

# STATEMENT OF POLICIES



Approved by  
The Library Board of Trustees  
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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](http://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

*Respect* – We value each person through kindness and open communication.

*Community* – We foster a sense of belonging and meaningful connection for all.

*Life-long Learning* – We nurture personal and public well-being and inspire curiosity.

## **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.

## **Role of the Chief Librarian**

**Approved May 2022**

### **Delegation to the Chief Librarian**

The Chief Librarian is appointed by and reports to the Powell River Public Library Board. They are accountable to the Board for operational planning and directing the activities of all departments. They are responsible for ensuring Library service meets community needs in accordance with Board policies and directives. All

Board authority and accountability delegated to management is delegated through the Chief Librarian.

In accordance with the Library Act, the Chief Librarian is the Secretary to the Board.

### **Freedom of Information and Protection of Privacy Act**

For the purpose of the Freedom of Information and Protection of Privacy Act, the Chief Librarian is designated as the Privacy Officer.

### **Board Meetings**

#### **Revised May 2022**

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 Community Charter. Only Board members and their designees may attend In Camera segments of Board meetings.

The Chief Librarian or delegate will be present in all meetings of the Board, with the exception of meetings related to the performance of the Chief Librarian. Other staff may be requested to leave at the discretion of the Chief Librarian or Board.

Approved minutes of public Board meetings are posted in the Library and on the Library's website. Agendas for Regular Meetings will be publically available seven days before the meeting.

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

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.

## **Delegations**

The Library's Regular Meetings are conducted in public sessions and members of the public are welcome to send correspondence or apply to appear as a delegation on any matter of interest to the Library. A Delegation is the process of individuals appearing before the Board to make a presentation, enter a request for action, provide information about a project or idea, or to provide further information on an issue currently before the Board for decision.

This Policy establishes the procedure for residents, representatives of community organizations and interest groups to attend and address the Library Board as a delegation.

## **Procedure**

Appearing as a delegation:

- Written request to speak as a delegation must be submitted to the Chief Librarian at least three business days prior to the date of the Board Meeting. The request must include details in full of the issue to be addressed and name the organization or interested parties to be represented.
- The Board reserves the right to request any additional information regarding a particular issue or association. The Board Chair reserves the right to approve a delegation, refuse a delegation, or request additional information before granting delegation status.
- Depending on the nature of the concern, the Board Chair may refer delegations or correspondence to the Chief Librarian for review or resolution.

- Delegations will be provided with a maximum of 10 minutes to make presentation to the Board. No more than two persons per delegation may speak to address one issue.
- The Board reserves the right to limit the number of delegations per meeting.
- A delegation may not address the Board on the same issue a second time.
- Delegations may choose to remain for the balance of the public meeting but may not speak to other items on the agenda, except during the question period.
- The Board, through the Chief Librarian, will communicate its decision to the delegation in writing. The Board will not respond or make a decision at the time of presentation.

### **Question period:**

A period of five minutes at the end of each regular meeting shall be available for questions from the public. This time may be extended by a majority vote of the Board.

### **Conduct of the Public**

Members of the public are welcome to attend Regular Meetings of the Board and are expected to engage in a respectful and courteous manner. Behaviour which is disruptive will not be permitted. Members of the public shall not:

- Make noise or disturbances which prevent the Trustees from participating in the meeting;
- Address the Board without permission;
- Use unparliamentarily or offensive language; or
- Display signs or placards.

The Chair may exclude any person from the meeting for improper conduct.

### **Board Meeting Absences**

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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.

## **Committees**

**Revised May 2022**

### **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. Each committee must select a Committee Chair. 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 and Policy.

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 has primary responsibility to recruit a new Chief Librarian when vacancies occur.

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 their compensation and benefits.

### **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.

### **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**

#### **Revised May 2022**

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

Minutes of Health & Safety meetings are made available to Staff. Quarterly reports of Health and Safety Incidents are reported to the Board.

