackenzie Public Library Board believes it has a duty to ensure that prudent and fiscally responsible budget procedures are in place for the operation of the library.

1. Annual Budget

The Chairperson of the Finance Committee, in consultation with the Library Director shall prepare a draft annual budget in a timely manner. This draft shall be reviewed by the Finance Committee of the Board. After this review process is complete, the draft annual budget shall be brought to the Board for approval, and revision where necessary.

2. Reports to the Board

The Board expects that it will be kept current with the status of the budget throughout the fiscal year and that any unexpected or unusual budget expenditures will be brought to the Board's attention in a timely manner.

3. Budget Compliance

The Board expects that the library budget practices will comply with district requirements and with the principles of good fiscal management and accounting procedures.

702.1 Donations and Donor Recognition

1. Donations - General Guidelines

While recognizing the legitimacy and primacy of tax revenue from local and provincial governments in supporting the regular operations of the library, the Mackenzie Public Library Board acknowledges the importance of gifts and donations from individuals, non-profit organizations and private enterprise in enhancing library services.

The Library is pleased to acknowledge donations in a variety of ways, commensurate with the nature of the gift. Significant gifts requiring special acknowledgement will be considered and approved in advance by the Library Board.

Gifts of money and real property are accepted as long as any conditions attached thereto are acceptable to the Library Board. Gifts of books, other collection materials, equipment and art are accepted only on the principle that the Library has complete jurisdiction over their allocation. The Library will ensure that donations do not unduly influence the nature of library collections or services.

The Library has status as a charitable institution and will issue income tax receipts for cash donations upon request. Tax receipts for donations of real property may be issued upon the approval of the Board.

2. Donor Recognition

2.01 Annual Recognition

All donors will have their names added to the Mackenzie Public Library annual report and posted on our website.

2.02 Donor Recognition Levels

The Library will recognize monetary donations of \$250 or more at the following levels:

\$250 - \$500	Bronze
\$501 - \$2000	Silver
\$2001 - \$5000	Gold
\$5001 +	Platinum

2.02.01 All donors at the levels defined in section 2.2 will have their names and/or logos engraved on plates to hang on the plaques in the Library. Nameplates will remain in the Library for at least two years from the date of donation, after which time they may be removed to make room for new donors.

2.02.02 Platinum donors who donate towards the purchase of specific items have the option of having plates engraved with their name and/or logo attached to the items they have sponsored.

3. Library Naming

The Library Board recognizes that the building is owned by the District of Mackenzie and, therefore, the District of Mackenzie has the right to the final decision on whether or not the Library building is available for naming, and at what cost.

4. Corporate Logos on Library Materials

The Library will not generally allow the use of corporate logos on lending materials within the library. Exceptions may be made on a case by case basis at the discretion of the Board.

The Library allows the use of corporate logos on materials sold within the library for fundraising.

702.2 Fundraising

The Board of Trustees for the Mackenzie Public Library recognizes the necessity to engage in fundraising activities to support the library. The purpose of this policy is to describe and define the purpose, nature and extent of such fundraising activities.

1. Purpose

The Board of Trustees, and other groups and agencies authorized by the Board may fundraise in order to support programs, collection acquisitions, non-essential equipment purchases, and other items deemed to be of an extraordinary nature. The Board of Trustees, Friends of the Library and groups and agencies authorized by the Board will not fundraise to support ongoing operational expenses of the library such as employee wages, utilities, routine acquisitions, etc. The distinction lies in what would be reasonably expected to be paid by the District of Mackenzie in supporting the operation of a municipal library and what enhancements the Board believes will improve service to the patrons and guests beyond the expectations from the municipal funds.

2. Categories of Fundraising

2.01 Wholly controlled by the Board of Trustees

2.02 Partnership of the Board with other groups or agencies

2.03 Wholly controlled by other groups or agencies

3. Procedures for Approval for Each Category

3.01 Wholly controlled by the Board of Trustees:

Activities in this category must be approved by the Board of Trustees prior to the activity taking place. The factors to consider in approving the fundraising event are the capacity of the Board to support the activity and the capacity of the community to financially or in-kind support the activity. The Board should consider how many activities have been sponsored by the Board within a period of time and what other fundraising activities are taking place in the community within the same time period.

Further, the purpose of the fundraising event should be consistent with the Section #1 Purpose stated at the outset of this policy.

3.02 Partnership of the Board with other groups or agencies

Activities in this category must also be approved by the Board. The same factors described in section 3.1 should apply when considering whether or not to proceed with a given activity.

3.03 Wholly controlled by other groups or agencies

From time to time, other groups or agencies may wish to hold a fundraising event with all or some of the proceeds designated to support the library.

Although the Board appreciates financial support for the library, this may be problematic for a variety of reasons such as the nature of the activity, repetitious fundraising activities, etc. Therefore, the Board reserves the right to approve such activities prior to the event, or in the case of the Board learning of the event after the fact, the right to receive and/or acknowledge the monies and the event.

If the Board is aware of such an activity prior to the event, then the same procedures as in section 3.1 should apply.

If the Board chooses to receive the funds from non-Board sponsored activities, the Board will ensure that such funds will be used for the purpose described at the outset of this policy.

4. Acknowledgments and Recognition

The Board of Trustees may publicly recognize fundraising activities undertaken by and other groups and agencies.

5. Management of the Fundraising Activities

For Category 1 and 2 events, the Chair or designate will maintain a record of every fundraising event in the Chairperson's report at the next monthly Board Meeting.

For Category 3 events, the Library Director will maintain a record of the event in the Librarian's report at the next monthly Board Meeting.

703.1 Tangible Capital Assets

The Mackenzie Public Library organizes its tangible capital assets according to these major categories:

1. Library Collection
2. Furniture/Equipment
3. IT Infrastructure (hardware only)

703.2 Library Collection

The Library Collection does not have a minimum dollar amount threshold. All library acquisitions are pooled together and are capitalized in the year of acquisition.

Since donations entered into the collection are minimal, materials donated to the library are not capitalized.

No adjustment will be made for items discarded prior to their full amortization period. Allowance for such dispositions is built into the useful life of the entire collection.

703.3 Furniture/Equipment and IT Infrastructure

Furniture/Equipment and IT Infrastructure purchases have a minimum dollar threshold of \$2500 for capitalization. Any purchases under \$2500 in these two categories are expensed in the year of acquisition.

703.4 Existing Tangible Capital Assets

This policy comes into effect on January 1, 2014. At such time, all existing tangible capital assets will be evaluated. The valuation of existing tangible capital assets is determined from the original invoiced price and amortized according to the schedule in Appendix 4.

See Appendix 4: Tangible Capital Assets Schedule

800 FACILITIES

800.1 Statement of Guiding Principles for Facilities

The Board of the Mackenzie Public Library is committed to the provision of library facilities that are welcoming, safe, well designed, well maintained and accessible. The Board also believes that library facilities should support and enhance a sense of community and provide a place where community members can come together.

801.1 Conduct in the Library

The Mackenzie Board of Trustees wishes to ensure that an orderly and safe environment is maintained in the library. All patrons should be able to use the library as a place free of inappropriate behaviour. This commitment is consistent with and expands on Policy 1204.1, Staff Safety and Security.

Therefore, the Board authorizes the following list for guiding conduct in the library. The list is not intended to be inclusive but rather to be a representation.

