STATEMENT OF POLICIES

POWELL RIVER PUBLIC LIBRARY

Approved by
The Library Board of Trustees
Last Revised June 2020

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INTRODUCTION

The Powell River Public Library is a Municipal Library according to the Library Act of British Columbia. We also provide service to residents of the qathet Regional District who live outside the City of Powell River, except for Lasqueti Island, through a Service Agreement with the Regional District. This is a complete statement of the policies established by the Board of Trustees that governs the operation of the Library. It supersedes all previous statements of policy. All policies in this document have been reviewed and approved by the Board. The Chief Librarian carries out these policies by creating a set of procedures for Staff to implement. Members of the public may review this document in the Library or on our website, www.prpl.ca.

MISSION STATEMENT

We provide equitable opportunities for growth, literacy, exploration and connection.

VISION

Sharing a lifetime of connection and curiosity.

STATEMENT OF VALUES

(In alphabetical order)

Free Access to Information and Services. We provide free access to information and services without judgment, partisanship, censorship or physical barriers.

Focus on Powell River. Our services are for everyone in Powell River. We identify and serve the under-served in our communities. We welcome and actively seek feedback from our patrons. We work with community organizations and groups to enhance our services.

Great Service. We listen to our community. We design high quality and innovative services. Our services are flexible and versatile to match rapidly changing needs. We provide sufficient numbers of well-trained staff to meet the service needs of our patrons.

Historical and Cultural Record of Our Community. We foster and preserve the resources and information relating to our cultural and historical heritage.

Literacy and Reading. We nurture literacy in our community through our regular services and through partnerships with community organizations. We promote love of reading by maintaining high quality collections.

Respect. We embrace diversity. We maintain the confidentiality of our patrons. We treat everyone fairly. Trustees and Library staff treat patrons and one another with courtesy and respect.

Sound Management and Fiscal Responsibility. We manage our operations efficiently and effectively using best practices. We spend our valuable financial resources wisely. We are creative and innovative when seeking sources of revenue.

BOARD OF TRUSTEES

Composition of the Board

The Board of Trustees is currently comprised as follows:

- One member of City Council appointed by City Council
- One Director of the Regional District Board appointed by the Regional District Board
- Two additional residents of Electoral Areas A, B, C, or D appointed by the Regional District Board
- The remaining members as appointed by City Council.

Board Vacancies

When a Board vacancy occurs, the Board requests the City Council or the Regional District Board to appoint a person to fill the vacancy.

Duties of Library Board Officers

The Board elects its officers by a majority vote of the Board after receiving nominations from the Board. Any Board member in good standing may be nominated for office.

Chair. The Chair presides at all Board meetings; acts as the primary liaison with the Chief Librarian to ensure that policies are carried out and is one of the signing authorities of the Library; and is an official representative of the Library when such representation is required by Board action.

Vice-Chair. The Vice-Chair assists the Chair to carry out the duties of the Chair and presides over meetings in the Chair's absence.

Secretary. According to the Library Act, the Chief Librarian is the Secretary to the Library Board. However, the Board may delegate some of these duties to a confidential secretary hired by the Board. This secretary is not part of the CUPE bargaining unit for Library employees. The Secretary has the following duties:

- Has charge of the accurate preparation and custody of the minutes of the Board.
- Attends to and maintains a file of all correspondence of the Board.
- Issues notices and prepares an agenda for each meeting of the Board.
- Provides copies of the minutes of the latest Board meeting to all Board members at the next regularly scheduled meeting of the Board.

Treasurer. The Board directs the Chief Librarian to perform duties normally associated with the office of Treasurer. As such the Chief Librarian has the following duties:

- Ensures that regular financial statements are provided to the Board.
- Manages the Library's budget.
- Creates Library financial reports as required.
- Acts as a signing authority of the Library.

Board Meetings

Board meetings are open to the public and a schedule of meetings for each calendar year is posted in the Library and on the Library's website. The Board meets In Camera to discuss matters permitted to be discussed In Camera according to the Co*mmunity Charter.* Only Board members and their designees may attend In camera segments of Board meetings.

Approved minutes of public Board meetings are posted in the Library and on the Library's website.

Trustees are expected to remain at regular Board meetings until the business agenda has been completed and the meeting adjourned.

Board Meeting Protocol

All meetings of the Library Board of Trustees shall be conducted according to *Robert's Rules of Order*. Trustees may attend via teleconference if circumstances require.

Board Meeting Absences

Trustees absent from three consecutive meetings or three meetings in a year without leave shall resign, unless the Board considers that extraordinary circumstances warrant continued service.

Appointments to Committees

The Board Chair appoints committees with the advice of the Board at the first meeting of the New Year. At least three trustees sit on each committee. Committee members serve for one year but may be reappointed. Every Board member is encouraged to sit on a committee.

Duties of Committees

When the Board decides that an action or discussion can be better handled by a small group, it refers the matter either to a standing committee or an ad hoc committee that it creates.

The Chief Librarian sits on all Committees as a non-voting member.

The standing committees are Finance, Human Resources, Policy and Workplace Health & Safety.

Committees may include non-Board members that have special expertise required by the committees to perform their duties or to fulfill the requirements of the current CUPE contract.

All committees must report their recommendations for actions to the Board for full approval.

Finance Committee

The Finance Committee collaborates with the Chief Librarian to prepare the Library's budget.

The Finance Committee advises the Chief Librarian with respect to all aspects of the financial management of the Library.

The Finance Committee approves travel expenses and other expenses as required by Board policy.

The Chief Librarian exercises discretion to spend the approved annual budget in ways that advance the Library's vision and mission. Adjustments to the approved budget which are greater than $5,000 but less than $10,000 must be approved by the Finance Committee. Adjustments greater than $10,000 must be approved by the entire Board. Should the Finance Committee or the Board be unable to meet

timely to fulfill these approval roles, then the Board Chair has the discretion to approve the adjustments.

Human Resources Committee

The Human Resources Committee consists of the Chair and two other Board members.

The Human Resources Committee advises the Chief Librarian with respect to all aspects of Human Resources management of the Library

The Human Resources Committee represents the Board in Labour-Management meetings, grievance procedures and contract negotiations unless the Board appoints an ad hoc committee for a special circumstance.

The Human Resources Committee coordinates the orientation and training of new Trustees.

The Human Resources Committee prepares the evaluation of the Chief Librarian and makes recommendations with respect to his/her compensation and benefits.

The Human Resources Committee has primary responsibility to recruit a new Chief Librarian when vacancies occur.

Policy Committee

The Policy Committee reviews and recommends all changes and revisions to Library policies.

When required, the Policy Committee will ask Staff for advice.

Workplace Health & Safety Committee

The Workplace Health & Safety Committee consists of one Board member, one member of Management and one staff member.

The Workplace Health & Safety Committee advises the Board and the Chief Librarian with respect to all issues affecting the health and safety of the workplace.

The Workplace Health & Safety Committee fulfills any mandate required by the terms of the current CUPE agreement.

Privacy and Confidentiality Agreement

Every Trustee of the Powell River Public Library Board must sign the Privacy and Confidentiality Agreement on being appointed to the Board.

STAFF

Absence of the Chief Librarian

When the Chief Librarian is absent for a prolonged period, the Board may, at its discretion, appoint the Assistant Chief Librarian to be Acting Chief Librarian.

Workplace Health & Safety

The Board promotes a culture of safety and health within the Library. It recognizes that the Board, Management and Staff all share the responsibility to ensure a safe and healthy workplace.

