

# LAC LA BICHE COUNTY LIBRARY BOARD



Our libraries.....your place to be!

## **Administrative Policy Manual**

*Revised Date: September 2020*

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## AD: BYL - By Laws of Lac La Biche County Library Board

Originated: 2001  
Review: June 23, 2016  
Revised: June 23, 2015  
Approved: Sept. 16, 2015  
Review: Nov. 16, 2016  
Revised: Dec. 6, 2016  
Approved: Dec. 8, 2016

### BY-LAWS:

**The Lac La Biche County Library Board** enacts the following by-laws to The Libraries Act, R.S.A. 2000, Chapter L-11.

### INTERPRETATION

1. For the purpose of this bylaw the expression:
  - a) "Act" refers to **The Libraries Act, R.S.A.2000, Chapter L-11**.
  - b) "Board" means the **Lac La Biche County Library Board**.
  - c) "Borrower" means the person to whom a Library Membership has been issued.
  - d) "Library Director" means the person charged by the Board with the operation of the Stuart MacPherson Public Library or the Plamondon Municipal Library.
  - e) "Library Materials" includes books (whether hardcover or paperback or e-book), periodicals, newspapers, sound recordings, audio and videocassettes, tape recordings, compact discs, CD ROM discs and DVD's.
2. In these bylaws, unless the contrary intention appears in the context
  - a) Words imparting male person include female persons.
  - b) Words in the singular include the plural and words in the plural include the singular.
  - c) Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.
  - d) Where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.
3. Where the time limit for doing anything falls on a day when the library is closed to the public the time shall be deemed to be extended to the first day thereafter on which the library is open to the public.



## **II. LIBRARY BOARD MEMBERSHIP:**

The Board shall consist of not fewer than 5 and not more than 10 members appointed by Council. Not more than 2 members of Council shall be members of the Board. The Board shall endeavor whenever possible to recruit one youth member between the age of 16 to 24 years, for appointment by Council.

The Board shall endeavor to recruit a Youth Ambassador candidate to attend Board Meetings as a non-voting member for the same term as the Youth Board Member. This role will serve as a mentorship opportunity for youth to prepare them as future potential formal Board Members in the youth category.

## **III. LIBRARY FACILITY**

1. Access to the Public Library Portion of the building:
  - a) The portion of any building used for public library purposes is open to any member of the public FREE OF CHARGE during the hours of opening as set out by the Board from time to time.
  - b) Children under the age of ten years must be directly supervised by a responsible individual thirteen years or older
2. Conduct in the Library building
  - a) Any person using the Library building shall conduct himself so as to not disturb other library users.
  - b) Penalties for improper conduct are found in Schedule 'C' - Penalty Provisions

## **IV. PROCEDURE FOR ACQUIRING A CARD TO BORROW LIBRARY MATERIAL**

1. Any person residing in Lac La Biche County is eligible to apply for a card to borrow library material.
2. An application pursuant to *III. 1.* Shall be:
  - a) In writing on the form prescribed by the TRAC (The Regional Automation Consortium);
  - b) Dated and signed by the applicant, or where the applicant is a minor, dated and signed by the parent/guardian.
  - c) Accompanied by the fee prescribed in Schedule 'A'.
3. The library staff may issue a card to borrow library material to a person who has made proper application pursuant to *III, 2 a), b), c).*

## **V. RESPONSIBILITIES OF A MEMBER**

1. A library card must be shown when borrowing library material and can only be used by the person to whom it is issued, except for:
  - a) For parents/guardians who are borrowing library material for their children, or
  - b) For people picking up library material for a Homebound relative.
2. A member shall notify library staff at either branch of any change of address and/or telephone number.
3. A member should take proper care of any library item entrusted to his care.



4. A member should return any library item to the library on or before the due date as provided in Schedule 'B'.

## **VI. LOAN MATERIALS**

The **Libraries Act** sets out conditions of *free* basic public library service:

- Access to library facilities
- Use of library resources in the library
- Borrowing library resources
- Acquiring library resources through interlibrary loan
- Consultation by library staff and/or
- Basic information service.

In accordance with the Libraries Act Section **36(1)** a (ii) the terms and conditions under which: (ii) public library property may be used or borrowed by members of the public.

Loan periods for various materials are set out in Schedule 'B'.

Library materials may be reserved in accordance with policies established by the TRAC Consortium as set from time to time.

Library materials may be renewed in accordance with policies established by TRAC Consortium as set from time to time.

## **VII. PENALTY PROVISIONS**

1. The fines for late returns of materials are as set out in Schedule 'C'.
2. The fines for damaged or lost materials are as set out in Schedule 'C'.
3. The procedures for demanding the return of overdue materials are as set out in Schedule 'C'.
4. A membership may be suspended at the discretion of the Library Director for the reasons set out in Schedule 'C'.
5. A person who has had his membership revoked pursuant to VI. 4. may make an appeal to the Board in writing setting out the grounds of the appeal within 30 (thirty) days of such revocation.
6. The decision of the Board, in an appeal pursuant to VI. 5., is final and not subject to further appeal.
7. In cases of serious dereliction, the Board may prosecute an offence under The Libraries Act, Section 45. Such an offence is punishable under The Libraries Act, Section 41. The range of penalties applying on conviction for such an offence is set out in Schedule 'C',
8. Any fine or penalty imposed pursuant of an offence under VI. 7. ensure to the benefit of The Lac La Biche County Library Board in accordance with The Libraries Act, Section 42.



Read a first time December 8, 2016

Read a second time December 8, 2016

Read a third time December 8, 2016



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Board Chair

Adopted this 8<sup>th</sup> day of December, 2016



**The following Schedules are to be a part of the By-laws of The Lac La Biche County Library Board.**

**Schedule A - Registration Fees**

**Schedule B - Loan Periods for Library Materials**

**Schedule C - Penalty Provisions**

1. Penalties for improper conduct in the Library
2. Fines for late return of materials
3. Fines for damaged or lost materials
4. Procedure for borrowing with outstanding fines
5. Suspension and revocation of memberships
6. Procedure for prosecution
7. Penalties for abuse of borrowing privileges

**Schedule D - Borrowing Privileges**



## SCHEDULE A

1. The card fees for the Stuart MacPherson Public Library & Plamondon Municipal Library are as follows:
  - i) **Adult Members**, 18 years and older are eligible for a membership at no charge.
  - ii) **Adult Members (Students)**, upon presentation of a valid **student card** are eligible for a student membership at no charge.
  - iii) **Educators Card**, upon presentation of valid identification, individuals are eligible for an Educators Card membership at no charge which is valid for the school year.
  - iv) **Adult Members (Seniors)**, 60 years and older are eligible for a senior membership at no charge.
  - v) **ME Service**, there are no fees involved but a valid library membership at the person's home municipality is required. The member must sign up online and select TRAC libraries to access the Lac La Biche County Libraries collection.
  - vi) **Youth Members**, 17 years and younger are eligible for a membership at no charge but if they are under the age of 16 the parent/guardian must sign the library card.





## SCHEDULE B

Lac La Biche County Library Board will make available for loan a wide variety of materials, with the noted exceptions, to library members in good standing. These lending guidelines will apply to the library service points in the Hamlets of Lac La Biche and Plamondon.

### Lending Guidelines

Materials normally lent include books (in a number of formats), periodicals, audio-visual materials (VHS, DVDs, Blu-Ray, and other emerging formats) and other library materials.

#### Loan periods:

Books	3 weeks with standard renewals
Periodicals	3 weeks with no renewal
DVDs and Blue Rays	1 week with standard renewals
Inter and intra-library loans	3 weeks with standard renewals or in accordance with requirements of the owning library.

#### Loan periods for Educators Cards

Books	6 weeks with no renewals
Periodicals	6 weeks with no renewals
DVDs and Blue Rays	3 weeks with no renewals
Inter and intra-library loans	3 weeks with standard renewals or in accordance with requirements of the owning library with the possibility of arrangements for 6 weeks with no renewals

#### Exceptions to materials normally lent:

- Material specified as "Reference"
- Newspapers (hard Copy) – local and provincial
- Local histories and other "irreplaceable materials".



## SCHEDULE C

### 1. Penalties for Improper Conduct in the Library

- i. When an individual is disturbing other library members or failing to comply with requests made by Library Staff, he will receive a verbal warning about his behavior and what the consequences will be if the behavior continues.

If the individual does not stop disturbing other library members, he will be asked to leave the library for the remainder of the day. A memo or email about this action must be left for the Library Director and other Library Staff. If the individual who has been removed for the day continues to disturb other library members, he will lose his library privileges for seven days. A letter will be prepared and given to him. If the individual is a minor, a letter will be sent to the parent/guardian.