1. There is no smoking in the library.
2. Seeing-eye dogs are the only animals allowed in the library.
3. Eating and drinking in the public areas in the library are not permitted during normal library hours. Exceptions will be made for beverages with lids and food/drink served in conjunction with library programs and services at the discretion of the Director.
4. The public is allowed in the STAFF ONLY areas only when accompanied by an authorized person.
5. Misuse or defacement of library materials or property is prohibited.
6. Soliciting for donations or sale of materials or objects not related to library fundraising is not permitted on library premises.
7. Abusive, obscene, threatening or sexually suggestive language or behaviour is not permitted.
8. Drunk and/or disorderly individuals may be refused admission at the discretion of the staff member in charge.
9. Young children shall not be left unattended. (See Policy 801.2, Unattended Children.)
10. Obstruction of public access points or fire exits is not allowed.
11. Noise which is preventing the peaceable enjoyment of the library by patrons is not permitted.

12. Violation of any of the above prohibitions may result in expulsion from the library.

801.2 Unattended Children

The Mackenzie Public Library welcomes children to attend programs and to use the library to the fullest. However, parents and/or guardians should be aware that the library is a public place and, as such, is open to all members of the community. Library staff cannot assume responsibility for supervising children. Therefore, children should not be left unattended on the premises.

1. Children five (5) years of age and under

Children five and under must be accompanied at all times. Children should not be left unattended in the children's section while parents and/or guardians conduct their own business in the library. While story times are on, parents of preschoolers are free to browse within the library but should not leave the premises as their child might leave the story time in search of them.

2. Children of elementary school age

Children of elementary school age may come into the library independently but should not be left unattended for substantial periods of time. If the library staff notices that children are left for extended periods of time, the parents and/or guardians will be contacted. The library information desk cannot always be staffed and there may not be a staff member available should a problem arise.

3. Unattended children at closing time

Children of intermediate age often study independently in the library. Parents and/or guardians are expected to make arrangements for their children to be supervised and, when necessary, to have rides home when the library closes. Library staff are directed not to assume responsibility for unattended children. If a child is unattended when the library closes and library staff cannot locate a parent and/or guardian, the library staff will leave the child in the care of Recreation Centre staff. If Recreation Centre staff cannot be located, library staff will arrange for the RCMP to take responsibility for the child.

802.1 Facility Planning

In keeping with Policy 800.1, Statement of Guiding Principles for Facilities, the Mackenzie Library Board of Trustees is committed to facility planning processes that are open, inclusive and consultative. The Board will seek to work cooperatively with the community, the District of Mackenzie and other appropriate institutions in the design of any new facilities.

802.2 Facility Recognition

Plaques marking the opening of a new library building will bear the names of those trustees who are members of the Library Board from the time of the groundbreaking ceremony through to the time when the building is officially opened.

803.1 Library Sponsored Activities

Library sponsored activities taking place on a day that the Library is closed must have prior approval of the Board.

900 COMMUNITY RELATIONS

900.1 Statement of Guiding Principles for Community Relations

The Board of the Mackenzie Public Library is committed to the ongoing development and maintenance of good community relations.

In carrying out this commitment, the Board shall endeavour to work collaboratively within the community of Mackenzie with diverse groups such as the District of Mackenzie, the school district, other community agencies and institutions.

It will seek to continue to develop productive and positive working relationships with the larger library community in the province and the country. This commitment is demonstrated through membership in a variety of library organizations and associations.

Further, the Board wishes the Library to continue to develop positive relations with its neighbouring communities.

901.1 Cooperation with Other Libraries and Educational Agencies

1. General

The Mackenzie Public Library Board recognizes that public, school, college, professional and industrial libraries working together sharing their services and resources can meet more adequately the full needs of the community and therefore will be alert to opportunities of cooperating with other.

2. Student Practicums

2.01 The Mackenzie Public Library will co-operate with various educational institutions by allowing students to carry out field work and special projects within its library system.

2.02 Each request will be considered on an individual basis.

2.03 In all cases the work experience will be an extension of the educational courses and the students will not be considered employees of the library and will not be paid. At no time will students be assigned work that results in the displacement of existing employees and no part time employees will be employed for shorter hours as a result of the student program.

2.04 The students' activities will be monitored by the supervisor concerned. Mackenzie Public Library reserves the right to withdraw or discontinue any student program which, in the opinion of the supervisor, adversely affects the efficient operation of the branch or department. Each project will be evaluated upon completion.

3. Supervision of Exams

The Library Director continues to support other agencies and institutions by serving as a proctor for exams.

902.1 Public Relations

1. General

1.01 The Mackenzie Public Library Board recognizes public relations as an appropriate means by which the purpose and services of the library can be interpreted to the public. It is also a means by which the public's attitudes to current library services and its perceived needs for future services can be communicated to the Board.

The Board will encourage the public to express individual and group needs for library service by providing structured opportunities for expression of public opinion and also the means of response.

1.02 The public relations program over the long term will consist of such basic input as:

- a) assessment of user needs
- b) design the library goals and objectives to meet those needs
- c) continuous performance evaluation
- d) awareness of community expectations
- e) knowledge of and coordination of services with other community resources
- f) a realistic grasp of economic and social factors affecting the people in the community

1.03 Library trustees and members of the staff are encouraged to give talks and to participate in community activities.

1.04 When a staff member is requested to represent Mackenzie Public Library in an official capacity, or invited because of their association with the Mackenzie Public Library, such invitations or requests must be referred to the Library Director for approval before acceptance by the staff member.

1.05 A reasonable amount of library time is allowed for staff members for preparing and speaking. Any monies received in compensation for such activities will be passed to the Mackenzie Public Library.

1.06 Any public release which relates to library policy should be approved by the Chair of the Library Board in consultation with the Library Director.

1.07 The library may advertise events of a cultural, informational, recreational or educational nature whether or not a charge is made for entry to these events.

1.08 The library will not participate in charity drives or other functions involving the collection of money for any other organization.

1.09 The library will not participate in activities in which library users are to be canvassed or petitioned by organizations or individuals. In special circumstances an exception can be made if a request is received from Municipal Council and approved by the Library Board.

2. Membership Dues

2.01 Membership dues are paid on behalf of all Board members and the Library Director for the following:

- B. C. Library Trustees' Association
- B.C. Library Association
- Other associations as deemed necessary

3. Leave of Absence to Attend Executive Meetings of Professional Associations or to Give Workshops

3.01 Staff members are encouraged to actively participate in professional associations. If a staff member is elected to the Executive Committee of a professional association and is required to attend meetings of the committee, he/she may be given leave of absence with pay to attend such meetings.

3.02 Granting of such leave shall be at the discretion of the Library Director. Should the Library Director need such leave, he/she will make a request to the Library Board.

3.03 The above leave of absence with pay provisions also applies to staff members or the Library Director who might be requested to put on workshops or participate in panel discussion, seminars, etc. in connection with continuing education professional development programs organized for the benefit of the library community.