The Health and Safety Committee is a standing committee of the Board (See Board Committees).

The Health and Safety Committee will meet as required and in accordance with any requirements of the current CUPE agreement.

Minutes of Health & Safety Committee meetings are made available to Staff and in the Committee reports to the Board.

Respectful Workplace Policy

We are committed to providing all employees with a respectful work environment, free from discrimination, bullying and harassment. We want all employees to be aware of their rights and obligations regarding appropriate workplace conduct.

We do the following things to prevent discrimination, bullying and harassment:

- Library Management
    - Not engage in bullying and harassment of workers or supervisors
    - Maintain a policy statement for the workplace
    - Take steps to prevent or minimize bullying and harassment
    - Maintain a procedure for workers to report incidents and complaints of bullying and harassment
    - Maintain procedures for dealing with incidents and complaints
    - Train workers and supervisors yearly
    - Annually review the policy statement and procedures for reporting and dealing with incidents and complaints.
- Supervisors
    - Not engage in bullying and harassment of other workers, supervisors, or library management.
    - Apply and comply with the Library's policies and procedures on bullying and harassment
- Worker

- Not engage in bullying and harassment of other workers, supervisors, or library management
- Report bullying and harassment observed or experience in the workplace
- Apply and comply with the Library's policies and procedures on bullying and harassment.

The Chief Librarian is responsible for maintaining a comprehensive policy and procedures for the prevention and investigation of workplace bullying and harassment incidents. These policies and procedures are to be reviewed yearly to assure continued compliance with WorksafeBC recommendations. These are to be included as an Appendix of this document and be reviewed yearly by the Board of Trustees. Copies of the Investigative and Reporting Forms can be found on the shared drive.

Employees Experiencing Adverse Symptoms

Employees experiencing an adverse symptom as a result of bullying and harassment in the workplace should consult a physician for treatment or referral.

When an employee reports an adverse symptom arising from bullying and harassment in the workplace, the Chief Librarian or Chair of the Board of Trustees may advise the employee to consult a medical professional for treatment or referral, and/or ensure the employee is aware of the services available through the Employee Family Assistance Program.

Confidentiality and Access to Information

The Employer will not disclose any information about a bullying, harassment, or discrimination complaint, except as necessary to investigate the complaint or to take disciplinary action, or as required by law. The participants (the Complainant, the Respondent, the Investigator and any Witnesses) will also be expected to keep all matters relating to the complaint and the investigation strictly confidential.

Retaliation

This policy and its procedures seek to prevent and remedy workplace bullying, harassment and discrimination. Any act of retaliation against a person who raises a concern under this policy is expressly forbidden and may result in interim measures such as suspension, or may result in progressive discipline up to and including suspension or dismissal.

Collective Agreement

This policy does not replace or supersede any consideration of discrimination and harassment that may be part of the Collective Agreement between Powell River Public Library Board of Trustees and Canadian Union of Public Employees Local 798.

Employee Records

Information held in Library employee files includes:

- Applications, related correspondence and written references
- Performance appraisals and background documents
- Disciplinary documents and background documents
- Correspondence relating to medical conditions

The protocol for employee access to employee records is governed by the current CUPE contract and all applicable laws and regulations.

Employee records are the property of the Board which delegates to the Chief Librarian the responsibility to maintain them.

Criminal Record Check

Library Staff frequently work with children. Recognizing this, the Board requires that each Staff member obtain a criminal record check that is current to within 5 years and provide that information to the Chief Librarian.

Employee Credentials

The Board requires that all new employees provide evidence of their credentials as a condition of employment.

Recognition of Retiring Employees

The Board recognizes retiring employees in an appropriate manner.

FINANCE

Fiscal Year

The fiscal year is the same as for the City of Powell River and is consistent with provincial reporting requirements.

Signing Authorities

The Chair, the Chief Librarian and anyone designated by the Board are signing authorities on checks, contracts and other business documents for the Library.

Auditor

The Board appoints an auditor which is usually the same as the auditor appointed by the City of Powell River.

Tangible Capital Assets

Revised April 2018

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

1. Library Collection
2. Office Furniture/Equipment
3. IT Infrastructure:
    a. Software
    b. Hardware
4. Leasehold Improvements

All tangible capital assets are depreciated using the straight-line method. The Library collection has a mix of formats with varying degrees of durability. The Powell River Public Library does not distinguish among the mix of formats in the Library collection in determining the useful life but rather considers that the average life of all these assets is five years. Office Furniture/Equipment has a useful life of ten years while IT Infrastructure has a useful life of five years. Leasehold Improvements have a useful life of twenty five years consistent with the lease term of the building.

The Library collection does not have a minimum dollar amount threshold. All Library collection acquisitions are pooled together and are capitalized in the year of acquisition. The Office Furniture/Equipment, IT Infrastructure, and Leasehold Improvement asset categories have a minimum dollar threshold of $1,000 for capitalization. Any Office Furniture/Equipment, IT Infrastructure, and Leasehold Improvement purchases under $1,000 are expensed in the year of acquisition.

The valuation of existing tangible capital assets is determined from the original invoiced cost using existing accounting records.

All tangible capital assets and the related accumulated depreciation are recognized as assets on the Statement of Financial Position for the Powell River Public Library. Fully depreciated tangible capital assets still in use by the Powell River Public Library are disclosed on the Statement of Financial Position. The depreciation expense calculated each year is recorded as an expense on the Statement of Operations for the Powell River Public Library.

The Tangible Capital Assets policy is reviewed by the Powell River Public Library Board of Trustees every two years.

Definitions:

Tangible capital assets are non-financial assets having physical substance and are used on a continuing basis in the course of operations. Tangible capital assets have a useful life of more than one year.

Depreciation is the process of spreading the cost of an asset over the expected useful life of the asset.

Accumulated depreciation is the amount of depreciation expense that has been claimed since the acquisition of the asset.

Library Collection – refers to all Library materials except periodicals, which only have a useful life of one year. Periodicals are expensed in their year of acquisition.

Provisional Budget

Until the annual budget is adopted, the provisional budget is the same as the budget for the previous year unless a different provisional budget is approved by the Board.

Petty Cash

Petty cash is used to pay for small incidental expenses that occur in day-to-day Library business.

Personal employee expenses incurred in Library business may be reimbursed through petty cash up to a limit of $30.

All cash reimbursements from petty cash are reviewed and approved by the Chief Librarian or his delegate.

Reimbursement of Expenses

Reimbursement of expenses, including travel expenses, incurred by Staff members engaged in Library business, is approved by the Chief Librarian.

Reimbursement of expenses incurred by the Chief Librarian when engaged in Library business is approved by the Board Chair or in his/her absence, the Vice-Chair.

Reimbursement of expenses, including travel expenses, incurred by Board members engaged in Library business, is approved by the Finance Committee.

Reimbursement of expenses, including travel expenses, incurred by Board members who are also Finance Committee members engaged in Library business, is approved by at least two other Board members with first preference being the Chair and Vice-Chair of the Board.

Original receipts are required for all expenses incurred except for mileage, which is reimbursed at the Revenue Canada rate.

Expenses for Travel on Library Business

Travel outside of Powell River is sometimes necessary to accomplish important Library business. We have a fiscal responsibility to the people of Powell River and we operate in the public trust; therefore, we keep travel for such purposes to a minimum.