If he continues to disturb other library members, then he will lose all use of the Library for one month. Another letter will be prepared and given to him. If the individual is a minor, another letter will be sent to the parent/guardian.

If he continues to disturb other library members, then he will lose all use of the Library for six months. A letter will be prepared and given to him. If the individual is a minor, a letter will be sent to the parent/guardian.

- ii. If the behavior happens again, the library member may lose his library privileges for one year. A letter will be prepared and given to him. If the individual is a minor, a letter will be sent to the parent/guardian.
- iii. When the behavior cannot be stopped by the above measures, the Board has the power to ban the person from the Library for a lifetime. This action must be followed by a letter to the individual or the parent/guardian if library member is a minor.
- iv. In the case of a serious incident in the Library, the Library Director has the authority to take action as required. Any action taken must be reported to the Board Chair.
- v. A person and/or their parent/guardian may appeal any decision made by the library staff. This appeal must be presented to the Board.

### 2. Fines for Late Return of Materials

- **Stuart MacPherson Public Library**

- i. There will be no fines for material that is borrowed.

- **Plamondon Municipal Library**

- ii. There will be no fines for material that is borrowed.



### 3. Fines for Lost or Damaged Materials

- i. All material damaged beyond normal wear shall be charged to the borrower.
- ii. The minimum fee charged for damaged materials will be \$1.00 (one dollar).
- iii. The maximum charge for damaged materials shall be the replacement cost of the material or its equivalent.
- iv. For special occasions extended loan periods can be granted to borrowers with good circulation records at the discretion of the Library Director according to guidelines approved by the Board.
- v. For Materials that are claimed lost and billing notices have been sent home (45 days overdue) are now considered to be library member's property and the replacement cost needs to be paid before any additional checkouts can be made.

### 4. Procedure for borrowing with outstanding fines

- i. After a member who has accumulated a fine (\$10.00 or more) or has overdue items he will not be permitted to borrow any items until all items are returned and/or the fine is paid/cleared.

### 5. 5. Suspension and revocation of membership

- i. A person may have his membership suspended and/or revoked for the following reason:
  - a. failure to pay charges for overdue, damaged, or lost material.
- ii. The Library Director will inform the Board & other member libraries when he has revoked a membership by presenting a copy of the letter sent to the member.

### 6. Procedure for prosecution

- i. At the discretion of the Board, the following procedures may be pursued:
  - a. Placing the account with a collection agency.
  - b. Taking the person to Small Claims Court and pursuing civil action.
  - c. Lay charges under Section 45 of The Libraries Act.

### 7. Penalties for abuse of borrowing privileges

- i. Upon conviction by the Court, a maximum fine of \$ 500.00 and/or 6 months in jail may be imposed in accordance with Section 45 of the Libraries Act.



## SCHEDULE D

### 1. Borrowing Privileges

- i) Adult Library Members
  - a) Maximum of 50 (fifty) books and/or periodicals
  - b) Maximum of 5 (five) compact discs or kits
  - c) Maximum of 4 (four) videos
- i) Educator Library Members
  - a) Maximum of 75 (seventy-five) books and/or periodicals
  - b) Maximum of 10 (ten) compact discs or kits
  - c) Maximum of 10 (ten) videos
- ii) Library Members (Youth)
  - a) Maximum of 10 (ten) books and/or periodicals
  - b) Maximum of 5 (five) compact discs or kits
  - c) Maximum of 4 (four) videos

Library Members wishing to borrow extra materials must apply to the Library Director for approval, in the absence of the Library Director the Board Chair or a designated Board Member may make the decision. ♦



## AD: CAP - Capital Policy

Originated: Oct. 13, 2010

Review: Dec. 2016

Revised: Dec. 2016

Approved:

### **POLICY:**

The Board shall adopt regulations to ensure that the capital furnishings and equipment of the Lac La Biche County Library Board are managed in an efficient and appropriate manner. Further the regulation shall ensure that capital is repaired and replaced on an appropriate schedule allowing preservation of the assets of the Library Board and to keep the Library as modern and appealing as is fiscally possible. Capital furnishings and equipment are defined as any items which original purchase price or fair market value exceeded \$500.

### **Capital Guidelines:**

#### **Asset Tagging**

All capital furnishings and equipment shall be marked as the property of the Lac La Biche County Libraries with an indestructible tag or permanent marking.

#### **Capital Asset Schedule**

A schedule of all capital furnishings and equipment will be maintained on an ongoing basis showing a description of the item, its original acquisition value and the year acquired. The schedule will also show a replacement year required. Any known maintenance costs or warranty expiry periods shall also be noted.

#### **Asset Maintenance and Replacement**

The annual operating value shall include resources allowing for any items from the capital asset schedule which life cycle will expire in the coming year. Warranty expiry costs will also be taken into consideration should maintenance for these items need to be budgeted.

#### **Life Cycle for Assets**

Following is a recommended schedule for asset replacement to be used as a guide.

Computers and related equipment	5 years
Furnishings	10 years

#### **Disposal**

When assets have reached their useful life and are deemed ready for disposal by the Director of the Library, a list of items being disposed will be presented to the board for approval. Appropriate methods of disposal are donation to a community group requesting the item, donation to another library, public sale of the items in the library in a garage sale fashion, deposited at the local recycling center, or taken to the local landfill. Disposal method and procedure will be managed by the Library Director. Disposals of any computer related items must be completed with Northern Lights Library System's policy requirements. Proceeds from all sales of assets may be restricted for future asset purchases. ♦



## AD: CON - Confidentiality of Records

Originated: Jan. 27, 2009

Review: Dec. 2016

Revised: Sep. 2020

Approved:

### **POLICY:**

1. All library employees, trustees, and volunteers shall hold in strict confidence any information or records relating to library business.
2. Records and transactions relating to library members with or without library membership are held in strictest confidence.
3. The Lac La Biche County Library Board recognizes that all library records exist for the sole purpose of protecting public property and are not to be used to identify specific material used by a library member.
4. Library records will be available to local, provincial, or federal governments, including law enforcement Officers with a subpoena, process or order pursuant to the law, provided that the order is in proper form.
5. Upon request, a library member will be given access to all information concerning their records that the library has on file. Access to a member's record is limited to that member with the following exceptions:
  - a. In the case of a library member twelve (12) years of age and under, complete access is also provided to the parent.
  - b. In the case of a library member thirteen (13) to seventeen (17) years of age inclusive, access is also provided to the parent if the information is provided to aid in the retrieval of borrowed library material or the collection of outstanding library charges.
  - c. In the case of a person with limited or no access to library facilities, access to their record will be provided to the person(s) noted in the member record as assisting in the management of the care and return of library materials. ♦



## AD: FIN - Finance Policy

Originated: Sept. 14, 2007  
Review: Dec. 2016  
Revised: Dec. 2016  
Approved: Jun. 28, 2017

### **POLICY:**

The Board shall adopt regulations to ensure that the finances of the Lac La Biche County Library Board are managed in an efficient and accurate manner and in accordance with general accepted accounting principles and to provide a sound basis of long-term financial management of the affairs of the libraries, and conserve the assets of the library for the future.

### **Finance and Policy Guidelines**

#### **Audit**

The auditor for the Lac La Biche County Library Board shall be appointed annually by the Lac La Biche County Library Board and approved by Lac La Biche County.

Library financial records for the Lac La Biche County Library Board will be prepared by Lac La Biche County Library Board for the auditor. A copy of the audited financial statement shall be forwarded to the Board for approval, to each funding jurisdiction including Municipal Affairs – Public Library Services Branch.

#### **Budget**

The Treasurer, the Chair, the finance committee members, and the Library Director will prepare the draft budget, which will be presented to the Library Board in September of each year.

#### **Charitable Donations**

The Library Director will be responsible for the maintenance of the list of donations. The Administrative Assistant will prepare the receipts for the signature of the Treasurer or Board Chair. The Treasurer **with the assistance of the Library Director and Administrative Assistant** shall prepare the report form for Revenue Canada and ensure that it is submitted before April 30<sup>th</sup> of the following year. For more information see AD: Fun - Fund Development and Donation Policy.

#### **Traveling and Other Expenses**

Trustees or staff delegated to attend conferences, authorized meetings or approved travel shall be paid in accordance with budget provisions, set by the board.

Breakfast	\$ 12.00
Lunch	\$ 20.00
Dinner	\$ 30.00
Per Diem	\$ 20.00 (24 hours of travel status)
Private Accommodation	\$ 20.00
Mileage	\$ 0.50/km

If meal expenses exceed the allowed listed above, Lac La Biche County Libraries will only reimburse the approved amount. Alcoholic beverages will not be paid for.



Spouse's registration fees, banquet tickets, meal allowances and travel expenses will **not** be paid.