903.1 Social Media

1. The Mackenzie Public Library strives to enhance communication and build stronger community relationships through the use of social media.
2. The creation of an official Library social media account is subject to approval by the Director before the account is established.
3. Designated employees (as assigned by the Director) may post content on Library social media sites at their discretion as long as it does not constitute inappropriate use as defined in this policy (see Section 8.)
4. Posts to the account may include, but are not limited to:
 - a) Library or community news
 - b) programs and events
 - c) news, articles and images pertaining to libraries and literacy
 - d) announcements
 - e) changes to collections and acquisitions
5. As much as is reasonably possible, information will be confirmed for accuracy before posting.
6. Social media accounts shall be monitored at least once a day during regular business hours. Questions posted to those accounts by the public will be addressed in a timely manner.
7. The Library reserves the right to remove or restrict any inappropriate content posted by visitors.
8. Inappropriate use is defined as creating public posts or sending private messages which:
 - a) Reflect negatively on the Library or library staff
 - b) Contain personal or confidential information
 - c) Do not abide by library policies
 - d) Do not abide by municipal, provincial and federal laws

- e) Include profanity, copyrighted information, defamatory or offensive comments, personal opinions not supported by the Library, sexual content, promotion of illegal activities, discrimination
- f) Contain any content deemed inappropriate by the Director or the Library Board

1000 VOLUNTEERS

1000.1 Statement of Guiding Principles for Community Relations

The Library encourages members of the community to participate in volunteer activities at the library. These activities may serve to assist the Library (e.g. through the formation of a 'Friends of the Mackenzie Public Library') or to increase the Library's involvement with the community (e.g. through the extension of volunteer opportunities to students).

Volunteer activities will not be permitted to interfere or overlap with the duties of Library staff.

1. General

- 1.1 Any prospective volunteer with the exception of minors will be required to submit to a criminal record check prior to participating in volunteer activity within library facilities.
- 1.2 Prospective volunteers must be at least 14 years of age unless an alternate arrangement is granted under special circumstances by the Board of Trustees.
- 1.3 Unless approved by the Board, the library will limit itself to no more than two regular volunteers at any given time.
- 1.4 The Library Director reserves the right to restrict which hours are available to volunteers on an individual basis.

2. Supervision

- 2.1 Volunteers will report to the Library Director, or to a designate of the Library Director. The name of any designate should be listed on the volunteer agreement.
- 2.2 Volunteers will be assigned tasks by the Library Director or the designate of the Library Director. At no time will volunteers be assigned work that results in the displacement of existing employees and no part time employees will be employed for shorter hours as a result of volunteer activities.
- 2.3 A volunteer should be able to work without direct supervision once assigned a task and instructed on how to perform it.

3. Duration

There will be no minimum commitment from volunteers in terms of the duration of their volunteer activities. However, the library will re-evaluate the continuation of a volunteer's activities on an annual basis.

1100 RECORDS MANAGEMENT

See also Appendix 7: Records Retention Schedule.

1101.01 Purpose

The purpose of this records management policy is to ensure that full and accurate records of all activities and decisions of the Library are created, managed and retained or disposed of appropriately, and in accordance with the operational needs of the Library and relevant legislation.

1101.02 Guidelines for the Management and Retention of Library Records

1. The storage of files held by the Library is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record of the Library.
2. The Library Board shall keep orderly and timely record of its business so that its records are compliant with federal rules and regulations. The Income Tax Act of Canada is cited as the authority for the retention of records.
3. This policy applies to records in all formats, including electronic records. Records that are kept electronically will be retained in an electronically readable format for the periods set out in the retention schedule. They may be kept either online or on removable media.
4. With the exception of patron records; personnel records; and internal staff meeting minutes, the records of the Library are deemed to be public information.
5. All patron records are confidential unless subpoenaed by law.
6. The costs for space, storage and handling of files should be kept to a minimum.

1101.03 Responsibility

1. The Library Director has overall responsibility for management of information in the Library, including oversight of the records management program and records destruction.
2. The Library Board has the discretion to retain records longer than the period provided for in the retention schedule.
3. All Library staff, Trustees, and volunteers must comply with this policy in their conduct of official business for the Library. All Library staff are responsible for the proper safeguarding of the organization's records under their control in whatever format the records are maintained.

1101.04 Retention

1. Current hardcopy records should be stored in the Library with suitable access restrictions as determined by the Library Director in accordance with this policy.
2. All current records kept in an electronic format should be backed up on a secure offsite server and/or on a separate hard disk weekly.
3. Rarely used records or records no longer in use for official purposes that are still required to be retained in accordance with the retention schedule. Staff should forward all hardcopy files to the Library Director for archiving.
4. Electronically archived files may be kept by their creators until they are slated for destruction.
5. Archived files shall be kept onsite at the Library.

1101.05 Destruction

1. Records with personal information that have been slated for disposal following the guidelines set out in the retention schedule shall be shredded or incinerated by the Library Director and/or appointed staff member(s).
2. All other records slated for disposal shall be recycled by the Library Director and/or appointed staff member(s).
3. Any hard drives used for confidential records will be destroyed prior to disposal.
4. A record will be kept of the documents destroyed including the date, time, and method of disposal. This record will be presented annually to the Library Board as part of the librarian's report.

1101.06 Vital records

1. As part of the records management program, those records which are deemed essential to the survival of the organization have been identified for protection from destruction in the event of a disaster. Such records are known as vital records.
2. Copies of all vital records will be made and kept in a secure offsite location, in either electronic or physical format(s) as is deemed appropriate for the content. The confidentiality or security of the files and the implications of their possible loss or destruction should be taken into account.

3. Vital record categories are identified in the records retention schedule.

1200 EMPLOYEES

1201.01 Northern Residents Travel Taxable Benefit

Mackenzie falls within a prescribed zone that is eligible for the federal Northern Residents Tax Deduction. In addition to claiming the basic residency amount, employees within the prescribed zone are eligible to claim travel expenses outside the zone if the employer designates a portion of their wages as a taxable travel benefit. The employee, when filing their personal tax return, is then able to claim a maximum of two trips per year under other travel for each member of their household. This travel can be related to vacation, family or medical reasons.

For as long as this tax deduction is available to its employees, the Mackenzie Public Library will designate ten percent (10%) of gross earnings, to a maximum of five thousand dollars (\$5,000), in Box 32 of the employee's T4 slip as eligible to be used to offset travel costs. The employee will be solely responsible for ensuring that only eligible expenses are submitted on the employee's income tax return. This provision shall not result in a wage increase or reduction for the employee.

1202.01 Vacations and General Leave

1. Part-time staff with no paid vacation days will be allotted a number of vacation days (shifts) per year commensurate with their years of service as determined by Schedule B of the Collective Agreement (Vacation Entitlement.)
2. Any extra time requested above the annual allotment of vacation time will be considered to be general leave.
3. Part-time staff are not required to take their full allotment of vacation time in a calendar year. Vacation allotments for part-time staff cannot be banked or carried over to the next calendar year.
4. When determining vacation schedules for requests submitted before March 31, vacation allotment days for all part- and full-time staff will be considered and approved (if possible) before general leave requests are considered.
5. At no time shall actions taken under this policy contravene any article in the current Collective Agreement.

1203.01 Use of Personal Vehicles

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law.

Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy, and will be responsible for any damage to the vehicle, as well as for liability.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

1203.02 Mileage Reimbursement

The Library will reimburse employees for the use of their personal vehicle(s) used for Library business falling within the employee's regular job description.

Mileage will be reimbursed for the round-trip distance between the Library and the work-related destination. If employees depart from or return to their home instead of the Library, only the kilometres in excess of the normal daily commute can be claimed as an expense.

Mileage amounts must be verifiable through the use of commercially available websites (ex. Google Maps) using the "shortest route" option.

Mileage will be paid at the rate utilized by the District of Mackenzie at the time the trip(s) was taken.