Board members who travel overnight or longer on Library business must have their estimate of reimbursable expenses approved by the Finance Committee before undertaking travel for which they expect to be reimbursed.

When the Chief Librarian travels overnight or longer on Library business s/he must have his/her estimate of reimbursable expenses approved by the Board Chair, or in his/her absence the Vice-Chair before undertaking travel for which s/he expects to be reimbursed.

Staff members who travel overnight or longer on Library business must have their estimate of reimbursable expenses approved by the Chief Librarian before undertaking travel for which they expect to be reimbursed.

Everyone who travels at the expense of the Library is expected to make every reasonable effort to keep the costs at appropriate levels. Per diem limits for meals are reproduced in the Appendix.

Schedule of Charges

The Board approves a Schedule of Charges for overdue fines, lost materials, photocopies, computer printing and other charges. The Schedule of Charges is reproduced in the Appendix.

Reserve Funds

Revised February 2020

The Library typically holds at least 10% of its annual operating budget as a contingency fund against unanticipated expenses. Designated reserves also may be retained for specific purposes as directed by the Board in addition to the contingency fund.

The Library will transfer unspent grants and donations, received in the year, and its share of net new revenues to reserves.

The reserve fund is invested in highly liquid low risk interest-bearing term investments so that the money is earning the maximum interest possible while remaining accessible for fiscal emergencies.

The Board grants the Chief Librarian the discretion to utilize the reserve funds when that is necessary in order to balance the annual budget. Using the reserve funds for any other purpose requires Board approval.

Library Legacy Fund

Revised December 2018

One gift can make a huge difference to our Library's future. If the Library manages these gifts well, future generations will be able to count on being able to use a

great public library in Powell River. Toward that end in 2011 the Board established the Library Legacy Fund. This endowment fund is operated so that proceeds from the fund will offset the cost of Library operations well into the future.

The Library Legacy Fund accumulates capital or principal from 3 sources:

- Contributions from the public
- Accumulated annual budget surpluses in excess of Library contingency reserves
- Earnings on Fund investments

Contributions from the public may be in these ways:

- Cash, stocks or bonds
- Real property
- Charitable bequests

How the Fund Income May Be Spent

All earnings on Fund investments are to be distributed to the Library for use in providing library services.

Who Manages the Fund

The Library Board with the advice and support of its Finance Committee manages the Fund. Board decisions regarding management of the Fund include but are not limited to decision about how and where to invest the Fund principal; how the Fund is spent; and consideration of an outside steward to operate and invest the Fund.

How the Fund is Invested

A long-term financial objective of the Fund is to produce a relatively predictable and stable income that increases over time.

The Board may choose to self-manage The Fund or to invest The Fund in a permanent or transferrable endowment fund at the Vancouver Foundation. However, when directly managed by the Board, The Fund seeks to earn an average annual total return of 3.5% plus the rate of inflation (CPI). The Fund's secondary return objective is to perform as well or better than the "Benchmark Portfolio" before investment management fees. The Benchmark Portfolio is a weighted average of Benchmark performance for each asset class. The Benchmarks for each asset class are shown in Fund Investment Allocation Table. Achieving these returns over the long-term means that a significant portion of the Fund will be invested in equity investments.

The target asset allocation for the Fund is highly diversified both by asset class and within asset classes. The purpose of diversification is to enhance future returns, to lower the volatility of Fund, and to provide reasonable assurance that no single security or class of securities will have a disproportionate impact on the total fund. In short Fund investments are diverse in order to reduce risk to Fund principal.

In January of each year Fund assets are re-allocated to achieve the target asset allocation.

The Fund seeks to reduce investment management expenses by investing in index-based computer-traded mutual funds.

Fund Investment Allocation Table		
Asset Class	**Target %**	**Benchmark**
Canadian Equities	15	S&P/TSX Total Return
U.S. Equities	30	Wiltshire 5000
International Equities – Developed Markets	20.0	MSCI® EAFE® Index
International Equities - Emerging Markets	10	MSCI® Emerging Markets Index
Equities Subtotal	*75%*	

Fixed Income Securities – Developed Markets	25	Barclays Capital Global Aggregate Float Adjusted Bond Index
TOTAL	**100.0%**	

The Fund is held in cash investments like GICs until such time as it grows to a size that makes it practical to invest the Fund according to the asset classes or by placing it with The Vancouver Foundation in a permanent or transferrable endowment.

GENERAL POLICIES

Intellectual Freedom

We adhere to the principles stated in the *Intellectual Freedom Statement* adopted by the Canadian Federation of Library Associations. This document appears in the Appendix.

Library Etiquette and Decorum

Revised June 2020

The Board expects that our patrons understand how they should act in the Library. Therefore, we provide our patrons with this policy on Library Etiquette and Decorum rather than a list of rules and regulations proscribing various behaviours.

- Engaging with the Library and library services needs to be done safely; patrons are expected to act in a safe manner. This includes complying with all safety guidance as directed by the Library and its staff or other relevant authority.
- Many people use the Library. It is a limited and confined space in which you need to be courteous and respectful of one another.

- Some people are offended by things different from what offends you. Please be aware of this, particularly when in conversation with others or when using the Internet in our confined Library spaces.
- If you are a parent or guardian you are responsible for your children's behaviour in the Library at all times, even if your children are in the Library without you.
- You are reminded to talk on your cell phone outside Library premises and to set the ringer to silent when in the Library.
- Please be mindful that your voice can carry and can be disturbing to those trying to concentrate.
- You may have a non-alcoholic beverage in the Library but please make sure that it is in a closed container and keep it away from the public computers area.
- Please be careful with all Library materials. Materials in some formats such as DVDs and CDs are particularly vulnerable to rough handling. Remember this as a courtesy to other patrons who might want to use what you are using now.
- Please leave your pets (other than service animals) outside our premises.
- Public restrooms are for everyone. Please attend to the condition of the washroom after you use it.
- Campaigning, soliciting, interviewing, oral surveys, sales or any similar disruptive behaviour must occur outside the Library.
- Your basic hygiene and attire needs to be generally acceptable to others using the Library. For example, you need to wear a shirt and footwear when visiting the Library.
- If you are under the influence of alcohol or drugs you need to stay away from the Library until you are sober.
- You need to make sure that whatever you do in the Library complies with the law.
- Sleeping is not permitted in the Library.

Privacy Policy

Approved March 2019

Acting in the spirit of the Freedom of Information and Protection of Privacy legislation, the Powell River Public Library recognizes the public's right to access organizational records, as well as recognizes its responsibility to ensure personal information about an individual is protected from unauthorized collection, use, or disclosure.

The Powell River Public Library will only use your personal information for the purposes for which it was originally collected or in a manner that is consistent with those purposes. The library will only use your personal information for another purpose if you explicitly consent to the new purpose, or use is authorized under the Freedom of Information and Protection of Privacy Act (FOIPPA) or is otherwise required by law.

A record includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records. (FOIPPA, Schedule 1, Definitions)

The Powell River Public Library may use video surveillance to mitigate the risk of crimes like theft in the library. Surveillance is limited to those areas relevant to the protection of library staff and property and may be in place at all hours. Records generated by these systems will be stored securely, and only be accessed by the FOI/Privacy Officer or their designate. Records may be provided to other individuals or bodies when authorized under FOIPPA or when it is otherwise required by law.

For questions about the collection or use of this information, please contact the FOI/Privacy Officer.