## **Bullying and Harassment Policy**

**Revised September 2023**

### **POLICY STATEMENT:**

The Library does not condone workplace discrimination, or bullying and harassment and its serious negative outcomes. The Library believes workplace discrimination, and bullying and harassment to be a serious detriment to both workplace harmony and productivity, in addition to the harmful effects it can have both socially and mentally on those subjected to it. The Library acknowledges its legal obligation to prevent discrimination, and bullying and harassment of workers in its workplace by any person including fellow employees, other workers, members of the public, and Trustees.

### **PURPOSE:**

To provide and maintain a workplace that is free from discrimination, and bullying and harassment, not only in relation to the specific conduct prohibited by the British Columbia (BC) Human Rights Code and the Workers Compensation Act section 21 and OHS Policy P2-21-2, but regarding any form of personal bullying and harassment which may reasonably cause embarrassment, insecurity, discomfort, offence or humiliation to another person or group.

### **SCOPE:**

This Policy applies to all Library workers, including employees (permanent, part-time, casual, unionized and excluded), contractors, volunteers, and Trustees. It applies to interpersonal communication, and electronic communications, such as e-mail and social media.



## **POLICY:**

The Library is committed to providing a professional working environment where employees, contractors, Trustees and volunteers working on behalf of the Library or present within the Library's facility and programs, are treated fairly, and with respect and dignity. Discrimination, and bullying and harassment are not acceptable or tolerated within the Library's workplace.

This Policy will apply to the resolution of all internal informal or formal complaints brought forward or filed pursuant to this Policy.

The procedures set out within this Policy will also apply to any and all Library investigations conducted in response to external discrimination/harassment/bullying complaints filed with WorkSafeBC BC, the Human Rights Tribunal or otherwise.

## **DEFINITIONS:**

### **Parties**

Parties are the Complainant(s) and Respondent(s) directly involved in a Complaint, and may include employees (permanent, part-time, casual, unionized and excluded), contractors and volunteers. In addition to the previously listed groups, members of the public and Trustees may be Respondents to a Complaint.

### **Complainant(s)**

Complainant(s) are those individuals who fall within the scope of this Policy making a Complaint and seeking recourse in relation to this Policy.

### **Respondent(s)**

Respondent(s) are those individuals alleged to have violated this Policy.

## **Bystanders**

Bystanders are third parties who have witnessed behavior that, in their view, potentially constitutes a violation of this Policy. Bystanders should report their concerns in accordance with Step 2 of the informal process set out below.

Bystanders are not Parties to a Complaint. However, they may be interviewed as witnesses in the event there is a formal investigation into their concerns.

## **Witnesses**

Witnesses are individuals who have direct knowledge of or involvement in any matter or incident that potentially relates to a Complaint brought forward or filed pursuant to this Policy.

## **Complaint**

A concern or Complaint regarding any of the potential behavior as defined below that requires a solution that is brought forward for the purposes of obtaining a resolution.

## **Prohibited Grounds**

Conduct or commentary that is based, in whole or part, on any of the following grounds: race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or unrelated criminal conviction.

## **Respectful Conduct**

Respectful workplace conduct incorporates courtesy, civility, consideration, and compassion. It is an approach which actively respects individuals by avoiding unnecessary behaviors which would reasonably be considered to have a negative

impact on others. It involves taking responsibility for one's behavior/conduct in the workplace.

A workplace disagreement or difference of opinion is not by definition disrespectful. The manner in which a disagreement is described, discussed or resolved will determine whether or not the conduct is respectful.