Reimbursement claims should be submitted for processing within 30 days.

### **Financial Records**

Primary financial records (bookkeeping) of Lac La Biche County Library Board shall be maintained by Lac La Biche County Library Board in accordance with the Board's record retention guideline AD- REC.

All other financial information for both locations will be maintained on the premises of the Stuart MacPherson Public Library.

### **Financial Statements**

The Treasurer is responsible for the overall supervision of the budget.

Monthly financial statements shall be prepared by the staff of the Lac La Biche County Library Board, outlining the current year budget, year to date expenses, budget variances and percentage expended.

### **Fiscal Year**

The fiscal year of the Lac La Biche County Library Board shall be January 1 to December 31, inclusive.

### **Grants**

The Treasurer and the Library Director shall be responsible for ensuring that grant forms are prepared and the accuracy of the reporting forms.

### **Petty Cash**

A float of three hundred (\$300.00) dollars shall be available for petty cash at the Stuart MacPherson Public Library.

The Lac La Biche County Library Board shall establish charge accounts with local firms for such items as grocery, hardware and stationary. All charges to charge accounts require Library Director authorization and should be signed and name printed.

### **Online banking**

The Library Director is authorized to set up electronic funds transfer authority for the Administrative Assistant and the Director, and read-only access for the Treasurer and Board Chair. The setup of this access or any adjustments to it due to changes in names of individuals shall have prior approval by the Treasurer and Board Chair.

When payroll online payments are to be made, there shall be a source document with prior approval by a bank signing authority. A listing of all electronic transactions shall be provided with the bank reconciliation monthly to be reviewed by the Treasurer along with the source documents for such transfers.



## Purchasing Card

To facilitate internet purchasing, travel expenses and international subscription payments and in order to save the cost of money orders the library will have two credit cards. One will be in the name of the Administrative Assistant and will be restricted to online/ internet purchasing of subscriptions, equipment, and services and for booking hotel rooms or other reservation requirements. The other card will be in the name of the Library Director for the purposes of travel, in person purchasing and also as a backup for the Administrative Assistant for online purchasing. Both card holders will be required to sign the "Purchasing Card Agreement" as identified in Appendix A of this policy, acknowledging the conditions under which the card has been granted and may be used.

At the end of each month each card will be reconciled by the Purchasing Card Holder (see attached information "Purchasing Card Reconciliation" as identified in Appendix B of this policy). The reconciliation of the cards will be approved by a bank signing authority within two weeks of receiving the card statement.

Proof of reconciliation and authorization shall be provided along with the monthly bank reconciliation for review by the Treasurer.

## Vouchers

Vouchers will be prepared by the library staff; either the Treasurer or the Chair will approve the voucher. Once the cheques are issued; the Library Staff are responsible to ensure that they are accurate and mail them to the vendor.

## Investments

### Surplus Operating Cash

At times the Library Board may accumulate surplus operating cash that is not required for short term (less than 1 year) operations. The Finance Committee will review cash projections on a monthly basis and recommend to the Library Board when surplus cash will be moved to a high interest savings or other investment vehicle with guaranteed principle protection.

### Capital Campaign or planned savings

At times the Library Board may deem in its budget to create savings for a particular future purchase. This may be the result of revenue generated outside the operating grants from Lac La Biche County and Alberta Municipal Affairs and also funds generated by fundraising activities. The investment of such funds shall be matched with the intended investment period and will be placed into the highest interest-bearing instrument with guaranteed principle protection. When determining the savings required, the Library Board shall determine whether the interest on the investment is to be restricted for the intended savings purpose or whether interest income is available for Library operations.

## Financial Accountability

The Library Board will adhere to the Annual Accountability Cycle as outlined in Appendix C of this policy. This is required to ensure efficient administrative operation and to meet requirements as established by funders and the Canada Revenue Agency. ♦

**AD: FIN APPENDIX A  
PURCHASING CARD AGREEMENT**

Card Holder Acknowledgement of Responsibilities

1. The purchasing card is intended to facilitate the purchase and payment of goods and services required for the conduct of Lac La Biche County Libraries business and within the Board's approved budget.
2. I agree to adhere to the Lac La Biche County Library Board's Finance Policy and approved procedures with respect to use of my Purchasing Card.
3. I acknowledge that I cannot use my Purchasing Card for personal purchases and further that all charges will be billed directly to and paid by Lac La Biche County Libraries therefore the card provider cannot accept any payment from me directly.
4. I acknowledge that unauthorized use of my Purchasing Card may be considered as misappropriation of Library funds and that any use deemed as misappropriation by the Board could result in any or all of the following:
  - a) immediate and irrevocable forfeiture of the purchasing card
  - b) disciplinary action which may include termination of employment
  - c) criminal charges
5. I understand that my Purchasing Card must be surrendered upon termination of my employment with Lac La Biche County Libraries.
6. I will maintain the proper security of my Purchasing Card. If my Purchasing Card is stolen or lost, I agree to immediately notify the card provider and the Board Treasurer.
7. I acknowledge that the card is issued in my name. I will not allow any other person to use my card.
8. I understand that I will receive a statement that will report be responsible to reconcile my purchases within 2 weeks of receiving the statement. I will resolve any discrepancies by either contacting the card provider or the supplier.
9. I understand that I must obtain my approval on all Purchasing Card statements as identified in the Board's Finance Policy.

**This document outlines the responsibilities I have as a Purchasing Card Holder. My signature indicates that I have read and understand these responsibilities and agree to the statements above.**

Signature \_\_\_\_\_

Date \_\_\_\_\_



**AD: FIN APPENDIX B  
PURCHASING CARD RECONCILIATION**

**Full backup** for all transactions must be attached to each month's statement.

The backup must indicate **what was purchased**. Credit card flimsies which often do not indicate what was purchased, are not acceptable.

Appropriate documentation shall include: Supplier's Name, Description of goods and/or services provided, GST Registration number, Tax break down and Total amount owing.

The chart below is further information regarding certain types of use that require specific backup or other information and authorizations:

Hotels	Must have the original hotel check out statement
Meals	Must indicate if you are paying for anyone other than yourself please indicate who
Online Purchases	Must have A screen print indicating exactly what was purchased - product or subscription description.
Professional Development expenses and registrations	Must indicate who the professional development is for and indicate prior approval date.
Credits	Must have a <b>copy</b> of a credit note or a memo at least identifying what the credit was for (the original invoice # and item returned)

The **deadline of two weeks** from the date you receive your statement is intended to facilitate timely coding of expenses to the library's general ledger. All statements for a given month must be posted to the accounting system to facilitate manual matching with the payment to the credit card company.



## AD: FIN APPENDIX C: ANNUAL ACCOUNTABILITY CYCLE

<b>Date</b>	<b>Task</b>	<b>Person Responsible</b>
January 1	Fiscal year begins	
January Board meeting	Review of By-laws	All Board
January Board meeting	New fiscal Budget review	Chair
January Board meeting	Review of Potential Capital Expenditures	All Board
January Board meeting	Approve Annual Report for Municipal Affairs	All Board
January Board meeting	Confirm Date for annual general meeting	All Board
January 31	Deadline to file GST284 for Jul-Dec prior year	Administrative Assistant
January 31	Establish timeline for communicating with donors	Library Director
January 31	Determine current years FOL Plan and report to Board	FOL Chair
February - last Friday of the Month	Issue T4 & T4 Return	Administrative Assistant
February 28	Finish issuing/ mailing donation receipts	Administrative Assistant
February 28	Review of government funded project commitments (deliverables and finances)	Treasurer/Chair/Library Director
March 1	Treasurer to Complete Notice to Reader	Treasurer to ensure Auditor has completed
March	Review Board appointment terms and vacancies and identify need for advertising Board vacancies	Chair
Upon Board Recruitment	Arrange for orientation prior to first Board meeting	Chair
April Board meeting	Full review of Marketing Plan and Plan of Service by Library Director and report to Board	Library Director
April 30	Complete Charity Return and T3010	Administrative Assistant/ Treasurer to review



April/May Board meeting	Notice to Reader approved by the Board	Treasurer/Board
May	Advertise for AGM at least 21 days' prior	Chair/Admin Assistant
May/June Board meeting	Approve Charity Return and T3010	Treasurer
May/June Board meeting	Review Plan of Service. Full review by Board Chair and report to Board	Chair
June 15	Deadline to file Notice to Reader	Treasurer
June	AGM Meeting	All Board
June 30	Deadline to file T3010	Admin Assistant/Treasurer
July 31	Deadline to file GST284 for Jan-June	Administrative Assistant
July/August	Complete salary review and forecast	Director/HR/Finance Committee
July/August	Create next fiscal draft budget for board including salary review and plan of service activities.	Treasurer/Finance Committee/Library Director
September Board meeting	Approve Draft Budget for following fiscal year for submission to County.	All Board
September	Forward information to County for updating of contents insurance	Library Director
September	Mileage sheets will be distributed to Board	Admin Assistant
October/November	Annual Risk Assessment	Library Board Executive/Library Director
November 30	Board Mileage Submission Deadline	All Board
November- January	Review of key policies and administrative agreements with the County and Schools	Board Chair/Library Director
November Board Meeting	Approve Auditor Assignment Staff Meeting Safety Report	Board Library Director
November Board meeting	Full review of Marketing Plan and Plan of Service and report to Board	Library Director
December 1	Arrange for Report to Reader/Audit	Treasurer



## AD: FUN - Fund Development and Donations

Originated: Jan. 2011  
Review: Dec. 2016  
Revised: Dec. 2016  
Approved: Jan. 25, 2017

### **POLICY:**

The Lac La Biche County Library Board endorses and supports fund raising endeavors to supplement its resources in providing effective services to its patrons.