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Confidentiality of Patron Information

Revised March 2019

Library records relating to patron registration and use of the Library and its services are confidential. Library Staff make every effort to not leave private patron information within public view or repeat aloud this information within public earshot.

The Library will make the contents of these records available to those other than the patron in accordance with the Library's Privacy Policy.

Information on a patron's record may be viewed by:

- The patron, on presentation of his/her Library card or other valid identification.
- Parents who wish to gain access to their child's Library records must do so with their child's library card number using the Library's website. In respect of a child' right to privacy, Library staff provide a child's Library records to parents only when these relate to overdue and lost or damaged book charges for which the parents are responsible.
- Library Staff for purposes related to the operation of the Library.

Library Communications

The Board has established this communications policy in order to ensure that the public is accurately informed about all matters concerning the Library.

A complete Statement of Policies and the Library's Strategic Plan are published on the Library's website and may be read in the Library.

Information about major strategic initiatives of the Library is published on the Library's website and may be read in the Library.

Contact with the media occurs according to the following guidelines:

- The Chief Librarian or his/her delegate handles all contact with the media and prepares all press releases and other materials related to such contact. In performing this role, s/he consults with the Board when the matter in question is important and when the timeframe for the media contact permits. Staff members listed as contacts on press releases are responsible for answering inquiries from the media about them. Staff members who are in charge of Library programs may answer questions from the media related to those programs.

- All requests by the media for information, interviews, photographs or video opportunities relating to Library issues are referred to the Chief Librarian who is responsible for handling the Library's media relations.

- The Library's Etiquette and Decorum policy limits soliciting opinions through interviews or surveys by third parties inside the Library. Exceptions may be granted by the Chief Librarian for interviews on Library topics.

- Members of the Board of Trustees refrain from discussions or other contacts with the media except when designated by an action of the Board.

- Library Staff and Board members, as private individuals, have certain legal rights regarding contact with the media. Every employee and Board member has the right to express personal opinions to the media or others. This policy only addresses contacts with the media when these are as official representatives of the Library or when titles associated with employment are used in a way that suggests that such contacts are as official Library representatives.

Library public relations involve every person who has a connection with the Library. The Board requires that its own members and every Staff member recognize that s/he represents the Library in every public contact. Most importantly, great service is the author of good public relations.

Any member of the public who is featured in a photograph must give permission on a photo release form before the photograph may be used by the Library in its communications. This does not include photographs of crowd pictures when no one person is featured.

Library Privileges of Board Members and Employees

Board members and employees using Library services for personal use have the same responsibilities as regular patrons. They pay for fines and for lost materials and other charges the same as for any patron of the Library. They pay for photocopy and printing charges. This does not extend to charges for services consumed or materials borrowed or lost when they are being used for Library business.

Library Property

The Library does not lend assets or equipment other than the collection intended for public use.

Library surplus assets are disposed of by means of public sales. Money raised through the sale of assets is used to purchase other assets.

Memberships in Professional Associations

Barring budgetary constraints, the Library is an institutional member of the British Columbia Library Trustees Association and the British Columbia Library Association. All other memberships are at the discretion of the Chief Librarian as long as these are consistent with the Library's mission statement and statement of values.

Closing the Library

Special closing of the Library may occur in response to emergencies or other operational considerations of the Library at the discretion of the Chief Librarian. When time permits, the Chief Librarian will consult with the Board Chair prior to the closing.

The Library closes during inclement weather if conditions prevent the operation of City buses.

At the discretion of the Chief Librarian, Staff may leave early due to inclement weather if conditions will make their journey home difficult at the end of their regularly scheduled shift.

Time off taken when Staff leave early due to inclement weather will be booked as sick time or may be made up by the Staff member.

If a power outage occurs, Staff will clear the Library immediately and then post a notice on the front door stating that the Library is closed due to a power outage.

If the outage persists, at the discretion of the Chief Librarian or his/her delegate the Library may close for the day and Staff will be sent home.

Room Rental Policy

The primary purpose of the Library's meeting rooms is to support the delivery of the Library's programs. The library also provides access to the meeting room to community groups in keeping with its mission to foster literacy, lifelong learning, and community connections.

The priority for the use of the meetings rooms shall be:

1. Provision of Library programs and services to the public;
2. Partnerships with community agencies and organizations providing programming and activities complementary to the Library's interest in literacy, lifelong learning, and community connections;
3. Affordable meeting space for use by not-for-profit organizations; and
4. Meeting space for use by commercial organizations.

Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada and Controlled Drug and Substances Act.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, gender, age, sexual orientation, or disability as define by the Constitution Act or Canadian Charter of Rights and Freedom. All applicable Federal, Provincial, and Municipal regulations must be followed at all times.

Organizations or individuals who have made significant contributions to the New Library Fund are eligible to optionally elect free meeting room rent of not more than 20 times in the five years after their donation. If they elect this option and require a tax credit, a total of $1,000 will be deducted from the tax receipt.

The Chief Librarian shall adopt procedures governing the use of the rooms, including setting fees, which are consistent with this policy.

Use of Library Space for Art Exhibits

OBJECTIVE
To establish the conditions and context within which Powell River Public Library provides space for art exhibits by local community artists.

STATEMENT OF PRINCIPLE
Through its collections, the Library provides access to a wide range of expressions of imagination, knowledge, creativity, intellectual activity and thought, in a welcoming and supportive environment. The Library also does this by providing space to local community artists and arts organizations for the display of their work. This exhibit space enables Library visitors to participate in the creative life of their community, and presents community artists with a valued avenue for exhibiting their work locally.

POLICY STATEMENT
The Library is pleased to provide free space for art exhibits which reflect the diverse cultural interests of the qathet Regional District and City of Powell River, and which foster community and individual expression.

The library will provide space for exhibits:

1. that are responsive to the diverse interests of the community;

2. that are compatible with PRPL's vision, mission and values;
3. that are appropriate to the Library environment;
4. that are not in contravention of federal or provincial laws and regulations, or municipal by-laws;
5. which do not contain advertisements or solicitations for recruitment, business or fund-raising.

The Library welcomes applications from individuals and from community organizations and groups seeking to display artwork on Library property. Preference will be given to exhibitors who live or work in Powell River. The Library's preferred approach is to work in partnership with the local arts councils or other local arts groups to review and select work for exhibit in accordance with this policy. Exhibits are unsupervised and are accessible to the public throughout Library open hours.

Insurance is provided. It includes theft, fire, smoke and water damage for exhibit items for which the exhibitor has provided a written value and which the Library accepts. The Library reserves the right to request an appraisal for any exhibit item.

The Library strives to create a welcoming environment for visitors of diverse ages and background. The Library retains the right to determine the suitability of any proposed exhibit for display in its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises. The Library reserves the right to reject any part of an exhibit or to change the manner of display. In particular, exhibits must be reviewed within the context of the public space and its users. The Library may require the removal of any item during the period of the exhibit.

SCOPE
This policy applies to art exhibits that are offered by individuals, community organizations, or community groups for display on Library premises.

SPECIFIC DIRECTIVES

- Applications to exhibit in Library premises will be made in writing, using the application form that can be found on the Powell River Public Library website. In every case, the Library and the exhibitor or the exhibiting group's representative will sign a formal written contract which will detail the rights and responsibilities of each party.

- Completed applications, including 3 samples, must be submitted by email or in person in order to be considered for Library art exhibits.