#### Examples of Respectful vs. Disrespectful Behavior

Violations of this Policy will be determined on an objective and case-by-case basis, having regard to the overall circumstances of each Complaint, including the particular timing and context of the event(s) in question. This commonly will be determined after receiving information from the Parties and Witnesses. However, for illustrative purposes only, some examples of respectful versus disrespectful behavior could include the following:

- Quiet and calm communication which focuses on the issues rather than personal characteristics of the individuals involved vs. loud, profane, name-calling, and abusive language that may also focus on personal characteristics.
- Expressing and resolving disagreement in a calm and professional manner vs. insulting or belittling others through personal attacks, sarcasm or through non-verbal behaviour that may include repetitive eye-rolling, loud sighing, disrespectful facial expressions, shunning, stone walling discussions, walking out of discussions prematurely, or making physical or psychological threats.
- Addressing issues and concerns regarding work performance or misconduct in a confidential, discreet manner through responsible managers vs. engaging in gossip, rumours, speculation or criticism of an individual to others or discussing issues in front of individuals who do not need to be part of the discussion.
- Sharing information required to deliver services effectively vs. repeatedly ignoring questions or requests for information or deliberately failing to provide necessary/helpful information.

- Written communication made in a respectful professional manner vs. unprofessional comments made about colleagues or co-workers.

## **Discrimination**

Discrimination is adverse differential treatment of an individual or group, whether intended or not, based on their prohibited grounds (e.g. race, gender, age).

Discrimination of this nature imposes burdens or obligations on an individual or group that serves no work-related function. It is important to note that such conduct is not only a breach of this Policy; it may also be a breach of the BC Human Rights Code.

## **Discriminatory Harassment**

Discriminatory Harassment is a form of discrimination and is also contrary to the BC Human Rights Code. Discriminatory harassment is abusive, unfair, offensive, or demeaning treatment of or disrespectful/disruptive conduct towards a person or group of persons based on their prohibited grounds (e.g. race, gender, age) that a reasonable person would know or ought to know or would:

- Have the effect of interfering with an individual's work or participation in work related activities; or
- Create an intimidating, hostile or offensive environment for work or participation in a work-related activity.

Examples of Discriminatory Harassment include:

- Teasing, joking, taunting, insulting or criticizing a person, directly or indirectly, verbally or in writing, based on their prohibited grounds (e.g. race, gender, age). This may include commentary regarding their ability to communicate clearly, physical appearance, work style, and level of intelligence.

## **Sexual Harassment**

Sexual Harassment is disrespectful/disruptive conduct of a sexual nature made by a person who knows or ought to reasonably know that such conduct or comment is unwanted or unwelcome; or an expressed or implied threat of reprisal for refusal to comply with such a request; or disrespectful/disruptive conduct of a sexual nature which is intended or reasonably would be known to create an intimidating, hostile or offensive environment.

Examples of Sexual Harassment include:

- Verbal abuse or threats of a sexual nature;
- Unwelcome remarks, jokes, innuendoes or taunting of a sexual nature;
- Displaying of pornographic or other offensive pictures;
- Unwelcome and/or repeated sexual invitations or requests;
- Leering or other inappropriate sexually oriented gestures;
- Unnecessary physical contact such as: touching, patting or pinching;
- Sexual assault (this may also be a criminal matter);
- Negative comments that are gender-based, and
- Repeated behavior that a person has objections to and is known or should reasonably be known to the offender to be unwelcome.

## **Personal Harassment**

Personal harassment is any behavior, including disrespectful/disruptive conduct by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation, where the conduct is not carried out in good faith and serves no legitimate work-related purpose.

Examples of Personal Harassment include:

- Swearing, yelling, or making derogatory gestures or comments to or about another individual;
- Engaging in embarrassing practical jokes, ridicule, or malicious gossip;
- Verbal or physical threats or physical assault

## **Bullying**

Bullying is any repeated or systematic physical, verbal or psychological behavior including disrespectful/disruptive behavior, which would be seen by a reasonable person as intending to belittle, intimidate, coerce or isolate another person.

Note: Personal harassment and/or bullying does not include social banter in the workplace that is objectively viewed as acceptable in tone and content. Nor does it include actions occasioned through the good faith management of the employment relationship, including decisions related to hiring, selection, performance evaluations, and progressive corrective discipline, provided that such decisions are made and implemented in a manner that is respectful of those involved.