The employee must keep a log indicating the dates of travel, points of travel and the kilometres eligible for reimbursement (see Appendix 5.) Mileage reimbursement requests should be submitted to the Library Director quarterly for payment.

1204.01 Staff Safety and Security

The Mackenzie Public Library Board is committed to providing a safe and secure workplace for its staff and library patrons.

1. Harmful Behaviour

In the event of a patron exhibiting harmful behaviour, or potentially harmful behaviour, the following steps shall be taken:

1.01 Removal from Premises: If members of the staff feel that they, or a library patron, are in danger of physical harm or if they have asked a patron to leave and he or she refuses, the Board expects that the staff person will call the police immediately.

1.02 Exclusion from the Premises: There is statutory provision for the exclusion of anyone from the library premises. See the Library Act Part 5 General,

Enforcement of Library Rules. The causes for exclusion from the premises and procedures are specified in Policy 402.1, Suspension of Library Privileges.

1.03 Reporting of Incidents: An incident report should be filled out and submitted to the Library Director.

2. Loss Prevention, Suspected Theft and Damage to Premises

2.01 The Board expects that appropriate security measures will be adopted to protect the library against loss of property.

2.02 The Board expects that appropriate procedures will be established for the staff to deal with cases of suspected theft.

2.03 The Board expects that appropriate procedures will be adopted to protect the library against damage to the premises.

1205.01 Discrimination and Harassment

The Mackenzie Public Library (MPL) is committed to providing a work environment in which all employees, present and future, are treated with dignity and respect. Each employee has the right to be treated without discrimination or harassment with regard to employment or any term or condition of employment and to work in a climate which promotes equal opportunities and which is free from discriminatory practices or harassment of any kind.

It is the policy of MPL that discrimination and harassment are prohibited in the workplace.

1. This policy applies to all board members, employees, volunteers, facility users and persons having a business relationship with MPL. Breach of this policy is a serious offence and violations may involve discipline up to and including dismissal. Suppliers place their relationship with the Library at risk.

2. Definitions

2.01 Discrimination

Discrimination is behavior consisting of differential treatment of an individual based on any of the prohibited grounds in the British Columbia Human Rights Code subject to bona fide occupational requirements. These grounds are:

- race
- color
- ancestry
- place of origin
- political belief
- religion
- marital status

- family status
- physical or mental ability
- sex
- sexual orientation
- criminal or summary conviction offense (that is unrelated to the employment)
- age

2.02 Sexual Harassment

For the purposes of this policy, sexual harassment is a specific type of harassment and is defined as an unwelcome behavior, conduct, comment, or gesture of a sexual nature which detrimentally affects the work environment by creating an intimidating, hostile or offensive climate:

- a. when such conduct is likely to and does cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group of persons; or
- b. when submission to such conduct is made either implicitly or explicitly a condition of employment or on any opportunity for training or promotion.

Examples of behavior which constitute sexual harassment include but are not limited to:

- sexist jokes causing embarrassment or offence, told or carried out after the joker has been advised that they are embarrassing or offensive, or that they are by their nature clearly embarrassing or offensive
- the display of offensive material of a sexual nature
- sexually degrading words used to describe a person
- derogatory or degrading remarks about a person's sex or sexual orientation
- sexually suggestive or obscene comments or gestures
- distribution or publication of written material which could reasonably be interpreted to be sexually threatening or intimidating
- unwelcome sexual flirtations, advances or propositions
- unwelcome enquiries or comments about a person's sex life or spreading rumors about the same
- persistent or unwanted contact or attention after the end of a consensual relationship
- request for sexual favors
- unwanted touching
- sexual assault
- leering or other gestures

2.03 Personal Harassment

Personal harassment includes a conduct that is not legitimately supervisory in nature and that unreasonably interferes with a person's work performance or creates a hostile,

intimidating or offensive work environment. Specific examples of harassment may include but are not limited to:

- written or verbal abuse or threats
- racial or ethnic slur
- displaying offensive or derogatory pictures
- practical jokes which cause awkwardness or embarrassment
- condescending or patronizing behavior
- abuse of authority which undermines another person's position through intimidation, blackmail, coercion or favoritism

2.04 Complainant

Refers to the person(s) lodging the harassment or discrimination complaint.

2.05 Respondent

Refers to the person(s) against whom the complaint is being lodged.

3. Employee guidelines

The following suggestions are intended for employees who believe they are being subjected to discrimination or harassing behavior. These suggestions are not pre-conditions for filing a formal complaint.

3.01 A complainant who believes that he/she has a complaint of discrimination or harassment may on his/her own consider discussing the complaint with the respondent and to ask the respondent to stop the offensive behavior or to correct the action that resulted in discrimination or harassment before taking further steps under this policy.

3.02 If the harassment or discrimination does not stop after the complainant has spoken to the person responsible for it, the complainant who believes he/she has a complaint of discrimination or harassment may approach their supervisory personnel, shop steward, or other contact person to discuss potential means of resolving the complaint and to request assistance in resolving the matter before proceeding to the formal complaint process. If the matter is resolved to the complainant's satisfaction the matter is deemed to be resolved.

3.03 The complainant should keep a written record of dates, times, places, the nature of the behavior and the names of any persons who may have witnessed the incidents. The complainant should also indicate what action they took to stop the behavior.

4. Formal Complaint Process

If the informal attempts at resolving the problem are not appropriate or prove ineffective, a formal complaint and investigation may be required.

4.01 Reporting a Complaint

- a. Although employees may first choose to make a verbal complaint, it is in the best interest of all concerned to have a written summary of allegations.
- b. Complaints should normally be reported within (1) one month of the action or behavior being complained of. Promptness in reporting a complaint protects the rights of both the person making the complaint and the person complained against.
- c. A letter of complaint should contain a brief account of the offensive incident(s), where and when it occurred, the person(s) involved, the names of the witnesses if any, and any attempts to resolve the situation. This letter should also include the remedy sought and be signed and dated by the complainant.
- d. A complaint under this policy can be submitted to the Library Director or the Chair of the Board.

5. Appointment of investigator

After receiving a complaint, the Library Director will investigate to resolve the complaint. In certain circumstances it may be necessary and/or desirable to assign an outside investigator to resolve the complaint.

If the complaint is against the Library Director, the steps below shall be followed by the Chair of the Library Board or their designate.

5.01 Investigation

- a. As soon as possible after receiving a complaint, the Library Director or the named investigator will notify the respondent. All persons named in the complaint have the right to reply to the allegations against them and the right to be accompanied by a representative of their choice in any meeting with the investigator. All employees have a duty to participate in any investigation pursuant to this policy while the investigation is occurring.
- b. Persons not named in the complaint who may have personal knowledge about the incidents will also be interviewed. A representative of their choice may also accompany these witnesses.
- c. Depending on the circumstances, the Library Director may decide that it is necessary to separate the complainant and the respondent physically and/or operationally until the investigation is completed.
- d. The Library Director or the named investigator will discuss the situation with the complainant, and will investigate the complaint with due concern for confidentiality, regardless of the complainant's will to pursue the matter, proceeding as follows:

- i. separately interview the complainant, the respondent and any

witnesses;

- ii. document all information;
- iii. prepare a written report outlining the facts, including a recommendation for action, if any. If the report is completed by an alternate investigator, it will be forwarded to the Library Director within (3) three weeks of receipt of the complaint;
- iv. the report will be made available to the parties involved, but the Library will protect its confidentiality to the maximum extent possible under the provisions of the Freedom of Information and Privacy Act
- v. the Library Director will render a decision within (2) two weeks of receiving the written report, and will advise the complainant and the respondent in writing. Conclusions about whether a specific incident of discrimination or harassment did or did not occur are based upon the balance of probabilities, the same standard used in Human Rights inquiries and labor arbitration;
- vi. Should the Library Director determine that the alleged harasser is guilty of the complaint, he/she will administer appropriate discipline up to, and including, dismissal. If the findings do not support the complaint, the Library Director will recommend that no further action is necessary. No retaliation will be taken at any time by any party toward any other party involved in the case.
- vii. If either the complainant or the alleged harasser is dissatisfied with the Library Director's decision, he/she shall be entitled to appeal via the grievance procedure or through the office of the Human Rights Council of BC. In cases of sexual harassment, an arbitration board shall have the power to transfer or discipline any person found guilty of sexually harassing an employee.