- Prices should not be displayed on artworks but artists may put contact information on labels so that patrons interested in purchasing a work can contact the artist directly. The library does not apply a commission to the sale of any items covered by this policy.

- Selected artists will be given 1-3 month showings, depending on response.

FACILITIES AND EQUIPMENT

Art must be "display ready," in order to make sure they are safe and well-cared for at the library.

- Each piece should be labeled on the back with name of artists and title of piece for easy identification.
- Exhibitors are responsible for the delivery, installation and removal of their exhibits.
- The library will provide a clip-rail hanging system; the exhibitor should ensure that the artwork has a cord, loop, or other means to attach to the clip.

PUBLICITY

- Powell River Public Library will publicize exhibits, where possible, in Library publications and on the Library website.
- Any publicity that artists wish to have posted in the library must be approved in advance by Library.

DONATIONS AND FUNDRAISING

Donations

The Library welcomes gifts including but not limited to gifts of money, securities, books, non-print materials, equipment, furnishings and other materials and services that help it to provide Library services to the community.

Decisions about which donations and gifts of books and non-print media are added to the collections are made subject to the criteria described in the Collection Development Policy. The Library reserves the right to make decisions

about whether these items are added to the collection. Items that are not added to the collection may be sold by the Friends of the Library in order to raise funds for the Library.

Donations that have conditions attached to them require Board approval before they may be accepted.

The Library reserves the right to refuse gifts when they:

- Are inconsistent with Library policies, mission or values.
- Will not improve the Library`s financial condition.

The Library acknowledges all donations in an appropriate manner.

All records on donations will be held confidentially.

The Library issues tax receipts for donations under the Charitable Donations Act. The Library prefers donations of money or monetary assets. The Library may, with prior Board approval, issue charitable tax receipts for donations in-kind providing:

1. The donation satisfies all requirement of the Canada Revenue Agency for a charitable donation.

2. Determination of Fair Market Value must be conducted according to professional standards and principles. For gifts valued under $1,000, an external professional appraisal may not be required if recent invoices, receipts or other supporting documents are available from the donor.

3. For a donation of $1,000 to $19,999, one independent appraisal is required from a qualified and knowledgeable expert as defined by the Canada Revenue Agency guidelines.

4. For donations of $20,000 and more, 2 such independent appraisals may be required. Valuations must be current at the time of the donation.

5. For donations of real estate, the appraisals must be done by a licensed real estate professional.

6. The cost of the independent appraisal(s) is to be borne by the potential donor and cannot be include in the tax receipt.

7. Once donated the Library retains sole authority on the use and/or disposition of the donation.

Fundraising

The Library Board may raise money privately for any specific purposes that will enhance Library services to the public. Fundraising activities may be used for facility improvements, equipment purchases, additions to the collection or for other purposes that cannot be achieved through other sources of Library funding.

The Library will use all funds raised for the stated purposes of the fundraising campaign as determined by the Board.

The Board will make every effort to make certain that a minimum of money raised is spent on fundraising expenses.

Any research information on potential donors will be limited to that needed for donor cultivation and solicitation and will respect the individual`s right to privacy.

All records on donors will be held confidentially.

Fundraising by Other Organizations

The Library appreciates the fundraising efforts of other organizations. However, it will not collect money for other organizations on Library premises. Organizations may post notices about their fundraising campaigns on the Library bulletin board in accordance with the Library`s policies governing use of its bulletin boards.

Friends of the Library

The Friends of the Library is a separate not-for-profit organization that supports the Library through fundraising and volunteer efforts. The Board is wholly

supportive of this effort and very much appreciates the dedication and hard work of the Friends.

The Chief Librarian is the Board's liaison with the Friends of the Library to assist and support the Friends to develop their fund-raising strategy and to identify Library projects that can be supported by Friends of the Library funds.

Friends of the Library funds are maintained separately from Library funds and are managed by the Friends of the Library.

Volunteers

The Library values the hard work of all its volunteers. Volunteers work on Library projects determined by the Chief Librarian consistent with the terms of our current collective bargaining agreement.

Naming Library-Owned and Related Assets

The Board of Trustees welcomes opportunities to name Library-owned and related assets after founders, benefactors and others who have made exceptional contributions to the Library and its mission or to the wider community. Naming provides a meaningful opportunity to recognize outstanding and exceptional contributions to the Library. By recognizing such contributions we inspire future members of our community to participate in the continual improvement and development of the Library and its services. This Board policy applies to naming opportunities for either contributions of monetary value or contributions of service.

Importance of a Naming Policy

Recognizing a benefactor by naming an asset is an important Board decision. It reflects how the Library perceives itself, its mission and its values. Library assets available for naming are limited while individuals who could potentially be honored by naming is greater so naming opportunities are scarce. The naming

decisions taken by the Board will be decisions that we all live with for a very long time. The Board needs to make naming decisions fairly and consistently. An appropriate naming policy can address all these issues and help the Board to make good naming decisions.

Authority for Naming

Final Library authority to name Library-owned and Library-related assets rests solely with the Board of Trustees. The Board recognizes that the City of Powell River also has a role in naming decisions for City-owned Library-related assets.

Consistency with City Naming and Sponsorship Policies

Whenever possible, naming decisions of the Board are consistent with any City of Powell River naming and sponsorship policies.

Assets for Naming

Assets which may be named in recognition of a contribution include the following:

Tangible assets

- Buildings and parts of buildings
- Collections
- Equipment
- Outdoor gardens and courtyards
- Other facility features or physical improvements

Other assets

- Programs or regular services
- Employee positions
- Events
- Scholarship funds

Naming Principles

The following principles apply to all naming decisions taken by the Board:

- They are consistent with other policies of the Board including its adherence to the Canadian Federation of Library Associations *Position Statement on Intellectual Freedom*.
- Naming assets after individuals only rather than corporations or businesses is the Board's normal practice.
- All naming is for a defined period of time, usually the useful life of an asset.
- If an asset will be replaced or substantially altered in its form, nature or use, the Board may rename the asset at its discretion, but will continue to recognize earlier benefactors and honourees when appropriate.
- Naming decisions are taken by majority vote of the Board of Trustees.
- Naming in recognition of a benefactor can only occur after the Library receives a significant portion of the donation.
- Naming in honour of a member of the Library staff or Board shall not be conferred until two years following the honouree's retirement or death.

Confidentiality

All naming opportunities are kept confidential by Library staff and Board until they are announced publicly.

Naming Committee

Whenever the Board is considering a naming opportunity it may direct the Chair to appoint an ad hoc committee to consider the opportunity and make a recommendation.

Information to Consider

Information that the Board will consider before making its decision includes the following:

- A description of the naming opportunity being proposed.
- A summary of the life, career and meritorious activity of the person to be recognized.

- In the case of a benefactor, the nature and impact of the gift and how it qualifies for a naming opportunity according to criteria in the Library naming policy.
- The reason the naming is important to the Library.
- The proposed duration of the naming.
- The effect on other naming opportunities for the Library.
- Any special adverse or advantageous effects of the naming.

Terminating or Revoking a Naming

The Board does not commit to a naming beyond the useful life or existence of the asset that is named. It may revoke a naming if in its opinion retaining the name would be prejudicial to the Library's reputation. The decision to revoke a naming is based on a similar level of due diligence as should appropriately be used to make a naming decision.

Memorandum of Agreement

If the Board deems it necessary, it may prepare a memorandum of agreement outlining the terms of the naming.