## **Methods of Communication**

Inappropriate communication that may violate this Policy may be transmitted in person, on the phone, and in writing, through email, texts, social media, and otherwise. Potential violations may consist of inappropriate communication made to a person and/or communication made about a person to others.

## **Fairness**

Parties, Bystanders, and Witnesses have a right to fair treatment in the consideration and adjudication of Complaints and concerns under this Policy. Fair treatment includes the right to:

- Bring forward their concerns pursuant to processes within the Policy within a timely manner;
- Being informed in a timely manner of Complaints made against them;
- An impartial and objective consideration and evaluation of the circumstances, through informal or formal intervention;
- Confidentiality to the extent possible in the circumstances, including the avoidance of gossip, rumors and speculation by Party(ies), Witness(es) or others within the Library;
- Protection to any Party(ies) or Witness(es) from retaliation for participation in processes under this Policy;
- Being effectively informed of the outcome of any formal intervention;
- Union representation for unionized staff; and
- Other representation, for excluded staff.

### **Confidentiality**

All Bystanders, Witnesses, and Parties involved in a Complaint or in the informal/formal resolution of a Complaint, are expected to keep matters related to a Complaint confidential. This includes managers and supervisors who are privy to the Complaint or Complaint resolution process.

An established breach of confidentiality regarding a Complaint or Complaint resolution process shall be considered an independent violation of the Policy (regardless of the merits or conclusions regarding the Complaint) and may result in discipline.

Any allegation or Complaint under this Policy will be considered personal information supplied in confidence for the purpose of Section 22(2)(f) of the *Freedom of Information and Protection Privacy Act*. The names of those involved in the Complaint shall not be disclosed to any person except where necessary for the purpose of fairly investigating and determining the outcome of the Complaint.

The substance of investigative reports and the substance of meetings held by those in authority to make decisions in relation to a Complaint, regardless of whether it is substantiated, will be protected from disclosure to third parties in accordance with Section 19 of the *Freedom of Information and Protection Privacy Act*.

### **Complaint Resolution**

Complainants are encouraged to resolve Complaints/Concerns with others as soon as they arise using the informal process set out below, unless it is clearly inappropriate in all of the circumstances.

Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged concern/conduct appears to be: (a) non-repetitive (a 'one-off' discussion/interaction); and (b) relatively minor in severity or seriousness, considering its content, potential impact on the individual and/or the safety/health of the overall organization.

Although the Complainant(s) may indicate that they prefer the informal process, the Library may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.

### **Annual Review**

This policy will be reviewed every year. All workers will be provided with a copy and training on how to recognize and report bullying and harassment. Following *Workers Compensation Act 39* the Joint Committee (or Worker Health and Safety Representative) may provide written recommendations to the Chief Librarian with a request for a written response.

### **PROCEDURES:**

#### **Informal Processes**



## **Step 1 – Resolution (Informal Conversation)**

Wherever reasonable, the Complainant(s) should address the person with whom they are having difficulty (the Respondent(s)) in a direct and discreet (confidential) manner as soon as possible following the incident.

If the Complainant(s) is not comfortable taking this step, or if the Complainant(s) has done so without success, then the Complainant(s) should proceed to the next step.

## **Step 2 – Resolution (Manager/Designate Involvement)**

The Complainant(s) or Bystander(s) should approach their manager or supervisor with their concerns including particular examples of inappropriate statements or verbal or non-verbal behaviors by the Respondent(s), dates, times witnesses, and as much detail as possible. This should be done as soon as reasonably possible following the incident/behaviors. Supervisor should advise management of the Complaint if not already aware.

If the Complainant(s) or Bystander(s) is uncomfortable approaching any of these individuals, or if the individuals are the Respondent(s) or if the individuals are perceived by the Complainant(s) to be part of the problem, then the Complainant(s) or Bystander(s) can speak to the Board Chair or Vice Chair. Their email addresses are on the website.