Fund raising initiatives will be structured, will engage other members of the community to assist, will focus on both short and long terms needs, and will appropriately acknowledge the generosity of benefactors.

### **PURPOSE:**

The following sections support this policy and outline a number of guidelines and procedures that will provide parameters and direction for fulfilling the intent of the policy.

#### **A. Fund Raising Committee – “Friends of the Libraries” – Terms of Reference**

##### **1. Introduction**

The Lac La Biche County Library Board believes it is important and valuable to have supportive community members engaged in the ongoing development and growth of the Stuart MacPherson and Plamondon Libraries.

Accordingly, the Board has established a fund-raising sub-committee of the Board to work with the Board and its staff to attract additional funding for library operations.

Our libraries are public institutions primarily funded by taxes from the municipal and provincial governments. With the establishment of the “Friends of the Libraries“, the Library Board will be able to pursue additional fundraising endeavors to help meet our defined and evolving needs.

##### **2. Role and Responsibilities**

The activities of the “Friends of the Libraries” will primarily focus on the following:

- a. Provide advice and assistance to the Library Board on its fund development and donation policies and guidelines,
- b. Help develop and implement annual or targeted fund-raising campaigns and assist staff in planning and hosting special events,
- c. Assist with identifying and contacting prospective donors and/or funders,
- d. Alert the Library Board and its staff to potential partnering or collaborative arrangements with other agencies or organizations locally or beyond,
- e. Ensure our fund-raising endeavors are consistent with established Library Board policies and priorities,
- f. Provide advice and support on garnering and maintaining public awareness and media attention,
- g. Advise the Library Board of any emerging problems or issues our fund-raising initiatives may be causing.



### **3. Funding Policies and Guidelines**

The Library Board will have established policies, guidelines, and procedures to cover a broad range of funding sources, the handling of gifts and donations and a structured approach to donor recognition.

The Library Director and Staff will annually provide to the Friends of the Libraries, a Library Board approved schedule of projects or initiatives that would benefit from fund raising endeavors.

### **4. Committee Representation**

The Friends of the Libraries will be composed of up to five (5) active community members at large, up to two (2) members of the Library Board and the Library Director. The committee will be chaired by a member of the Library Board.

Community members will generally be representative of a broad cross section of the regional community, will be individuals that have demonstrated an interest in growth of our community, and will have contributed to its development.

Community members will be invited to serve for a minimum of a two-year term and will be encouraged to consider a reappointment if their availability permits.

Committee members are appointed by the Library Board. Should a major conflict or problem arise with a committee member that cannot be resolved, the Library Board may remove that member from the committee.

### **5. Summary**

Public libraries generally need to extend extra effort in developing a “community profile” and garnering attention similar to other community groups, such as sports teams or music and arts organizations.

Through the “Friends of the Libraries” we do hope to generate a greater awareness and stimulate some creative thinking and ideas on how individuals and organizations might contribute to our libraries.

The Library Board wishes to note that the contributions and support from Lac La Biche County and the Provincial Government have been consistent, progressive and have demonstrated an interest and support in our planning initiatives.

The Library Board also acknowledges the support from the Provincial Government through Northern Lights Library Services. “Friends of the Libraries” is being formed to complement this existing support system.

### **B. Charitable Donation Status:**

The Lac La Biche County Library Board is a designated charitable organization, registered with the Charities Directorate of Canada Revenue Agency (CRA) and as such is able to provide tax deductible receipts for all donations meeting CRA standards and regulations.

### **C. Fund Development Guidelines:**

Effective fundraising requires a Fund Development Plan, developed by the Board, with the assistance of the Library Director. The Plan will then be utilized by the Friends of the Libraries as the primary guiding document in pursuing funding support.



The three-year Fund Development Plan will address needs in three categories; capital, programs/services and collection & materials needs. The Plan will be revised annually to maintain a current three-year perspective.

The plan will include a listing of the equipment, materials, and program/service needs which require funding, the associated costs, a prioritization of those items/services, as well as prospective donor groups or individuals. Where matching funding may be available; those resources will also be identified.

#### **D. Donations/Gifts Guidelines:**

For income tax purposes, a gift or donation is defined as a voluntary transfer of property to the library, made without the expectation that any benefit will accrue to the donor or anyone designated by the donor. No benefit of any kind may be provided to the donor or to anyone designated by the donor except where the benefit is of nominal value.

Canada Customs and Revenue Agency defines nominal value as a fair market value of less than the lesser of \$50 or 10% of the amount of the gift. It is permissible and encouraged for donors to receive recognition for their gift.

Donors may be eligible for a charitable tax receipt that may be claimed as a non-refundable tax credit on an income tax return.

The following donation/gift guidelines are consistent with the regulatory requirements of the CRA Charities Directorate.

Recognized contributions may include:

- a) Cash donations – cash, cheque, or money order
- b) Formal written pledges – specifying a donor commitment to pay a specified amount over/by a specified time frame
- c) Gifts-In-Kind – may involve both goods and services and will be accepted based upon Fund Development Plan needs and receipted at fair market value and applicable CRA guidelines (donations of Art Work requiring an income tax receipt will be subject to CRA Valuation and Taxation rules).
- d) New and used books and collection materials; receipted per Library Policy
- e) Bequests and In-Memoriam contributions
- f) Designated giving through cash, pledges or gifts-in-kind to specific capital items, programs, or services.
- g) Any events which have fund raising as main purpose will have complete cost and revenue tracking.
- h) Ensure that any costs associated with fund raising are well below the CRA ratio of 35%.

Acceptance of donations will be handled as follows:

- a) Receipting of same shall be analyzed by the Library Director and recommended to the Board.
- b) Where items are donated, they become the property of the Libraries and fall within the material disposition policies of the Board.
- c) Any major property donation must be accompanied by written evidence that it is free and unencumbered.
- d) The Board may accept conditions on the disposition of donations where it deems the proposed conditions to be reasonable and feasible.
- e) The Board reserves the right to use the donation in the best interest of the library and shall make decisions regarding the investment, disposition, and/or eventual disposal of all donations.





Acceptance of Pledges spread out over more than one budget year will be handled as follows:

- a) The Donor Recognition level assigned to a donor will be based upon the amount of the total pledge.
- b) The signed Pledge Form will reflect the total pledge and the amounts to be paid initially and in each subsequent year of the total pledge period.
- c) An annual reminder will be created whereby the Donor will be contacted at an assigned time in the subsequent pledge years to provide a reminder of the pledged amount due and making arrangements for that payment.
- d) Receipts will be produced upon each payment for the actual amount paid.
- e) Where a Donor is not able to make the pledged payment in subsequent years at the anniversary date of the initial payment, that pledged payment will be accepted up until the end of the 2<sup>nd</sup> donor year and so on thereafter during the life of the pledge.
- f) In the event a donor does not fulfill their entire pledge commitment they will receive Donor Recognition to the level of their received contribution.

#### **E. Donor Recognition Guidelines:**

The Library Board holds all donors in high esteem. Donor relationships are of high priority.

Therefore, while seeking donations in support of library priorities, the staff, Board members, and volunteers have an ethical responsibility to uphold the interest and well being of the libraries' benefactors.

The Board's donor-centered communications, records management and recognition activities adhere to the following practices:

- Donors can expect to receive prompt acknowledgement of their gifts.
- Donors can expect to be informed of the specific destination of their gifts.
- Donors can expect to receive meaningful and measurable information of their gifts at work prior to being asked again to give to the library.
- Donor recognition involving public acknowledgement will take place only when a signed permission form has been received from the donor.
- The contents of all donor records maintained by Library Staff shall remain confidential unless the donor provides express written consent to do otherwise.

The Library Board will not implement sponsorships and naming strategies related to donations.