LIBRARY SERVICES

Library Cards

Library cards are issued free to all residents of the City of Powell River and the qathet Regional District who apply.

Two pieces of identification, including one that includes the current address of the applicant are required to obtain a Library card.

Library cards do not expire but cards that show no activity for 5 years or more are cancelled. Holders of those cards must reapply for a card.

It is the responsibility of the card-holder to provide the Library with current contact information.

All children regardless of age may apply for a Library card. It is the responsibility of parents and guardians to decide whether their children may have Library cards. The Library assumes that all children who apply for a Library card have their parent's permission if required.

Parents are responsible for all charges incurred on their children's Library cards up to the age of majority in British Columbia.

Library Services to Temporary Residents and Visitors

Temporary residents and visitors of fewer than 6 month's duration may be given temporary Library cards affording them service privileges upon payment of a fee determined by the Board. All temporary Library cards expire at the end of 6 months.

Library Services to Children

The responsibility for all use of Library collections, computers, programs and services by a child rests with the child's parent or legal guardian. The behaviour of a child in the Library is the responsibility of the child's parent or legal guardian even when that child is unaccompanied. Enforcing a parent's or guardian's rules governing their child's behaviour in the Library is the responsibility of the parent or guardian.

Borrowing Items from the Library

Revised June 2020

Library card-holders may borrow up to 30 items per card.

Special arrangements may be made with institutions for block loans of materials at the discretion of the Chief Librarian. Books borrowed by an institution under

such arrangements are the individual responsibility of one person at that institution.

The Chief Librarian or his/her delegate may reduce borrowing limits if this is warranted due to extraordinary demand.

New books and holiday items may be borrowed for 2 weeks. All other circulating materials may be borrowed for 4 weeks.

Borrowing periods for special collections or circumstances may be set as required by the Chief Librarian.

An item may be renewed for one loan period unless there are others waiting for that item.

Interlibrary Loans

Patrons may borrow items from other libraries through a Library service called, "Interlibrary Loan."

Interlibrary loan policies are consistent with the *Interlibrary Loan Code for B.C.* (See Appendix)

Patrons may request up to 2 interlibrary loans each week. Additional requests each week are at the discretion of the Chief Librarian or his/her delegate.

A charge is assessed for interlibrary loan items ordered but not picked up.

Loan periods for fulfilled items are determined by the lending libraries. On some occasions, fulfilled items may only be viewed in the Library.

Interlibrary loan items are only checked out to the patron who made the request.

Patrons must request renewals at least one week before the due date. Some interlibrary items may not be renewed due to restrictions by the lending library.

BC OneCard Borrowing

When funding permits, the Library participates in the BC OneCard program coordinated by the Public Library Services Branch of the Ministry of Education. This program allows Library card holders from other libraries throughout the province to borrow items from our Library and reciprocally allows our Library card holders to borrow items from other BC libraries.

BC OneCard borrowing is limited to regularly circulating items except that new and holiday items may not be borrowed. Borrowing limits using OneCard are the same as for other items.

Overdue and Lost or Damaged Items

Revised June 2020

The Library assesses fines when items are late.

For items that are damaged or lost the Library charges the cost to replace the item.

If any item cannot be replaced because it is out of print, the Library assesses a standard charge so that another item may be purchased in its place.

Fees for late, lost or damaged items are listed in the Schedule of Charges in the Appendix.

Suspension of Library Services

Library services may be suspended for just cause at the discretion of the Chief Librarian including but not limited to the following:

- Failure to return Library materials and pay Library charges.
- Causing damage or destruction to Library property.

- Disturbing other Library patrons.
- Other objectionable conduct.

The Chief Librarian will notify the Board of all suspensions.

Public Computers

The Library provides free public computers to access the Internet, perform basic office tasks, use learning and literacy-enhancing software provided by the Library and to consult the Library's Catalogue.

Patrons must use only the software provided by the Library on its public computers.

The Chief Librarian or his/her delegate will design procedures to allow patrons access to the public computers in a fair and orderly manner.

The Library provides access to its public computers according to the principles of Intellectual Freedom and consistent with its Mission and Values.

Patrons who use public computers are expected to adhere to the Library's Patron Etiquette and Decorum policy.

Library public computers are located in areas shared by Library patrons of all ages, backgrounds and sensibilities. Patrons are asked to consider others when viewing potentially offensive or controversial information or images.

The Library provides information to all its patrons on safe use of the Internet.

It is the patron's responsibility to conform to copyright laws and regulations and licensing agreements when using the Library's public computers.

Public Computer Use by Children

All children, regardless of age, may use the Library's public computers.

It is the responsibility of parents and guardians to limit their children's use of Library computers and enforce those limits if they wish. The Library assumes that all children who use the Library computers have their parent's or guardian's permission if required.

Parents are solely responsible for how their children use computers at the Library even when their children are unaccompanied.

Materials promoting safe use of the Internet by children are placed near all public computers.

Use of Library Bulletin Boards and Distribution of Materials in the Library

All notices posted on Library bulletin boards and items to be distributed in the Library are pre-approved by the Chief Librarian or her/his delegate.

Only authorized Library staff may post notices in the Library.

Notices are posted and materials are accepted for distribution as space is available.

The Library determines the duration of all postings.

Notices are posted only on bulletin boards designated for public notices.

The Library posts or makes available to be distributed:

- Announcements about non-profit cultural events and activities in the community that are related to literature, art, music, drama and dance.
- Public announcements of general interest to the community.

For the following kinds of items you need to find someplace other than the Library:

- Materials treating controversial issues from a single point of view.

- Materials advocating religious or political points of view.
- Commercial advertising materials.

Posters and authors of notices in the Library are responsible for the content of those notices.

Any petitions must be distributed outside of Library premises.

Photocopying

The Library provides the public with access to photocopying as a convenience to its patrons and as a way to reduce damage and loss to the Collections.

Patrons are responsible for making their own photocopies.

Patrons are charged fees for photocopying, which are determined by the Board. The fees are intended to cover all costs of providing the service.

Patrons must use the paper supplied by the Library in the photocopier(s).

Patrons may copy without charge up to 5 black & white pages from any non-circulating Library materials.

Patrons are responsible to make certain that their photocopying does not violate current copyright laws and regulations.

COLLECTION DEVELOPMENT POLICY

Collection Goals

The Powell River Public Library collection will:

- Be a well-balanced and broad collection which provides access to current information
- Encourage lifelong learning and discovery and supplement formal education
- Provide resources for recreation, enjoyment and the interests of the community

General Collection Priorities

In the materials collected by the Library priority is generally given to the following criteria:

- **Currency.** The focus of our collection is current materials and information. Older materials will be retained or replaced if there is local relevance or continued interest.
- **Accuracy.** Materials are selected to improve the accuracy of the information contained in the collection.
- **Demand.** Materials are purchased if there is an anticipated or demonstrated demand in the community.
- **Acclaim.** Materials which gain the attention of reviewers, critics and the community.
- **Trends.** Topics, works and creators of content which are in the public eye.
- **Breadth of collection.** Materials are added which represent a wide variety of formats, topics and materials for all capabilities.
- **Balance.** Materials are selected to provide basic factual information in the most objective way possible.
- **Canadian Content.** Materials created by Canadians or which are about Canada are given priority.
- **Language.** Materials written in English take priority. As a reflection of our community, materials in French and other languages are represented.