Management (or designate) will review the concern and where appropriate should directly or indirectly facilitate a resolution in a manner that they consider most effective and reasonable considering all of the circumstances.

Interventions by managers, supervisors, or an alternate designate in Step 2 may include one or more of the following possibilities (or other similar interventions):

- meeting separately with each person involved in the concern to discuss and investigate the situation;

- meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all Parties;
- coaching one or more of the Parties (verbally or in writing) on workplace expectations regarding appropriate workplace behavior or performance;
- recommending or applying progressive discipline when warranted i.e. based on the findings and severity of the misconduct found;
- engaging an external third party facilitator or mediator to work with the Parties and others involved to achieve a confidential, practical and mutually agreeable resolution to outstanding concerns without making findings against any Parties (Mediation).

The above noted intervention/preliminary investigation should be completed on or before 30 days after the final interview. The time-lines will be reasonably extended at the request of the lead investigator based on a number of factors, including extenuating circumstances or complexities surrounding a particular investigation/intervention.

If, at the outset of or at any time during the Step 2 process, the individual who receives the reported Complaint/concern concludes that, given the severity of the behaviours alleged in the Complaint, including their potential physical or psychological impact on the Complainant(s) or other employees at the Library, a formal investigation is warranted, then the matter should be immediately referred to Step 3 of the Policy for investigation and resolution.

### **Formal Processes**

#### **Step 3 – Investigation**

The formal process involves an objective investigation of a written Complaint/concern that has been brought forward to Management (or designate) -- the Complaint.

Once the Complaint has been received by the immediate supervisor or manager,

or designate; the Complainant(s) will be asked to compile a formal written Complaint. This should include the following details:

- Complainant(s) name and position;
- name and position(s) of the Respondent(s);
- address or location where the incident occurred;
- detailed summary of all of the specific incidents or examples of behavior that have led to the filing of the Complaint;
- date(s) and time of each incident;
- names of the individual(s) alleged to have engaged in the unacceptable conduct;
- details of the Complaint(s)- that is, the specifics of what was said or done to the Complainant(s) to have triggered the Complaint;
- identity of any potential witnesses;
- impact of the behaviour on the Complainant(s); and
- steps taken, through Steps 1 or 2 of the Policy, to address the Complaint and the outcome of those processes.

The Complainant(s) must sign and date the Complaint and send to the designated individuals set out above by either:

- envelope marked **Confidential**; or
- scanning the signed Complaint and sending it via email indicating **Confidential**.

The filing of a formal Complaint does not mean that a formal investigation will automatically be conducted. The manner in which a Complaint is resolved will be determined by the Library, following consultation with the Parties, and will depend on a number of factors, including the nature, extent and severity of allegations brought forward by the Complainant(s) and the history of circumstances leading up to the filing of the formal Complaint.

Following this review, the individual(s) who receives the Complaint may take one of the following steps:

- refer the matter back to Step 2 to resolve the matter through informal processes;  
or
- assign an internal or external Investigator to conduct a formal investigation of the Complaint.

### **Appointment of Investigator**

Factors that the Library will consider in determining whether to retain an internal or external investigator may include: the overall complexity of the facts/law related to the Complaint; the Parties to the Complaint; the anticipated length of time necessary to conduct the investigation; the potential severity of the outcome(s) of the investigation in relation to the Respondent(s) should the Complaint be substantiated; and any other relevant circumstances.

Internal investigators shall have sufficient prior experience and/or training in conducting workplace investigations and shall have no previous involvement in the facts/circumstances giving rise to the Complaint.

External investigators shall be appointed by Management (or designate) at their discretion.

### **Time Limits**

WorkSafe BC Prohibited Actions and Human Rights complaints are subject to a one-year statutory time limit. WorkSafe BC violations do not have a time limit, delayed reporting may impact an investigation.