#### **F. Donor Recognition Categories and Associated Recognition:**

##### **Individual/Family**

##### **\$500 - \$999**

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications
- Name on donor walls



## Corporate

### Under \$500:

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications

### \$500 - \$999:

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications
- Listed in Thank You Ad in local media

### \$1000 - \$9,999:

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications
- Listed in Thank You Ad in local media
- Press Release and Photo Thank You in local newspapers
- Donor Wall recognition – Level I – Copper

### \$10,000 - \$24,999:

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications
- Listed in Thank You Ad in local media
- Press Release and Photo Thank You in local newspapers
- Donor Wall recognition – Level II – Bronze

### \$ 25,000 - \$49,999:

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications
- Listed in Thank You Ad in local media
- Press Release and Photo Thank You in local newspapers
- Donor Wall recognition – Level III – Silver

### \$50,000 - \$99,999:

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications
- Listed in Thank You Ad in local media
- Press Release and Photo Thank You in local newspapers
- Donor Wall recognition - Level IV - Gold

### \$100,000 +

- Thank you letter signed by Board Chair
- Website recognition
- Thank you in library publications
- Listed in Thank You Ad in local media
- Press Release and Photo Thank You in local newspapers
- Donor Wall recognition - Level V – Platinum

Prior to any public recognition, a release form must be signed. ♦



## AD: LIB - Library Hours

Originated: Mar. 19, 2008  
Review: Dec. 2016  
Revised: Nov. 20, 2014  
Approved: Nov. 20, 2014

### **POLICY:**

1. The Library Director will recommend regular hours of operation for approval by the Board.
2. Exceptions to these hours can be made by the Library Director if required.
  - a) Easter Hours – closed Saturday as well as the Named Holidays.
  - b) Christmas and New Years – Where normal hours involve opening on Christmas Eve and New Year's Eve days, closure will occur at 3:00 pm.

Where Christmas Named Holidays involve closure on Thursday and Friday; the library will also close to the public on the Saturday.

3. The library hours must be posted in a visible public location and where possible, changes must be stated in advance.
4. The library hours of operation are:

#### **Plamondon Municipal Library**

##### **(September to June)**

The Library's operating hours during the day are subject to École Plamondon's operating capabilities and discretion in consultation with the Library Board.

Wednesday 12:00 p.m. to 8:00 p.m.

Closed on Saturdays and Sundays.

##### **(July & August)**

Summer hours are subject to staff availability plus School and Library Board approval.

#### **Stuart MacPherson Public Library**

*Revised library hours effective September 2013*

Monday 09:00 a.m. to 8:00 p.m.

Tuesday 09:00 a.m. to 8:00 p.m.

Wednesday 09:00 a.m. to 8:00 p.m.

Thursday 09:00 a.m. to 8:00 p.m.

Friday 09:00 a.m. to 6:00 p.m.

Saturday 09:00 a.m. to 4:00 p.m. *(Closed July & August)*

Closed on Sundays and statutory holidays. ♦



## AD: PER - Personal Information Banks

Originated: Mar. 19, 2008  
Review: Dec. 2016  
Revised: Apr. 29, 2013  
Revised: Sep. 21, 2020  
Approved:

### **POLICY:**

#### **1. Personnel Performance Records**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information contained: Employment contracts, performance evaluations, letters of expectation or commendation, correspondence with the employee related to their employment status, performance, discipline, and training certificates obtained.

Individuals: Regular full time, regular part-time, temporary, or casual staff at Stuart MacPherson Public Library / Plamondon Municipal Library.

Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c)

#### **2. Human Resources Records**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information contained: Includes information to support administration and payroll functions.

Personal information contained would include employee name, address, phone number, birth date, employment commencement date, salary grid placement, emergency contact, payroll deductions, benefit plans, vacation status and sick leave, application or resume submitted, evidence of education or registrations, employment clearances, proof of Driver's License and Business insurance, signed letter of offer, letter of resignation.

Individuals: Regular full time, regular part-time, temporary, or casual staff at Stuart MacPherson Public Library / Plamondon Municipal Library.

Legal Authority: Alberta Labor Code, Canada Tax Act, Library Act

#### **3. Library Contact Information File**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information contained: Names, addresses and home phone numbers of Library Director and Board members.

Individuals: Library Director and Board members of Lac La Biche County Library Board

Legal Authority: Freedom of Information and Protection of Privacy Act section 32(c).

#### **4. Patron Database**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB / Plamondon Municipal Library, 9814 – 100<sup>th</sup> Street, Plamondon, AB

Information contained: Information that supports the lending and use of library materials to the public.

Personal information includes name, address, telephone number and email address of library members.

Individuals: All library members registered with TRAC (The Regional Automation Consortium).



Legal Authority: Libraries Act, Freedom of Information and Protection of Privacy Act, section 32(c).

### **5. Staff Directory**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB / Plamondon Municipal Library, 9814 – 100<sup>th</sup> Street, Plamondon, AB

Information contained: Employee name, address, and home phone number. Individuals: Regular full time, regular part-time, temporary, or casual staff at Stuart MacPherson Public Library/ Plamondon Municipal Library.

Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c).

### **6. Library Files**

Location: Stuart MacPherson Public Library, 8702 91 Avenue, Lac La Biche, AB

Information that involves donations to the library; program attendance or library discipline involving library members.

Information contained: name, address, phone number, reports from individuals involved.

Legal Authority: Freedom of Information and Protection of Privacy Act, Section 32(c)

## **PUBLIC INFORMATION HELD BY STUART MACPHERSON PUBLIC LIBRARY**

1. Minutes of board meetings
2. Administrative policies and bylaws
3. Audited financial statements
4. Annual report
5. List of Board members and staff

This information is available to the public without a request under the FOIP legislation. ♦



## AD: POL - Policy Review and Creation of New Policies

Originated: Mar. 19, 2008

Review: Dec. 2016

Revised:

Approved:

### **POLICY:**

1. The Lac La Biche County Library Board shall review, amend, and create policy as required by all applicable legislation.
2. The Lac La Biche County Library Board will set up a schedule for the review of their policies. This scheduling of the policies will set into the formatting of the policies. ♦



## **AD: PRO - Provision of Materials to Persons Unable to Use Conventional Print or in Languages other than English**

Originated: Jan. 31, 2011  
Review: Dec. 2016  
Revised: Jul. 2015  
Approved: Sept. 16, 2015

### **POLICY:**

1. The Lac La Biche County Libraries shall endeavor to provide materials in a form appropriate to the library member who is unable to use conventional print or desires material in a language other than English, from whatever source is available.
2. Sources may include, but not limited to, interlibrary loan, the Northern Lights Library System large print collection and audio books collection, and CNIB and NNELS (National Network for Equitable Library Service) where applicable.
3. The DAISY readers Scan Disk and USB keys will be made available for loan to our library members who are unable to use conventional print.
4. For library members who desire materials in a language other than English, the library service point will acquire these materials through interlibrary loan and/or through Northern Lights Library System Block Loans. ♦



## AD: PBA - Public Access Computers/Internet Access

Originated: Mar. 19, 2008  
Review: Dec. 2016  
Revised: Dec. 2016  
Approved: Jan. 25, 2017

### **POLICY:**

#### BACKGROUND

In response to advances in technology and the changing needs of the community, the Lac La Biche County Library Board has established public computers providing access to the Internet and other electronic resources.

The Internet, as an information resource, enables the library to provide information beyond the limits of its own collection. These public access computers provide the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

#### ACCESS POLICY

1. The Internet is largely an unregulated medium and there is little international, federal, provincial, or municipal control of its users or content. While it offers a wealth of information that is personally, professionally, and culturally enriching, it also enables access to some material that may be offensive, disturbing, or illegal.
2. The Library does not monitor and has no control over the information accessed through the Internet and is not responsible for its content. Patrons are responsible for the Internet sites they reach and the information they access. Parents or guardians, not the Library or its staff, are responsible for the Internet sites and information accessed by their children.
3. All public access computers, the Internet and the other electronic resources provided by the Library are available equally to all library patrons. Only parents or guardians may restrict the access of their own children to these resources, subject to the guidelines related to length of time of usage.
4. The Library, and its staff, cannot control the availability of access to the Internet or to specific information sites. The capacity of the Library's Internet provider is limited, and access is not available at all times. As well, information sites change rapidly and unpredictably. Finally, not all Internet information sources provide accurate, complete, or current information. Patrons need to be careful information consumers and question the validity of the information received.
5. Library staff, assigned to other library duties, cannot provide in-depth training on the Internet, computer hardware or software use or computer jargon during regular hours of operation. The first priority of the staff on duty is to the regular circulation duties in the Library. Trained Internet volunteers may be available for the assistance of the Internet user. However, if time and job commitments allow, staff can assist patrons in accessing the Internet, offer searching suggestions, and answer questions. The Library will provide materials to assist the patron while searching on the Internet





6. Use of the public access computers is at the sole risk of patrons. The Library will not be responsible for damage to a library member's USB, computer and/or laptop, smart device, or for any loss of data, damage or liability that may occur from a patron's use of these computers, whether from computer virus infection, or otherwise.