Intellectual Freedom

The Library endorses the Canadian Federation of Library Association's Statement on Intellectual Freedom (see end of policy) and adds materials and resources to its collection with the goal that this collection will provide access to expressions of knowledge, and further the growth of a healthy, informed Canadian society.

PRPL acts in accordance with the CFLA Statement on Intellectual Freedom by not limiting access to information. The Library does not restrict any patron's access to the collection or the internet. Physical access to collections will not be restricted to any materials without the express purpose of preventing theft or damage. The

Library does not limit access to resources; parents and guardians are responsible for monitoring their children's use of the Library.

"The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment." –CFLA 2015

Specific Materials Selection

1. **Controversial Materials**. The Library collects a broad range of materials which represent various points of view, including some which may be considered controversial by some members of the community. Selection is not made based on the anticipated approval or disapproval of individuals, but rather on the quality of the work and the role it plays in creating a broad and high quality collection.
2. **Legal, medical, technological and health related works.** Materials in these fields become out of date more quickly. For this reason the publication date is considered a priority in selection.
3. **Audiovisual Materials.** Criteria for selection:
    - Authenticity of representation.
    - Content quality and demand.
    - Technical quality.
    - Children's materials will focus on meaningful content that is stimulating and of high quality.
    - Adult materials will complement and expand the offerings in the larger adult and teen collections.
    - Copyright, the Library will follow current copyright law.
    - Public performance rights are not a priority.
4. **Local Collection.** The Local Collection preserves—as long as an item is useful—materials which are relevant to the City of Powell River and the

qathet Regional District or created by its residents. Materials are not kept in an archival sense and may be removed from the collection when they are no longer useful to the research and intellectual pursuits of our community.

Deselection

The deselection of materials is a practice that supports the growth of a vigorous, current and useful collection. Materials which no longer support the information needs of the community will be considered for deselection. The criteria for deselection are:

- Frequency of circulation
- Accuracy of information
- Physical condition
- Availability of other copies or sources for content
- Local relevance and interest

APPENDIX

Privacy and Confidentiality Agreement

THE POWELL RIVER PUBLIC LIBRARY

PRIVACY AND CONFIDENTIALITY AGREEMENT

My signature below indicates that I will faithfully, truly and to the best of my judgment, skill and ability, execute and perform the duties which properly relate to my position as a Trustee on the Powell River Public Library (PRPL) Board.

I affirm that I understand that all patron information is confidential and held in trust, to be released only as required by law or with the patron's written permission. I further affirm that I will respect the responsibility to maintain and protect the confidentiality of any and all personal information regarding PRPL volunteers, Trustees and staff (current, past and prospective). I acknowledge that my responsibility to guard the confidentiality of this information remains intact should I discontinue my association with the PRPL Board.

By signing this agreement I swear that I understand these provisions and accept them as a condition of my service on the PRPL Board, and that failure to comply with the above may lead to a request for my resignation.

_____

Signature

_____

Printed name

_____

_____

Address

_____

Date

Mileage and Per Diem Rates

As stated in the Expenses for Travel on Library Business Policy, estimates for expenses must be approved in advance of spending.

Mileage	Canada Revenue rate
Meals	Up to $70.00 per day

Schedule of Charges

This is a complete schedule of all fees and charges that apply to Library patrons.

Item	*Charge*
Overdue Fines	$ 0 .25/day
Maximum Overdue Fine per Item • Adult Materials • Children's Materials • Interlibrary Loans	 $ 5.00 $ 2.00 $10.00
Interlibrary Loan Items Not Picked Up	$ 2.50
Lost or Damaged Item Administrative Fee	$10.00
Lost or Damaged Item Charge (In Print)	Replacement Price
Lost or Damaged Item Charge (Out of Print) *Out of print items are replaced by a new publication.*	Hardcover: • Adult book $40 • Children's book $30 Paperback: $15 Magazines: $5 Video (Home use) $20 Video (Public Performance) $75 CDs $25 Audio Books $50
Photocopies (Black &White per Side)	$ 0.20
Photocopies (Colour per Side)	$ 0.60
Computer Prints (Black &White per Side)	$ 0.20
Computer Prints (Colour per Side)	$ 0.60
Temporary Resident Library Card (6 months)	$ 25

When a patron has no outstanding charges for lost/damaged books, staff will forgive their overdue charges. Patrons will be prohibited from borrowing when fees exceed $10.00.

Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms http://laws-lois.justice.gc.ca/eng/Const/page-15.html as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights http://www.un.org/en/documents/udhr/index.shtml, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and

opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approved by Executive Council ~ June 27, 1974
Amended November 17, 1983; November 18, 1985; and September 27, 2015

Photo Release Form

The Powell River Public Library appreciates having photos to use in our publications, presentations and website. In the past photos have been used for such things as annual reports, newsletters, reports, brochures, and advertisements.

We appreciate your permission to use the photo that includes your image.

Name of person in photo (please print) _____

Name of parent or guardian if applicable_____

Phone_____Email_____

Are there any restrictions on how the photo may be used? *Yes* *No*
If y*es*, please describe:

_____
Signature (If the release is for a person 18 years or younger a parent or guardian must sign.)

_____
Date

Disclaimer: In signing this document I am granting the Powell River Public Library permission to use my image without charge in all their publications both print and electronic and store the image in the electronic photo bank available to Powell River Public Library and their designees.

Thank You

100-6975 Alberni St.
Powell River, BC V8A 2B8
www.prpl.ca
info@prpl.ca

BC Interlibrary Loan Code

Interlibrary Loan Code of BC
Public Library Services Branch
Ministry of Community, Aboriginal and Women's Services
2003

Introduction

Interlibrary loan is defined as a transaction in which library material, or a copy of library material, is made available from one library to another upon request.

The Interlibrary Loan Code for British Columbia Public Libraries exists to:

- provide a policy statement on interlibrary loan service;
- establish administrative guidelines and performance expectations for borrowing and lending libraries.

Policy

Borrowing

1. Interlibrary loan is a basic library service available to all library users.
2. Libraries are expected to make users aware of the availability of materials from other libraries, and publish a statement of its borrowing policies.
3. Library boards' policy on borrowing should specify the number of items that may be requested at one time.

Lending

4. To be full participants in an interlibrary loan network, a library must make its collection available to other institutions.
5. The decision to lend material is always at the discretion of the lending library.
6. Libraries' policy statements on interlibrary lending should stipulate the following:

- materials which are not available for loan;
- loan period for interlibrary loans;
- renewal period and policy;
- whether or not items currently in use may be reserved for interlibrary loan requests;
- charges for lost or damaged items;
- situations where special shipping arrangements or insurance may be required.

Responsibilities of Borrowing Libraries

7. Before placing an interlibrary loan request, the borrowing library considers other means of meeting the user's need. The library may purchase the requested item, suggest the use of substitute material already held, or refer the user to another agency.
8. Some materials are not available for interlibrary loan (see *Types of Materials Not Available Through Interlibrary Loan*).
9. Borrowing libraries must exhaust their own resources before resorting to interlibrary loan.
10. Libraries must verify the bibliographic details of interlibrary loan requests. Each request should include the following bibliographic information:
    a. author;
    b. title;
    c. publisher;
    d. date of publication and edition;
    e. ISBN (International Standard Book Number) or ISSN (International Standard Serial Number);
    f. call number, if found in *OutLook OnLine.*
11. Requests for items available in *OutLook OnLine* must be submitted using *OutLook OnLine's* interlibrary loan module.
12. Requests for items from libraries using interlibrary loan management software other than *OutLook OnLine* must conform to current standards and adhere to applicable ISO (International Standards Office) compliance as established by the network.