### **Interim Measures**

It may be necessary to take interim measures, such as transfers, leaves, restrictions on contact or communication while a Complaint is being investigated. Such measures will be precautionary, not disciplinary.

### **Mediation during the Formal Process**

Where appropriate, mediation is available to Parties to try to resolve the Complaint at any point during the process. Any ongoing investigation will be suspended during mediation and will resume if mediation is unsuccessful.

Unless explicitly agreed to by the Parties in writing, the investigator shall not act as the mediator and shall have no communication with the mediator regarding the Complaint at any time.

### **Withdrawal of a Formal Complaint**

At any time during the course of an investigation of a formal Complaint, the Complainant(s) may choose to withdraw their Complaint without penalty so long as the Complaint was filed in good faith. In such circumstances, there should be no indication of the Complaint in the personnel files of the Complainant(s) or Respondent(s).

### **The Investigation Process and Role of the Investigator**

The investigator will take a reasonable amount of time to conduct the investigation, including to interview the Parties and relevant Witnesses, and obtain and review any potentially relevant documents.

The investigator will prepare a report of investigation outlining their findings and conclusions and submit the report to the relevant Human Resources Representative.

The findings and conclusions may relate to both the conduct at issue and the medical/emotional/financial impact of the conduct on those involved.

The investigator may include recommendations in the report of investigation, where applicable and if requested by the Library.

The Library will advise both the Complainant(s) and Respondent(s) of the findings and conclusions of the investigation and any recommendations related to their conduct, through a written summary of the report. Other Parties involved in the

Complaint (Witnesses and others) will be advised that the investigation has been concluded (without being provided any further information).

## **Appeals**

Within 14 days of receiving a summary of the report of investigation, either Party(ies) may file an appeal with the Library.

The appeal shall be based upon and restricted to, specific concerns related to the investigative process. The appeal shall not constitute an avenue in which to re-investigate the Complaint.

The Chief Librarian or their designate shall review the report of investigation to evaluate the fairness of the process and has sole discretion to take further action based upon their review.

The decision of the Chief Librarian (or designate) is final.

## **Complaints involving Library's Chief Librarian, the Chair or Members of the Library Board of Trustees, including Alternate Trustees.**

### **External Investigator**

Complaints brought under this Policy against the Chief Librarian, the Chair or Members of the Board, including Alternate Directors shall be presented to an external investigator with expertise regarding matters covered under this Policy.

The external investigator will be retained by and will report directly to the Chair and Chief Librarian in cases involving the Members of the Board, including Alternate Trustees. In cases involving the Chair, the external investigator will be retained by and will report directly to the Chief Librarian. In

cases involving the Chief Librarian, the external investigator will be retained by and will report directly to the Chair.

### **Outcomes**

The Chief Librarian (or designate) will determine and implement specific consequences and remedies that are reflective of and relevant to the investigative findings/conclusions within a reasonable period of time after receipt of the report of investigation.

Once the appeal period has expired or the appeal has been concluded, the Library will inform the Complainant(s) and Respondent(s) of its final implementation plan based upon the report of investigation.

Part of the implementation plan may include processes similar to those set out in Step 2, in order to help rebuild/repair the relationships.

Outcomes that may be included in the implementation plans include one or more of the following:

- oral and/or written apology from the parties;
- adjustments to the workplace environment;
- coaching of expectations - verbal or in writing;
- medical assessment referrals;
- training;
- transfers to a different role;
- institution of formal discipline and disciplinary processes, up to and including dismissal;
- for contractors, visitors, volunteers or members of the public, discipline may include removal from premises, suspensions of service and bans from the facility; and/or
- mediation.

Discipline may arise if such action is warranted based on the severity of the findings/conclusions of the investigation.

The Complainant(s) and Respondent(s) will be notified of the outcome of the investigation (whether allegations have been substantiated).