6. Final decision

6.01 Both the complainant and respondent have the right to review and comment on the investigator's findings and recommendations.

6.02 The Library Director will review these final comments and the investigator's report before making a final decision. The Library Director may approve, change or reject any of the investigator's recommendations. The Library Director will notify the complainant and the respondent in writing of the final decision and the corrective action(s) to take place.

7. Discipline

Depending upon the circumstances, a founded complaint under this policy will be considered a form of employee misconduct.

As in any other case of misconduct, corrective action may include discipline, which can vary from verbal counseling or a written reprimand to suspension or discharge.

In keeping with the commitment of MPL to the elimination of discrimination and harassment in the workplace, it is understood and implied that remedial action is intended in all cases to be appropriate to the situation. The goal of the policy is prevention.

8. Rights

8.01 All employees have the right to complain about situations that they believe to be harassment or discrimination under this policy.

8.02 This policy strictly prohibits reprisals against employees because they have complained or provided information regarding a complaint. Alleged reprisals are subject to the complaint process and penalties as complaints of discrimination and harassment.

8.03 The complainant has the right to confidential, timely and appropriate action being taken on their behalf.

8.04 The respondent has a right to a confidential, timely and unbiased investigation, with a full opportunity to respond to all allegations.

8.05 The investigators have the authority pursuant to the policy to speak with anyone, examine any documents and enter any work locations which are relevant to the complaint.

8.06 This policy is in addition to, and not in lieu of, the grievance procedure in the Collective Agreement and complaint procedure in the Human Rights Code.

9. Bad faith complaints

The Mackenzie Public Library will take the misuse of this policy very seriously. Given the serious nature of accusations of harassment and discrimination, false accusations can have serious effects on innocent men and women. Therefore, deliberate false accusations will result in severe disciplinary action.

10. Confidentiality

In order to protect the privacy and reputation of all parties involved in a complaint, all information concerning the harassment complaint, up to and including the final decision, shall remain confidential to the maximum extent possible under the Freedom of Information and Protection of Privacy Act.

All persons involved with a complaint must ensure that the matter remains strictly confidential, and that such detail will only be disclosed as is absolutely necessary to investigate the complaint, and provide the respondent an opportunity to reply.

In accordance with the Freedom of Information and Privacy Protection Act the investigator will only release information on a need to know basis. Whenever possible, but consistent

with fairness, investigation reports are presented in a summary format without the names of witnesses.

11. Records

Information related to complaints will not be kept on either the complainant's or the alleged respondent's personnel file, but will be retained in a locked confidential file accessible only by those who need to know, and then only with the approval of the Library Director.

Records of a complaint will only be placed on an employee's personnel file when corrective action requires discipline of the employee. This record of discipline is subject to the provisions of the Freedom of Information and Protection Privacy Act.

1206.01 Expense Policy

1. All travel must be pre-authorized by direct supervisor.
2. All travel expense claims are to be submitted using the Library Expense Form (Appendix 1.)
3. Air travel is the preferred mode of transportation, and the following types of expenses qualify for payment as indicated:
 - 3.04 Air Travel – The cost of airfare at economy class rates, baggage fees, plus the actual costs for ground transportation to and from the destination hotel.
 - 3.05 Personal Vehicle – When a staff or board member elects to travel by private automobile, reimbursement shall be the lesser of:
 - 3.05.1 The actual mileage at the Canada Revenue Agency automobile allowance rate or,
 - 3.05.2 The economy class airfare that could have been obtained based on booking when the trip was confirmed, plus the Canada Revenue Agency automobile allowance rate for travelling to and from the Prince George Airport.
4. Mileage is claimed per vehicle, not per person. Carpooling is encouraged.
5. If alternative travel is utilized the amount reimbursed will be the lesser of:
 - 5.01 The actual costs incurred; or,
 - 5.02 The economy class airfare that could have been obtained based on booking when the trip was confirmed, plus the Canada Revenue Agency automobile allowance rate for travelling to and from the Prince George Airport.
6. Hotel expenses will be paid in full. Receipts are required to be submitted. The Library will pay hotel expenses for one night's accommodation immediately

preceding and/or one night's accommodation immediately following the scheduled event, if required.

7. Reimbursement for meals incurred when on approved Library business will be made except where meals are included in the registration, training fee, or other such fees.
8. Meals will be reimbursed at the following rates:
 - 8.01 Breakfast: \$15.00
 - 8.02 Lunch: \$20.00
 - 8.03 Dinner: \$30.00
9. Business-related expenses such as telephone, fax, parking and photocopying expenses will be reimbursed at receipted cost. Personal expenses such as phone calls, laundry, parking and speeding tickets, meals costing over and above the meal allowance will not be reimbursed.
10. The Library will pay registration fees for the event, including any additional fees for opening receptions, lunches and banquets.
11. The Library will not pay for any pre-conference or other events that are not related to library business (e.g. golf tournaments or wine tours).

1207.01 Code of Conduct

1. The Board recognizes that it is through the commitment and effort of each employee that the high quality of Library services is achieved and public trust is maintained. Trustees and employees have a shared responsibility to exercise the basic principles of respect and dignity in all working relationships.

2. All employees have the right to work in a positive and respectful environment free of harassment, threats, intimidation, violence or malicious comments in connection with job skills, character or reputation.

3. Respectful Behaviour

All employees and volunteers acting on behalf of the Library share certain ethical and legal responsibilities and will:

- a) Be familiar with and conduct themselves in accordance with Library policies, procedures and guidelines.
- b) Treat all Trustees, employees, volunteers, users, suppliers and community and business partners with respect, dignity, fairness and honesty.

- c) Act with reasonable care, integrity and diligence in the performance of their duties and responsibilities to provide courteous, competent and responsive services.
- d) Seek and achieve a team approach with other employees in an environment of mutual respect, trust and acceptance of each person's roles and responsibilities, work areas and property.
- e) Communicate in a civil and respectful manner using socially acceptable standards of language.
- f) Safeguard and properly use the Library's proprietary and confidential information.
- g) Be aware they represent the Library while carrying out their job duties and responsibilities, whether they are in the Library or at a related event.

4. Conflict of Interest

All employees will declare situations where personal interests are, or may be perceived to be, in conflict with the Library's interests, and/or may result in either their own personal gain or the direct personal gain of a relative. Such situations may include, but are not limited to:

- a) membership in an interest group seeking to influence Board policy.
- b) involvement in situations where there is personal or familial gain in a contract, sale or other business transaction.
- c) acceptance of gifts, accommodation, equipment or travel from a company that has or seeks to establish a close working relationship with the Board.
- d) engaging in activities outside of work that conflict with their duties as employees, use their knowledge of confidential Library information or negatively influence their ability to carry out their duties in the Library.
- e) use of Library property, equipment or resources for personal interests or profit without express permission from the Board.