#### ACCESS PROCEDURES

Computer and internet access procedures are administered by Library Staff and are included in the procedure manual.



## **GUIDELINES AND PROCEDURES**

1. The public access computers will normally be available during regular Library hours.
2. Use of the public access computers will be on an appointment basis. If there is no booking, computers will be available on a 'first come - first served' system. You must sign-in prior to using any of the computers, providing your correct name. Appointments may be made in advance, either in person or by telephone during regular Library hours.
3. Users of the public access computers are not allowed to go in Internet sites that promote hatred; display pornographic material or access inappropriate Internet sites. Access to computer management files is also strictly forbidden. Users that enter these sites or files will be asked to leave the computer station.
4. Further to point "3", misuse of the public access computers will result in the loss of computer access for thirty days. Subsequent events of computer misuse will result in the loss of computer privileges for one year.
5. In addition, any child under the age of 13 years must be supervised by an adult or have permission from the staff member in charge to be without adult supervision when using the internet.
6. Management of patron computer usage will be handled by library staff.
  - a) Time will be allotted in 1 (one) hour periods.
  - b) 25% of the computer stations will be designated as express stations with a time limit of 15 minutes.
  - c) Requests to download files must be made to staff and may be permitted. There shall be no downloading of copyright information.
  - d) At the end of a one-hour slot, a patron may sign-in for an additional time if no one has booked that time slot.
  - e) After two hours of computer use, a patron must leave the computer station if the computer is needed.
  - f) Requests for time extensions for academic/research purposes will be accommodated if possible.
  - g) Latecomers forfeit the portion of their reserved time slot already used and after ten minutes, another patron may be assigned that slot.
  - h) When there is more than one person at a computer at a time, the time slot applies to all users.
  - i) Headsets must be used if the computer session involves the use of sound. The library does not provide headsets due to sanitary reasons.
7. Personal software programs or unapproved computer hardware may not be used on the public access computers in order to prevent the spread of viruses.
8. The Library provides a printer for print usage and up to \$2.00 worth of copying will be provided when used for education or job-hunting purposes. Thereafter applicable charges will apply. Regular copying rates apply for non-academic purposes. Printing rates are posted in the library.



9. Access to the internet and some information sites may not always be available for the following reasons:
  - a) The Library's internet service provider lines are all busy or the system is otherwise out of service
  - b) The Library's public access computers are temporarily out of service due to technical difficulties
  - c) There are too many visitors to an internet information site and the host computer has temporarily closed or limited site access
  - d) The host computer for the information site has changes its address or closed down
  - e) Access to the information site is restricted to authorized individuals only.
10. Users of the internet terminal should be familiar with operating and accessing the Internet. Users must have basic computer skills which include the use of a mouse and familiarity with the Windows program.
11. If possible, trained Library Staff may be available to help you access the Internet.
12. Parents are requested to supervise their children's use of the public access computers and the internet. Children under the age of six years must be directly supervised by an authorized individual twelve years or older when they are using computers. ♦



## AD: PUB - Public Use of the Library Facility

Originated: Mar. 19, 2008

Review: Dec. 2016

Revised:

Approved: Mar. 16, 2011

### **POLICY:**

1. The Board has the sole responsibility for the allotment of time and space for the use of the library area.
2. The registration for the individual study rooms will be handled at the circulation desk, while the Lac La Biche County Staff will be responsible for the general use room bookings. Reservations for the library facility in Plamondon will be handled by the staff at École Plamondon and the Library Director will be notified of any changes to library regular service.
3. Library sponsored and co-sponsored events will have priority over non-library programs, but whenever possible, advance registration will be honored.
4. Alcoholic beverages and smoking will not be allowed in the library premises. ♦



## **AD: REC - Record Retention Policy**

Originated: Mar. 19, 2008  
Review: Dec. 2016  
Revised: Jul. 2019  
Approved: Sept. 18, 2019

### **POLICY:**

#### **Retention of Library Records**

The purpose of this Policy is to ensure that necessary records and documents are adequately protected and maintained. The Lac La Biche County Library Board will retain the library records based on the schedule outlined in the Records Retention Schedule Policy (AD:RCR).

#### **Protection of Library Records**

Permanent library records for both library locations will be stored at ALLB in locked metal cabinets. The Lac La Biche County Library Board will retain electronic copies both onsite and at a secondary location (Dropbox for Business) in case of a disaster. For detailed information on records handling and storage in the advent of a disaster please refer to policy AD:SEC (Security Planning & Disaster Recovery).

Regular backups onto flash drives and portable hard drives should occur monthly and at the end of the fiscal year. USB devices are to be kept onsite in locked cabinets and portable hard drives stored in the safe. Each staff member is responsible to scan their devices regularly to ensure that the data is secure and that no viruses are present.

When employees are authorized to access files off-site, it will be online via Dropbox for Business. Dropbox for Business is a highly secure site in which files can be kept confidential and a logon is required to access the files. The Library Director and the Administrative Assistant have administrative privileges to close accounts when staff leave, manage shared documents, and ensure that the records retention schedule is upheld. Updates to Dropbox files should occur on a regular basis.

#### **Disposition of Lac La Biche County Library Board Records**

Library records which have been slated for disposal following the time guidelines outlined in policy shall be shredded or incinerated by the Library Director and/or appointed personnel. The records to be disposed of shall be listed in a document to the Lac La Biche County Library Board.

The Library Board will make separate motions for the destruction of the records only if the item is not covered in the Records Retention Schedule. The records will then be disposed of by the Library Director or appointee and a record will be made of the date, method of disposal and time of destruction. ♦



## AD: RCR - Record Retention Schedule

Originated: Mar. 29, 1008  
 Review: Dec. 2016  
 Revised: Jul. 2019  
 Approved: Sept. 18, 2019

### POLICY:

The records, as set out in this schedule are:

**Destroyed-** the records shall be destroyed without any copies being retained.

**Permanent –** The original record shall be preserved and never destroyed.

**Replaced-** Annual forms replaced with new forms.

Permanent records may be held in the following formats:

**Hardcopy** (the original document is retained),

**Hard Drive** (the record is retained on portable hard drive) which are to be stored in the safe and stored on **Dropbox for Business**,

**Hardcopy and Hard Drive** (the original document is retained, and a duplicate is held on portable hard drives).

Flash drives are for working file backups not for permanent backups.

Note: Many of the newer computers do not come with CD drives so a change in policy is required.

Subject Description	Years	Action	Format
Accounting Data	P	P	H, CD & DB
Agreements with our Partners	P	P	H
Annual Report (Public Library Statistics)	7	D	CD & DB
Annual Reports	P	P	H
Annual Report to Reader	P	P	H
Banking and General Deposit Books, Memos, Accounting reconciliations, Statements, Cancelled Cheques Invoices, and Receipts Expense Claim Forms	7	D	H, CD, DB
Board Minutes	P	P	H, CD & DB
Building drawings, information, etc.	P	P	H
Budget Final	P	P	H, CD & DB
Bylaws Current	R	R	H, CD & DB
Bylaws Previous	P	P	H & CD
Contracts	P	P	H, CD & DB
Correspondence General	7	D	H, CD & DB
Donations	7	D	H, CD & DB



Equipment and other Proof of Purchase, Manuals, Warranties, Assets, etc. (When Materials are Disposed of)		D	H
Grant Applications	7	D	H, CD & DB
GST Claims	P	P	H
Insurance Claims Records (after expiration – County Keeps) Insurance (County Keeps)	P	P	H
Inventory	7	D	CD & DB
Historical	P	P	H, CD & DB
Job applications and resumes (hired)	P	P	H
Job applications and resumes (not hired/unsolicited)	1	D	H
Leases	P	P	H
Legal	P	P	H
Legislation – Acts after Superseded	7	P	H
Needs Assessments Final Reports	P	P	H, CD & DB
Newspaper Clippings	P	P	H
Patron Membership Databases & Forms (See TRAC Policies)			
Personnel files	P	P	H
Photographs	P	P	CD & DB
Plans of Service & Reports on Plans of Service	P	P	H, CD & DB
Policies (Current)	P	P	H, CD & DB
Programming Reports	7	D	H, CD & DB
Revenue Canada	P	P	H
T4 slips/summaries	P	P	H
Vendors Correspondence	1	D	H
Volunteer Information	7	D	H



## AD: RIS - Risk Assessment Policy

Originated: Aug. 2019  
Review:  
Revised:  
Approved: Sept. 18, 2019

### **POLICY:**

Risk assessment is the identification and analysis of internal and external risks relevant to the development of plans with respect to organization changes that may give rise to security, financial or reputational risk. Risk assessments serve to evaluate the nature and extent of risks and development of a plan to mitigate those to the greatest extent possible. Risk assessment is a continuous part of the Lac La Biche County Library Board's internal control process.