Recommendations relating to individuals will not be shared with the other parties due to confidentiality requirements.

### **Other Important Points**

#### **Malicious/Vexatious/Frivolous Complaints or Misuse of the Policy**

In circumstances where a Complaint is found to have been made in bad faith or determined to be vexatious, frivolous or a general misuse of the Policy, the Complainant(s) may face similar outcomes as a Respondent(s) as set out above (i.e. Interventions ranging from coaching to formal disciplinary intervention).

This section of the Policy may apply to filed Complaints as well as any circumstances in which individuals repeatedly threaten to file Complaints against others in order to achieve similar ends.

A Complaint, or threatened Complaint, will be deemed to have been made in bad faith when, considering all of the circumstances surrounding the Complaint including its timing and context, the Complaint was found to have been made solely in an attempt to:

- influence or overturn decisions related to the Complainant's employment;
- intimidate, threaten or cause trouble to the Respondent(s);
- create a hostile or intimidating workplace environment for others, including the Respondent(s); or
- create a potential personal benefit or entitlement to the Complainant(s).



Misuse of the Policy may include unreasonable, repetitive filing of Complaints or concerns that are consistently found to be unsubstantiated.

In circumstances where a Complaint has been found to be malicious, vexatious or a misuse of the Policy, the Respondent(s) may be awarded the same remedies as those available to Complainant(s) as set out above.

### **Unsubstantiated Complaints**

If the investigator finds insufficient evidence to support the Complainant's allegations and finds that there has been no misuse of the Policy or bad faith in filing the Complaint, no action will be taken in relation to the Complaint. There will be no record of the Complaint on the Respondent's file.

### **Consequences of Retaliation**

Any established retaliation against any Party(ies), Bystander(s) or Witness(es) involved in an informal or formal resolution process shall be considered an independent violation of the Policy (regardless of the merits or outcome of the initial concern or Complaint) and shall result in discipline commensurate with the severity of the conduct.

### **Multiple Proceedings**

This Policy is in addition to and not in substitution for any rights an individual may have to pursue action, whether under the collective agreement, or policies including any applicable legislation, including human rights legislation.

If at any time a worker elects to initiate other legal proceedings or if the worker takes any steps outside of those contemplated in this Policy, the Library may discontinue any procedures taken under this Policy as a result of the Complaint (depending on consideration of all of the circumstances).

Potentially criminal behaviour such as an assault, significant threats, or attempts at extortion shall be directly referred to the RCMP by the Library upon receipt of a Complaint of this nature.

### **Record Keeping**

The Library is responsible for the management and administration records in its custody. The Library will retain records relating to the administration and compliance with WorkSafeBC's workplace bullying and harassment guidelines. The policy statement, reporting procedures and investigation procedures must be reviewed annually. Records regarding workplace bullying and harassment must be maintained, these include reports, investigations and findings.

Workers will be made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work, for example communicating the names of individuals who are banned or suspended from the library for bullying or harassment.

## **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 May 2023**

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 amortized 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 ten 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 amortization are recognized as assets on the Statement of Financial Position for the Powell River Public Library. Fully amortized tangible capital assets still in use by the Powell River Public Library are disclosed on the Statement of Financial Position. The amortization expense calculated each year is recorded as an expense on the Statement of Operations for the Powell River Public Library.

To accurately reflect the timeline on which assets are put into use through the year, the library will calculate the amortization in the first year of acquisition based on the point in the year which it was acquired.

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.

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

Accumulated amortization is the amount of amortization 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
<i>Equities Subtotal</i>	75%	
Fixed Income Securities – Developed Markets	25	Barclays Capital Global Aggregate Float Adjusted Bond Index
<b>TOTAL</b>	<b>100.0%</b>	

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.

**Rebecca Burbank, Chief Librarian**

100-6975 Alberni St.