5. Interactions of Board of Trustees and staff

5.01 Staff should seek the advice and approval of the Library Director prior to responding to a direct request from Board Trustees, except where the request is minor or of a day-to-day operational nature.

5.02 Staff is to provide information and professional advice through regular Library processes and is not to lobby Board Trustees on any matter.

5.03 Staff must not make public statements unfairly attacking or reflecting negatively on the Mackenzie Public Library, individual Board trustees or staff.

5.04 The Library Director is to be equally helpful to all Board members, and should avoid close alliance, or the appearance of close alliance, with any particular member. Information and advice is to be provided as requested, within the limitations of this document.

5.05 Significant information provided to any member of the Board, which is likely to be used at the Board or in political debate, should also be provided to all other Board Trustees, and to the Library Director.

6. Public Relations

6.01 Employees shall treat each contact with the public with diplomacy, tact and objectivity, and shall recognize that such contacts affect the Mackenzie Public Library's public image.

6.02 Employees shall refer to the Library Director or the Board Chair (or designated spokesperson) any contacts from the media, which include information in the public domain, as well as which request opinions or comments on policy, procedures or other matters. Policy queries should be directed to the Board Chair (or designated spokesperson), while procedures and other operating queries should be directed to the Library Director (or designated spokesperson).

6.03 Press releases shall be approved by the Library Director or designate prior to issue.

6.04 Employees shall be mindful of their professional association with the Mackenzie Public Library in their personal social media activity. Employees shall not engage in social media activity that brings the Mackenzie Public Library into disrepute, including but not limited to:

- a) Engaging in discriminatory behaviour, bullying or harassment towards any person.
- b) Breaching copyright in their personal social media activity.
- c) Expressing personal views that bring the Library into disrepute.

6.05 Employees shall not imply Mackenzie Public Library endorsement of any personal views.

7. Confidentiality of Information

7.01 Employees must be respectful and protective of confidential information held in their departments which must not be divulged.

7.02 Employees are prohibited from releasing confidential information or material held or possessed by the Library.

7.03 Employees shall not permit any person, other than those who are appropriately entitled thereto, to inspect or have access to information, papers or documents which are confidential.

7.04 Adherence to informal, assumed, or unwritten policies is not an acceptable justification for violation of the policies set out in this policy manual.

7.05 All personnel matters and files of any employee of the Mackenzie Public Library shall be kept in strictest confidence with the Library Director, and knowledge of their contents shall be available only to those who are appropriately entitled thereto.

7.06 Where an employee is unsure of the status of information, he or she shall confer with the Library Director or designated officer for a decision.

7.07 All employees are urged to review Privacy Guidelines for British Columbia Public Libraries which can be found at <http://www.bclibrary.ca/privacy>. The Library Director is the FOIPPA (Freedom of Information and Protection of Privacy Act) officer at the Mackenzie Public Library. Formal procedures are in place, in accordance with the Freedom of Information and Protection of Privacy Act, which govern situations where a member of the public requests access to information that is regarded as confidential by the Mackenzie Public Library.

8. There are no unwritten policies at the Mackenzie Public Library. Any outstanding procedure, practice, or belief to the contrary should be brought to the attention of the Library Director for decision.

9. Responsibilities for the Code of Conduct:

9.01 The Library Director is responsible for communicating the code to all employees.

9.02 The Board is responsible for investigating an alleged breach by the Library Director.

9.03 Employees are responsible for conducting themselves in accordance with the terms of the code while carrying out their duties and responsibilities and interacting with other employees and members of the public.

9.04 The Library Director or designate ensures that all reported incidents of alleged contraventions of this code are investigated in a timely manner.

10. Compliance

10.01 If an employee feels that a co-worker has not acted in accordance with these standards, an attempt should be made to discuss the matter with the co-worker in an open and respectful manner. The purpose of this discussion is to ensure that the co-worker is aware of the effect of the behaviour in question and has the

opportunity to address it. If this approach is not successful the employee should seek the assistance of the Library Director.

10.02 The Library Director will ensure to the best of their ability that the Code of Ethics is followed by all staff. Where it is determined that an employee is in contravention of any one of the foregoing, disciplinary action shall be taken which may include simple correction, reprimand, suspension or in the case of egregious conduct, immediate dismissal.

11. Collective Agreements and Legislation

In the event that any portion of this Policy is inconsistent with the Library Collective Agreement or federal or provincial legislation, that portion and only that portion of the Policy shall have no application to the extent of that inconsistency. All other portions of the Policy shall continue in full force and effect.

1208.01 Return to Work

1. The Mackenzie Public Library supports the value of rehabilitating injured employees and identifying meaningful opportunities to retain or return them to work in a meaningful and timely manner. The Mackenzie Public Library recognizes that injured employees can face special challenges in returning to work. A stay-at-work or early return-to-work within the prescribed limitations benefits both the Library and the employee.
2. Commitment
 - 2.01 The management of injuries requires the cooperation and active involvement of the Mackenzie Public Library, the union, and employees.
 - 2.02 Employees are expected to participate in and cooperate fully with their assessment, rehabilitation, the return-to-work process, and work arrangements.
3. Resources, Education, and Learning
 - 3.01 Supervisors will promote an awareness of and positive attitude toward the injury management program.
 - 3.02 The Library Director will coordinate the employee's injury management work plan.
4. Early Intervention
 - 4.01 At the earliest appropriate opportunity, the Library Director will discuss the availability of stay-at-work and early return-to-work opportunities with an injured employee. These will include:
 - a) Modified duties based on changes in the pre-injury job;
 - b) Alternate duties based on assignment to another job or other work; and

- c) Graduated duties based on incremental work duties or hours over a period of time.

4.02 Supervisors will identify work that can be assigned to injured employees as graduated, modified or alternate duties.

5. Return-to-Work Planning

5.01 A return-to-work plan will be developed prior to an injured employee returning to work from an injury.

5.02 A medical report from the employee's physician or their medical endorsement of a proposal will generally be obtained prior to finalizing a return-to-work plan. This should cover any work limitations, the duration of any permanent or temporary limitations, and medical approval to work.

5.03 If the reason for the employee's absence from work has been a result of a workplace injury, WorkSafeBC will be contacted for further medical information and the endorsement of return-to-work plans.

5.04 The plan will include:

- a) A description of the modified or alternate duties to be performed;
- b) Information concerning working conditions, including any graduated duties or hours of work, scheduling or other arrangements;
- c) Pay and any affected benefits; and
- d) Progress review dates and end dates as appropriate.

5.05 The plan will be outlined in writing to the employee. A copy of any correspondence will be sent to the union.

6. Personal information and medical reports will be strictly confidential. Relevant information will be shared only with persons on a need-to-know basis to implement return-to-work plans.

7. Communication

7.01 Employees will be informed of the details of the injury management program.

7.02 Medical practitioners will be informed of the injury management program including the availability of the stay-at-work and return-to-work options.

8. Program Administration

8.01 Injury management records and statistics will be maintained by Administration.

8.02 Complete case management files will be developed for employee injury management. This will include related documents, discussion notes and decisions.