### **PURPOSE:**

A risk assessment is a systematic examination undertaken to:

- Assess short- and long-term risks,
- Identify significant hazards,
- Assist with allocation and use of resources,
- Assess potential injury severity and likelihood,
- Implement control measures to reduce workplace risks, and
- Improve operational effectiveness and efficiency.

Risk management contributes to the achievement of the Library's strategic objectives and directions through the continuous review of processes and systems that are in place. It is an integral part of the governance framework and operational and strategic planning processes.

Risk assessments should be carried out by the Library Director and Lac La Biche County Library Board designates. A risk assessment should be conducted when new equipment, services and/or procedures are implemented to identify possible hazards. Risk assessments should be reviewed regularly, and adjustments made as required.

1. Evaluate the risks to identify possible control measures, while identifying existing controls.
2. Record findings using the Risk Assessment Form and present to the Lac La Biche County Library Board.
3. Review assessments regularly to ensure that controls have been activated and to identify any new hazards that may have arisen and require plans to remediate. ♦





## AD: RES - Resource Sharing

Originated: Nov. 21, 2007  
Review: Dec. 2016  
Revised: Jul. 2015  
Approved: Sept. 16, 2015

### **POLICY:**

1. The Lac La Biche County Libraries participates in the provincial interlibrary loan network by virtue of membership in the Northern Lights Library System (NLLS), TRAC (The Regional Automation Consortium) and ME Libraries (Alberta Wide Borrowing). Therefore, it shall abide by the rules and procedures of the above organizations.
2. The Library Board sees resources sharing as an integral part of the service provided by the Lac La Biche County Libraries. The Library Board feels that every attempt should be made to fulfill any library member's request and will reciprocate by providing any material request by other participants the aforementioned programs.
3. The Lac La Biche County Libraries will promote interlibrary loan, TRAC and ME Libraries through publicity, displays, and presentations.
4. It is the policy of the Library Board to provide access to information for members of our Libraries. Therefore, if our Libraries do not own the needed information, the Libraries will endeavor to obtain it through the most efficient means possible. The Libraries will participate in programs that encourage the sharing of library resources.
5. All requests from other libraries will be filled in a timely manner from our collections. Borrowing libraries shall pay the Lac La Biche County Library Board for any lost or damaged books out on loan. ♦



## AD: SCH - School Truancy

Originated: Apr. 16, 2008

Review: Dec. 2016

Revised:

Approved:

### **POLICY:**

The Lac La Biche County Library Board supports the need for all students to attend classes as required by the local school authorities.

All school age students are required to have written proof that they are not required to be in attendance in school during regular school hours. This proof may be a spare pass from the school or a note from the parents that is signed and has a contact number for the parent.

The library staff will request a student to contact the school or parent/guardian and have the administrator/parent/guardian contact staff if they do not have a spare slip or note available.

If a school age student does not have the appropriate permission, as noted above, they will be asked to leave the library. ♦



## AD: SEC - Security Planning and Disaster Recovery

Originated: Mar. 2011  
Review: Dec. 2016  
Revised: Dec. 2016  
Approved: Jan. 25, 2017

### **POLICY:**

In order to ensure the safety of Library Members and Staff, the Lac La Biche County Library Board has established the following Security Planning & Disaster Recovery Policy. The Library Director shall ensure that sufficient resources and plans exist to deal with emergency situations. At minimum, these resources and plans shall include:

- Two first aid certified employees on staff
- Communication with other agencies for assistance
- A current emergency contact list posted near the circulation desk
- One first aid kit equipped with the required supplies

### **1. Building Evacuation**

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities.

- Remain calm and leave the building as quickly as possible.
- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he/she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Get the attention of a person with a hearing disability by touch or eye contact. Clearly state the problem. Gesture and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
- Take with you: your car keys, purse, briefcase, etc. if taking them does not delay an orderly evacuation. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
- Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
- Once out of the building, move away from the structure to a designated muster point.
- Assign one present staff member to ensure that all staff and library members have left the premises.



## 2. Fire

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

- Do not panic, but do not under-estimate the potential danger to Library Members or staff.
- If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Fire extinguishers are mounted on the wall at the following locations:
- Never allow the fire to come between you and the exit.
- Call 911.
- The smoke detectors may set off the fire alarm. Otherwise pull the fire alarm to notify staff and Library Members to evacuate the building. When possible, a staff member should be at each exit to guide Library Members.
- When the evacuation/fire alarm system sounds, or when told verbally, all employees and library members must evacuate the building by the nearest and safest route and report to the designed muster point.
- Do not break a window as the fire needs oxygen to feed.
- Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible do not open the door.
- Do not enter a smoke-filled area. If an area has filled with smoke, all persons must exit via an alternate exit.
- Do not attempt to save possessions at the risk of personal injury. Employees, when close to their workstation during the evacuation, should take their coats and briefcases (if it is safe to do so).
- When evacuating the building the Library Director or their designate will check the restrooms and other rooms to ensure that everyone has left. Doors and windows will be closed if it can be done safely.
- Evacuate to the front parking lot away from the building at the muster point and wait for the Fire Department.
- Do not re-enter the building until the Fire Department, Emergency responders or the On-Site Controller says that it is safe to return.
- Call the Library Director if he/she is not on the premises.



### **3. Explosion**

- Remain calm and be prepared for possible further explosion.
- Crawl under a table or desk and stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- If evacuation is ordered, go to a designated area.
- Do not move seriously injured persons unless they are in obvious, immediate danger.
- Open doors carefully and watch for falling objects.
- Do not use elevators, matches, lighters or telephones.
- Do not spread rumors

### **4. Health Emergency**

Two staff members will hold valid Emergency First certificates but should exercise caution when administering First Aid. No medication, including aspirin, should ever be dispensed to the public.

- Call 911 in the event of a serious problem.
- First Aid supplies are located in the kit near the circulation desk.
- Call the parent/guardian if it is a minor.
- Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
- After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for a medical report.
- Call the Library Director if he/she is not on the premises.
- Fill out an accident report.

### **5. Medical Staff Emergency**

- Call 911 in the event of a serious problem.
- First Aid supplies are located in the kit near the circulation desk.
- Call the Library Director if he/she is not on the premises.
- Call the parent/guardian if it is a minor.
- After the person has been taken care of and the incident is over, remain available to help the supervisor with pertinent information for an accident report or, if applicable, a Workers' Compensation report.



## **6. Power Outage**

- During a power outage immediately close the library to the public.
- Follow the building evacuation procedures.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- Check all bathrooms to make sure that Library Members are not trapped inside without lights.
- There are emergency battery back-up lights in the building and if any of these lights fail to operate, or if an exit light by a door is not working, advise the Library Director so they may be repaired.
- There are flashlights located at the circulation desk and in the staff room.
- Extra batteries will be kept on the top shelf of the supply cabinet in the staff room.
- Turn off computers at the start of a power outage.
- If possible, do not run any water.
- Secure the building from vandalism and intrusion.
- Call the Library Director if he/she is not on the premises.

## **7. Biohazard**

- Leave the suspicious substance where it was found.
- Do not take any action that might spread it to another area.
- Call 911
- Follow the building evacuation procedures.
- Call the Library Director if he/she is not on the premises.

## **8. Suspicious Package**

- In the event of an employee or Library Member discovering a suspicious package the first response is to NOT touch it. Secure the area and notify the local police department.
- A complete evacuation may not be required until advised or request by the police department. If an evacuation is required, please follow the guidelines listed above.



## 9. Bomb Threats

- Keep the caller on the line as long as possible.
- Ask the caller to repeat the message and try to write down every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- Pay particular attention to background noises such as motors running, background music and any other sounds which may indicate the location from which the call is originating.
- Immediately after the caller hangs up, call 911.
- Call the Library Director if he/she is not on the premises.
- Follow the building evacuation procedures if requested by the police department.
- The police will handle the actual bomb search.
- Do not discuss the threat with others.

All employees must:

- Maintain an uncluttered work area
- Watch for suspicious or unfamiliar packages in their work area
- Not touch or move any suspicious packages
- Notify Library Director or designate if a suspicious package is found, and
- Attempt to record vital information using the attached form “Bomb Threat Initial Response Checklist.”