13. Requests must state the maximum amount the library or patron is willing to pay to obtain the item.
14. The borrowing library is responsible for packaging the material appropriately to ensure its return in good condition.
15. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement.
16. The borrowing library must comply with the conditions established by the lending library:
    - Borrowed materials must be returned on time directly to the lending library. Renewals should be kept to a minimum.
    - Material on loan is subject to recall by the lending library at any time.
    - Copying by the borrowing library is permitted, unless specifically forbidden by the lending library, provided that it is in accordance with the *Copyright Act* and no damage to the original material will result.
    - When pre-authorized, the lending library may send items by courier, or require insurance on the items being loaned. The borrowing library will accept these charges and return items in the same manner.
17. The borrowing library must ensure that staff are familiar with interlibrary loan policies and procedures.

<u>Responsibilities of Lending Libraries</u>

18. The lending library is required to provide its bibliographic records to *OutLook OnLine* on annual basis and, if possible, on a transaction basis.
19. The lending library is responsible for registering with Canada Post as an authorized "Library Mail" user.
20. The lending library responds to requests within 3 (three) working days of receipt.
21. When making a loan, the lending library:

    - clearly states applicable conditions of loan, including pre-authorization from the borrowing library for any special shipping/insurance charges associated with loan of the item(s);
    - encloses a copy of the request with the shipped item(s);

- encloses a pre-printed mailing label with the shipped item(s), indicating that return postage has been prepaid (see *Library Mail* above);
- packages the item(s) securely.

22. The lending library must ensure that staff are familiar with interlibrary loan policies and procedures.
23. The lending library provides statistics to the Public Library Services Branch in the format required.

Responsibilities of the Public Library Services Branch

24. The Public Library Services Branch defrays the *OutLook Online* licensing costs of software and data processing costs for public libraries.
25. The Public Library Services Branch defrays the maintenance of the union database, *OutLook OnLine* including the cost of individual public library licenses.
26. When an item is not found in the *OutLook OnLine* catalogue, the Public Library Service Branch searches for other locations.
27. The Public Library Services Branch provides training in interlibrary loan network systems and procedures for the staff of public libraries.
28. The Public Library Services Branch collects statistical data on interlibrary lending activities and network performance.
29. The Public Library Services Branch investigates new developments in interlibrary loan systems and implements new technologies when feasible.
30. The Public Library Services Branch updates the *Interlibrary Loan Code for British Columbia Public Libraries* and other manuals and resources, as needed.

Types of Materials Not Available Through Interlibrary Loan

31. Libraries may lend any item from their collections but the following types of material are not usually available through interlibrary loan:
    a. *Reference works:* Reference books that are non-circulating are not likely to be available through interlibrary loan. However, photocopies

of specified small portions of reference books, as permissible under the *Copyright Act,* may be requested. (See *Appendix A* for examples of typical reference works).

b. *Genealogical materials:* Although genealogical source materials are not generally available through interlibrary loan, microfilm copies may be available. Requests should indicate specifically if microfilm is acceptable.
c. *Periodicals and serials:* Complete issues and bound volumes of periodicals are generally not available. Photocopies of articles or specified portions of periodical materials are usually provided for the cost of photocopying.
d. *Best-sellers or high-demand titles:* Titles in this category should be considered for purchase by the requesting library.
e. *Recently published books:* Because of high local demand, books published within the last twelve months are not normally available.
f. *Mass-market paperbacks and in-print material priced under $15:* Libraries are encouraged to buy mass-market paperbacks and materials priced at under $15 for their collections.
g. *Audiovisual materials [phonograph records, audio and video tapes, compact disks], computer software and games:* Except for talking books, audiovisual materials are not usually available on interlibrary loan. Some libraries will allow materials in these formats to be borrowed under certain circumstances and with special shipping/insurance arrangements.
h. *Multi-volume sets:* Books published in sets of more than three volumes may not be available through interlibrary loan, or may be available only a few volumes at a time. Requests for photocopies of the table of contents, the index, specific pages, or particular information from a multi-volume set can be submitted, provided that the request for this material is specific.
i. *Theses and dissertations:* Dissertations listed in *Dissertation Abstracts* are not normally available through interlibrary loan. These should be requested from the issuing university or from University Microfilms International.
j. Prescribed texts for school, college, or university courses

k. Rare books
l. Ephemeral materials

Appendix A: Typical Reference Works

The following is a list of items, which are typically considered reference works and are not normally available for interlibrary loan. Libraries may request that specific small portions of a reference text be photocopied.

- Almanacs
- Atlases
- Bibliographies
- Dictionaries
- Directories
- Encyclopaedias
- Government publications
- Manuals (e.g., repair manuals, computer program manuals, equipment manuals, etc.)
- Manuscripts
- Maps
- Price guides for collecting and memorabilia
- Yearbooks

NOTE: Periodicals and newspapers, while not considered reference works, are often non-circulating and not usually available through interlibrary loan.

Date created	Annual review date
Feb. 8th 2018	Feb. 15th

Bullying and Harassment Policy

The Powell River Public Library is committed to a workplace that is free of bullying and harassment.

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

3. Workers must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced (procedure
- apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

5. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy. Training will be conducted yearly and a written record containing training materials and attendance will be kept.

Bullying and Harassment Investigation Procedures

1. How and when investigations will be conducted

Most investigations at Powell River Public Library will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- be sensitive to the interests of all parties involved, and maintain confidentiality
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent
  for assistance during the investigation process

2. What will be included

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Powell River Public Library will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and responsibilities

Chief Librarian is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

Chief Librarian will conduct investigations and provide a written report with conclusions to the Chair of the Powell River Public Library Board of Trustees. If the complaint is about the Chief Librarian, the Chair of the Library Board will be responsible for all investigative and reporting duties normally assigned to the Chief Librarian.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to Chief Librarian.

4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by Chief Librarian.

Following an investigation, Chief Librarian will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Record-keeping requirements

Powell River Public Library expects that workers will keep written accounts of incidents to submit with any complaints. Powell River Public Library will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available on library share drive.

Date created	**Annual review date**
Feb 8th, 2018	Feb. 15th

Bullying and Harassment Investigation Form

Name of complainant	
Name of respondent/alleged bully	
Date	**Location**
Name of investigator	

Person interviewed	Other people involved (e.g., alleged bully, witnesses)	Description of the situation (dates, words, actions, etc.) and impact (e.g., humiliated, intimidated)
Based on the investigation, did workplace bullying and harassment occur? Yes ☐ No ☐		
Reason(s) for this conclusion		

Bullying and Harassment Reporting Procedures

1. How to report

Workers at Powell River Public Library can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to the Chief Librarian.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Chair of the Powell River Public Library Board of Trustees.

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

Date created	**Annual review date**
Feb 8th, 2018	Feb. 15th

Annual Review Form for Bullying and Harassment

The policy shall be reviewed annually and updated as necessary. The Chief Librarian shall maintain a folder on Bullying and Harassment which contains this form and the attendance form for all employees.

	Date	**Signature**
Review Policy for compliance with WorkSafe policies and best practices		
If necessary, rewrite policy		
Present to Board for review. If they have been modified a new vote is required		
Complete refresher training on the policy and document attendance for all staff		

Attendance Form for Bullying and Harassment Training

Name	Date	Signature