Powell River BC

V8A 2B8

[rburbank@prpl.ca](mailto:rburbank@prpl.ca)

**604-485-4796**

## **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's 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

**Revised May 2022**

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

## Room Rental Policy

**Revised October 2021**

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 individuals and community groups in keeping with its mission to provide equitable opportunities for growth, literacy, exploration and connection.

**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.

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.

Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of a user or group, their activities, statements, policies or beliefs.

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

### **Prohibited Use**

The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada or the Human Rights Code of British Columbia.

In the course of their room rental, groups and individuals using the facilities may not violate the Human Rights Code of British Columbia including:

1. Publishing, issuing or displaying, or causing to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that
  - a. indicates discrimination or an intention to discriminate against a person or a group or class of persons, or
  - b. is likely to expose a person or a group or class of persons to hatred or contemptbecause of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.
2. A person must not, without a bona fide and reasonable justification,
  - a. deny to a person or class of persons any accommodation, service or facility customarily available to the public, or
  - b. discriminate against a person or class of persons regarding any accommodation, service or facility customarily available to the public because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.

## **Assessment of Risk**

The Chief Librarian will adopt procedure to enable assessment of requests for Room Rentals so that prohibited activities are prevented in the Library. The aim of the assessment shall be limiting the likelihood of a violation of the Criminal Code of Canada, specifically hate speech (as defined by law), or violations of the Human Rights Code of British Columbia in the Library. The assessment shall enable library staff to determine the nature of the event, and whether further investigation is required.

## **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 included 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**

### **Revised March 2021**

#### **Borrowing Policies**

Patrons of the Powell River Public Library 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.*

Patrons may request up to two 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.



## Lending Policies

Powell River Public Library does not lend periodicals, reference materials, new materials, technology, equipment or audiovisual materials such as DVDs or CDS through Interlibrary Loans.

Audiobooks may be lent in accordance with the Literature for the Blind service offered by Canada Post.

The standard loan period is 35 days and items from Powell River may be renewed for an additional 35 days.

Powell River Public Library will respond to requests within 5 days.

Borrowers will be contacted directly when items are damaged, lost or any situations where special arrangements may be required.

## BC OneCard Borrowing

### Revised March 2021

BC OneCard policies are consistent with the Provincial Resource Sharing Program.

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

BC OneCard borrowing is limited to regularly circulating physical items except kits, technology, equipment and interlibrary loans. Borrowing limits using OneCard are the same as for other patron types.

## Overdue and Lost or Damaged Items

### Revised January 2021

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 materials not-owned by the Powell River Public Library, 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 and Internet Access**

#### **Revised August 2020**

The Library provides free public computers and access to the Internet via a wireless network.

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 and Internet are expected to adhere to Canadian federal and provincial law as well as 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 and Internet.

The Library is not responsible for the content or quality of information retrieved on Library public computers or through the use of the public wireless network. The library is not responsible for loss of data or damage to personal drives or storage devices by library computers or software.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about users' activities.

Patrons must only use their own library card and must adhere to the time limits.

## **Public Computer and Internet Use by Children**

**Revised August 2020**

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

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

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

### **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.

<b>Mileage</b>	Canada Revenue rate
<b>Meals</b>	Up to \$70.00 per day

## Schedule of Charges

**Revised January 2021**

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

<i>Item</i>	<i>Charge</i>
Overdue Fines	
Maximum Overdue Fine per Item <ul style="list-style-type: none"><li>• Interlibrary Loans</li></ul>	\$10.00
Interlibrary Loan Items Not Picked Up	\$ 2.50
Lost or Damaged Item Charge (In Print)	Replacement Price
Lost or Damaged Item Charge (Out of Print) <i>Out of print items are replaced by a new publication.</i>	Hardcover: <ul style="list-style-type: none"><li>• Adult book \$40</li><li>• Children's book \$30</li></ul> 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

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

# 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 yes, 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](http://www.prpl.ca)  
[info@prpl.ca](mailto:info@prpl.ca)