1209.01 Relocation Allowance

3. A financial reserve of up to \$5000 will be maintained by the Library Board for the purposes of relocation expenses for new employees at the management level.
4. If a successful candidate leaves their position within the first 18 months, the candidate will be required to pay back their relocation allowance at a pro-rated amount.
5. Receipts must be submitted for all relocation expenses, up to a maximum of one month's salary.
6. Expenses for interviews will be considered on a case by case basis by the Library Board. Such funds may be drawn from the relocation allowance reserve.

APPENDIX 1 – LIBRARY EXPENSE FORM



LIBRARY EXPENSE FORM

VENDOR NUMBER _____

Mileage:	0.54/km
Breakfast:	\$15.00
Lunch:	\$20.00
Dinner:	\$30.00

NAME _____

DATE SUBMITTED _____

POSITION _____

DATE REQUIRED _____

DATE FOR TRAVEL: _____
 DESTINATION: _____
 REASON FOR EXPENSES: _____

	Net	GST	Gross	Account #
MEALS: (Only claim meals not provided by the conference or event) Breakfast x ____ Lunch x ____ Dinner x ____				
ACCOMODATIONS: Hotel to invoice: <input type="checkbox"/> Receipt submitted: <input type="checkbox"/>				
TRAVEL: Mileage <input type="checkbox"/> Airfare <input type="checkbox"/>				
MISC. EXPENSES: (Provide receipts)				
TOTALS:				

SIGNED: _____

APPROVED: _____

APPENDIX 2- MACKENZIE PUBLIC LIBRARY FEE SCHEDULE

MEMBERSHIPS

Any resident of electoral area "G" - Free

BC OneCard – Free

Temporary - \$20 deposit, refundable upon return of library card, minus any outstanding fees and fines

Non-Resident - \$30 per year, non-refundable

OVERDUE FINES

\$0.25 per day per book, magazine or audiobook, to a maximum of \$5 per item

\$1.00 per day per DVD or video, to a maximum of \$5 per item

Borrowing privileges will be suspended when total fines reach \$10.00

Provided the corresponding item(s) have been returned to the Library, overdue fines will be forgiven after three years.

PHOTOCOPIES AND COMPUTERS PRINTOUTS

Black & White

Letter (8½ x 11) 25¢ per page per side \$0.20 for more than 20 copies

Legal (8½ x 14) 50¢ per page per side

Colour

Letter (8½ x 11) 75¢ per page per side \$0.70 for more than 20 copies

Legal (8½ x 14) \$1 per page per side

LAMINATION

Letter (8½ x 11) \$2.00 Ledger (11 x 17) \$3.00

Legal (8½ x 14) \$2.50

BOOK SALES

By donation

SCAN TO EMAIL OR FILE

\$2.00 per scan

REPLACEMENT OF MEMBERSHIP CARD

\$5.00

INVIGILATION

\$25.00 per exam

This fee may be waived at the discretion of the Library Director.

LOST OR DAMAGED LIBRARY MATERIAL

Barcode	\$2.00
Audio case	\$10.00
Video/DVD case	\$10.00
Audio/video booklet	\$3.00
Bag from book with audio	\$2.00
Inter-library loan	replacement cost tbd by lending lib.
Single CD/DVD from a set	replacement cost of entire item

LOAN PERIODS

Audiobooks:	21 days
Books:	21 days
DVDs:	7 days
Inter-Library Loans:	variable, as determined by lending library
Magazines:	21 days

APPENDIX 3 – MACKENZIE PUBLIC LIBRARY CHALLENGE FORM

(Refer to Policy 600.2 for clarification)

Request to Challenge an Item in the Mackenzie Public Library Collection

1. Personal Information:

Name:

Address:

City and Postal code:

Telephone number:

Email address:

Complainant represents:

Himself/herself

Organization (name)

Group (identify) _____

2. Information about the challenged material:

i. Description of the challenged item:

ii. To what in the material do you object? (Be specific)

iii. What do you feel might be the result of reading/watching/listening to this material?

APPENDIX 4 – TANGIBLE CAPITAL ASSETS SCHEDULE

The straight-line method is used for all amortization calculations. All tangible capital assets have a residual value of zero at the end of the amortization period.

Amortization will be calculated using the half-year rule for acquisition and no amortization will be calculated for the disposal year of the asset.

Library Collection

Material Type	Useful Life	Capitalization Schedule
Print (paperbacks, trade paperbacks, hardcovers)	4 years	Straight-line amortization over four years, no residual value
Audio-Visual (DVDs, CDs, kits)	2 years	Straight-line amortization over two years, no residual value
Serials (magazines and newspapers)	1 year	Expensed annually
Database subscriptions	1 year	Expensed annually

Furniture and Equipment/IT Infrastructure

Item	Useful Life	Capitalization Schedule
Hardware	5 years	Straight-line amortization over useful life of each asset unit, no residual value
Furniture/Equipment	10 years	Straight-line amortization over useful life of each asset unit, no residual value

APPENDIX 6 – ART EXHIBITION AGREEMENT



APPLICATION: DISPLAY AND EXHIBITS

NAME: _____

TELEPHONE: _____ **EMAIL:** _____

MAILING ADDRESS: _____

EXHIBIT THEME: _____

GROUP REPRESENTED: _____

Please no separate sign for any commercial tie-in.
Include that name only discreetly within the text of a biography or artistic statement.
Display highlights the artistry of the work, not the business aspect.

DISPLAY AREA WISHED:

wall space _____ glass case _____

EXHIBIT LENGTH:

Start date: _____ End date: _____

*I take full responsibility for insuring the works displayed against all damage and loss from any cause whatsoever.
I will not hold responsible or liable the Mackenzie Public Library or its staff for any or all damage or loss in regard to this exhibit.*

SIGNATURE: _____ **DATE:** _____

LIBRARY APPROVAL: _____

APPENDIX 7 – RECORDS RETENTION SCHEDULE

<i>Files</i>	<i>Description</i>	<i>Years</i>	<i>Vital</i>
Administration			
<i>Annual Reports</i>	final: SOFI, provincial library grants report, annual statistical survey, typical week	P	V
<i>Contracts and Agreements</i>	e.g. janitorial contracts, reciprocal borrowing agreements, service agreements	P	
<i>Correspondence (general)</i>	including donation requests, Ministry/Coop/BCLA updates, etc.	3	
<i>Correspondence (historical)</i>	correspondence which prompted significant action(s)	P	
<i>Donation Requests Received</i>		1	
<i>Establishment Documentation</i>	incorporation certificate, Municipal library bylaw, library services agreement (RDFFG)	P	V
<i>Floor Plans and Facility Documents</i>	proposed	3	
<i>Floor Plans and Facility Documents</i>	historical	P	
<i>Gaming licenses</i>		7	
<i>Incident Reports</i>		P	
<i>Insurance Claims</i>	by or against the library	P	
<i>Insurance Policies</i>	after expiration	5	
<i>Inventory</i>		7	
<i>Legal</i>	opinions, proceedings etc.	P	
<i>Media</i>	news columns, press releases, news clippings	P	
<i>Overdues and Suspensions Lists</i>		3 months	
<i>Policy Manual</i>		Current	V
<i>Policies, Bylaws and Procedures</i>	after superseded	1	
<i>Post Office Box information</i>	after superseded	1	
<i>Presentations</i>	e.g. to council	5	
<i>Registered Charity Returns and</i>	after revoked	2	

	<i>records</i>			
	<i>Research</i>	e.g. environmental scans for strategic planning, sample policies etc.	3	
	<i>Schedules</i>	for tasks (e.g. shelf reading)	Current	
	<i>Statistics and Surveys</i>	raw (past applicable year-end)	1	
	<i>Statistics and Surveys</i>	final aggregation, reports	P	
	<i>Strategic Plan Reports</i>	quarterly - until new SP	Current	
	<i>Strategic Plans</i>	final plan and final report	P	
	<i>Suspension Letters</i>	unsettled	3	
	<i>Vendors files</i>	catalogues etc.	Current	
Board				
	<i>Agendas</i>	regular, in camera and committee	P	
	<i>Appointment Letters</i>		P	
	<i>Contact Information</i>		Current	
	<i>Minutes</i>	regular and in camera	P	V
	<i>Minutes (committee)</i>		3	
	<i>Written Reports</i>		P	
Financial				
	<i>Accounts</i>	invoices, accounts receivable inc. cheque stubs etc.	7	
	<i>Budget (Annual)</i>	final approved budget	P	
	<i>Budget Proposals</i>	sent to District	3	
	<i>Budget Reports</i>	monthly revenue & expenses reports, monthly transaction details reports (year-end only)	7	
	<i>Budget Worksheets</i>		1	
	<i>Capital Assets</i>	record of capital purchases (furniture and equipment)	P	
	<i>Cash Balance Sheets</i>	deposit sheets submitted to District and receipts	7	
	<i>Direct Deposit Forms</i>	for deposit to the Library's accounts (after defunct)	1	
	<i>Donations - Approved</i>	request letters sent, documentation of donations received, copy of tax receipts given	7	
	<i>Donations - Not approved</i>	request letters sent, responses	1	

	<i>Financial Statements</i>	audited	P	V
	<i>Government Funding</i>	record of funds received	P	
	<i>Grants</i>	Government and private: applications, proposals and EOIs, reports submitted, correspondence regarding	7	
	<i>Income Deposit Sheets</i>	daily	1	
	<i>List of Sponsors/Donors</i>	annual list, including amounts given	P	
	<i>Memos</i>	sent to District re: deposits, travel expenses, etc.	7	
	<i>Petty Cash Balance Sheets</i>		7	
	<i>Purchase Orders</i>	PO books	7	
	<i>Quotes and tenders</i>		7	
	<i>Statements and Order Status Reports</i>	accounts (ULS, EBSCO, Speedee etc.), purchase card	7	
	<i>Transaction detail report</i>	year end only	P	
Personnel				
	<i>Collective Agreement Notes</i>	rough notes and correspondence from preparation for negotiations, until CA superseded	Current	
	<i>Collective Agreements</i>		Current + 1	
	<i>Employee Accrual Account</i>	sick days, vacation, banked time	Previous	
	<i>Grievances and Grievance Procedure Notes</i>		7	
	<i>Interviews</i>	not hired	P	
	<i>Job Descriptions</i>	obsolete	1	
	<i>Leave Requests</i>	including days in lieu	P	
	<i>Memos and Letters</i>	internal	2	
	<i>Payroll</i>	if handled internally	3	
		including but not limited to offer letters, crim records checks, interview notes, memos, certificates, job applications, letters of resignation, terminations etc.	7	
	<i>Personnel Files</i>		P	
	<i>Resumes and Applications</i>	not hired	1	

	<i>Schedules</i>		1	
	<i>Timesheets</i>	rough, as long as payroll is handled externally (by District)	1	
	<i>Training Records</i>	records of education and training provided	3	
	<i>Training Notes and Handouts</i>		Current	
	<i>Union Correspondence</i>	applicable to current CA	Current	
	<i>Volunteer Applications</i>	after volunteer has finished	1	
	<i>WCB Claims</i>		P	
Programs and Services				
	<i>Advertisements (print)</i>	posters, handbills etc. related to library programs and services (sample only)	7	
	<i>Book Orders</i>		3	
	<i>Database of Patrons and Collection Materials</i>		Current	V
	<i>Draw Slips</i>	from contests	Current	
	<i>Hold Cards</i>		Current	
	<i>Information on Programs and Services</i>		Current	
	<i>Information on Programs and Services</i>	defunct/historical	P	
	<i>Interlibrary Loans</i>	all paperwork tracking items borrowed and lent	Current	
	<i>Interlibrary Loans</i>	shipping tool receipts, raw statistics (past applicable year-end)	1	
	<i>Invigilation Forms and Requests</i>	after exam (only if taken)	1	
	<i>NNELS Patron Declarations</i>		Current	
			At the discretion of the staff responsible for the program	
	<i>Program Ephemera</i>	other documentation relating to programs: e.g. handouts, instructions, bookmarks etc. (sample only)	Current	
	<i>Program Evaluation Forms</i>		Current	

	<i>Program Evaluations</i>	summaries	P
	<i>Program Plans</i>		Current
	<i>Program Sign Up Sheets and Waivers</i>		Current
	<i>Publications</i>	brochures, pamphlets etc. (sample only)	7
	<i>Registration Forms</i>	re: events attended by the staff on behalf of the library, e.g. Trade Shows	1
	<i>Request Letters Received</i>	relating to programs, including suggestions	1
	<i>Seed Library</i>	membership pages and seed logs	Current
	<i>Status Reports</i>	e.g. ULS	3
	<i>Storytime</i>	historical list of pre-school Storytime themes	P
Other			
	<i>Annual Provincial Library Statistics</i>	BC	5
	<i>Committee and Table Documentation</i>	agendas, minutes, reports etc. from tables attended by staff representing the library (e.g. NCLF, ABCPLD, ECD)	3
	<i>First Aid records</i>		3
	<i>Government and Library Association Publications</i>	of importance to MPL: e.g. Community-Led Libraries Toolkit, Libraries Without Walls, Mackenzie in Motion	Current
	<i>Legislation</i>	e.g. Library Act - after superseded	1
	<i>Manuals</i>	equipment	Current
	<i>Original Packaging for Equipment and Software</i>		Length of Warranty
	<i>Packing Slips</i>		1
	<i>Photos and Videos</i>		P
	<i>Software License Agreements</i>		Current
	<i>Staff Meeting Minutes</i>		3
<i>P = Permanent</i>			

REVISIONS LIST

September 9, 2014

401.1 revised

701.1 (4) revised

901.2 removed

October 14, 2014

801.1 revised

801.2 revised

903.1 added

January 13, 2015

Appendix 2 revised

February 17, 2015

701.1 revised

703 added

Appendix 4 added

March 10, 2015

401.1 revised

Appendix 2 revised

Appendix 4 revised

March 8, 2016

705.1 added

705.2 added

1001 added

Appendices 5, 6, 7 added

Sections 100 – 300 revised

Sept 15, 2016

Section 400 revised

405 Added

505.02 revised

505.03 added

804.02 added

Appendix 2 revised

Appendix 8 added

Dec 12, 2016

Appendix 2 revised (again)

April 11, 2017

Section 500 revised

June 20, 2017

401.05 added

Addition of "Staff" section 1200

1201.02 added

Appendix 1 added

1202.01 added

1205.01 added

October 24, 2017

302.02 revised

February 20, 2018

1209.1 added

301.3 (1.05) added

301.3.7 added

1207.01 added

June 12, 2018

801.1 revised

1208.1 added