## 10. Gun Threat

- Announce “Lock Down” in progress to all staff and library members.
- Lock doors and proceed to the nearest room which can be secured and remain inside.
- Cover the windows, move away from the door, and turn off the lights.
- Remain calm and quiet.
- If you are unable to enter a secured space, stay where you are and seek any available shelter and only attempt to leave if you are in immediate danger.
- If it is safe to do so contact 911.
- Once the all clear signal is given, please contact the Library Director if he/she is not on the premises.



## **11. No Heat**

- If the facility has no heat immediately close the library to the public.
- Contact a Lac La Biche County Facility Operator/Coordinator and advise them of the problem.
- Call the Library Director if he/she is not on the premises.

## **12. No Water**

- During water shortage immediately close the library to the public.
- Contact a Lac La Biche County Facility Operator/Coordinator and advise them of the problem.
- Call the Library Director if he/she is not on the premises.

## **13. No Telephone Service**

- Call the Library Director from the Library's cell phone if he/she is not on the premises.
- Contact a Lac La Biche County Facility Operator/Coordinator and advise them of the problem.

## **14. Water Damage**

- Contact a Lac La Biche County Facility Operator/Coordinator and advise them of the problem.
- Call the Library Director if he/she is not on the premises.
- If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.
- Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

## **15. Local/National Emergencies**

- Monitor the news and follow any instructions given.
- Call the Library Director if he/she is not on the premises.
- Evacuate the building or remain in a safe area of the building.





## 16. Tornadoes

- Do not leave the building. Shut all exterior windows and doors if there is time.
- Do not remain in any open areas as their roofs could collapse. Take shelter in inner hallways or rooms, washrooms, do not stay in the open part which is exposed to the high roof areas (note: flying debris could become lethal).
- Stay away from door openings and windows, crouch, lie flat or get under desks etc.
- Prepare for a power outage. Remain under cover until the storm has completely passed or given the all-clear sign.

## 17. Earthquakes

- Remain calm.
- Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk, or bench.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
- Do not attempt to leave the building, as exit stairwells may have collapsed or be jammed with people.
- Remain alert for aftershocks.
- Listen to local radio stations for instructions.
- Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
- Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
- Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
- Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
- Ensure that sewage lines are intact before running water or flushing toilets.



## Emergency Response Contact Numbers

<b>Emergency Management Agency (AEMA)</b>	1-866-618-2362
<b>Alberta One Call (Edmonton)</b>	1-800-242-3447
<b>Ambulance/Fire Department/Police</b>	911
<b>Board Chair</b> Loraine Anderton	780-623-8242 or 780-404-5552
<b>Building Maintenance (Lac La Biche County Staff)</b> Gerald Boostrum	780-623-8503
<b>Dangerous Good Incidents (Edmonton)</b>	1-800-272-9600
<b>Library Director</b> Maureen Penn	780-801-0822 or 780-520-8695
<b>Environmental Emergency (Edmonton)</b>	1-800-222-6514
<b>Hospital</b>	780-623-4404
<b>Lac La Biche County Office</b>	780-623-1747
<b>NLLS</b>	1-800-561-0387 Plus 4-digit extension number
<b>Occupational Health &amp; Safety</b>	1-866-415-8690
<b>Peace Officers (24-hour Hotline)</b>	780-623-6767
<b>Phone Service (County Contact)</b> Travis Simmons	780-623-6824 or 780-404-6201
<b>Poison Centre</b>	1-800-332-1414
<b>RCMP</b>	780-623-4012 (day) or 780-623-4380 (evening)

### Important Notes:

For all Emergency response (Situations) in all regions of Alberta use “911” (if available), for all other non-emergency responses (situations) employees can use the alternate number which is provided for each company office location.

All Emergency Response Contact Numbers will be reviewed annually.



## Polaris after Hours Contact Information

If you come across any problems with the Polaris system, or if you cannot access the Polaris system, please call the after-hours emergency phone number.

### After-Hours Emergency Phone: 1-877-452-8722

Leave a voice message so that support staff can contact you about your problem. When leaving a voice message, please provide as much information as possible, including your name, the library, and your telephone number. After-Hours Emergency Support is only available during the following times:

Monday to Thursday: 4:30pm – 8:00pm  
Friday: 4:30pm – 6:00pm  
Saturday: 9:00am – 5:00pm  
Sunday: 1:00pm – 5:00pm

Please call the emergency support number if a problem is encountered within these covered time periods as noted below that result in a library being unable to carry out critical functions. Critical functions are defined as:

- Login
- Check out/in
- TRACpac searching
- Patron registration

### Additional Emergency Response Contact Numbers

<b>Canadian Nuclear Safety Commission</b>	Ottawa	1-800-668-5284
<b>CANUTEC</b>	Prairie North	1-888-463-0521
<b>Stuart &amp; Hunt Associates (Radiation)</b>	Edmonton	1-800-661-4591



## Salvage of Water Damaged Collections

### Books: Cloth or Paper Covers

- Priority

Freeze or dry within 48 hours. **Coated paper** must not be allowed to air dry in a clump or it will permanently block together. If slightly damp and the pages are separable, air dry interleaved pages before items have an opportunity to dry. If saturated, coated paper must be frozen as soon as possible for subsequent vacuum freeze-drying.

- Handling Precautions

Do not move items until a place has been prepared to receive them. Do not open or close books or separate covers. Oversized books need to be fully supported; it may only be possible to move one at a time.

- Preparation for Drying

Closed books that are muddy should be rinsed before freezing. If air drying is not possible, books should be frozen within 48 hours. Separate with freezer paper, pack spine down in milk crates, plastic boxes, or cardboard boxes lined with plastic sheeting.

**Coated paper** requires that each and every page be interleaved with a non-stick material such as silicone release paper, Holytex, or wax paper. If the leaves cannot be separated without further damage, the book cannot be air dried successfully and must be prepared for vacuum freeze drying.

- Drying Methods

*Air Drying* is suitable for small quantities for books (less than 100 volumes) that are not thoroughly soaked. Requires space in an area away from the disaster to spread the books out. Books are stood upright and gently fanned open to dry. Keep air moving at all times using fans. Direct fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH.

**Oversize volumes** must lay flat and should be turned when the blotter is changed. Pages should be interleaved with sheets of uninked newsprint or blotting paper that is changed as it becomes saturated.

*Freeze Drying* (not vacuum thermal drying) is suitable for large quantities of books and books that are very wet. Pack as described above and ship to drying facility.

*Vacuum Freeze Drying* is suitable for large quantities of books. Wet *coated* paper can only be dried by this method. Pack as described above and ship to drying facility. Pack carefully, as volumes packed with distortions will retain that distortion permanently after vacuum freeze drying.



## Magnetic Media: Video and Audio Cassettes

- Priority

Air dry within 72 hours.
- Handling Precautions

Pack cassettes vertically into plastic crates or cardboard boxes.
- Preparation for Drying

Often the casings will keep tape clean and dry. If the tape is damaged, disassemble the case and remove tape. Rinse dirty tapes, still wound on reel, in clean deionized or distilled water.
- Drying Methods

*Air dry* by supporting the reels vertically or by laying the reels on sheets of clean blotter. Leave tapes next to their original cases. Use fans to keep air moving without blowing directly on the items.

Use dehumidifiers as needed to maintain humidity at or below 50% RH.
- Additional Steps

Once dry, the tapes can be assessed for further cleaning and duplication by a specialized recovery service.

## Compact Discs and CD-ROMs

- Priority

Immediately air-dry discs. Dry paper enclosures within 48 hours.
- Handling Precautions

Do not scratch surfaces.
- Preparations for Drying

Remove discs from cases. Rinse discs with distilled water. Do not rub the discs because dirt could scratch. If necessary, blot, do not rub, with a soft lint-free cloth.
- Drying Methods

Case and paper enclosures may be freeze dried. Do not freeze dry the discs. Air dry vertically in a rack.



## Wood

- Priority

Begin drying within 48 hours to prevent mold growth. Polychromed objects require immediate attention; notify a conservator.

- Handling Precautions

Move items only after a place has been prepared to receive them. Lift from the bottom of an object; tables from the apron; chairs by the seat rails, not by the arms, stretchers, slats, headpiece, or crest rails; trunks from the bottom, etc.

- Packing Methods

Partially wetted objects can be packed with dry blotting materials such as uninked newsprint or acid free blotters to remove as much moisture as possible. Thoroughly wetted, unpainted objects should be wrapped with blotting materials, then wrapped in polyethylene sheeting to retain as much moisture as possible, since fast drying will cause irreversible damage.

- Preparation for Drying

Rinse or sponge with clear water to remove mud or dirt before drying. Be careful not to wipe or scour as grit will damage remaining finish. Use a soft bristle brush to clean carvings and crevices. If mud has dried, dampen with a sponge and remove with a wooded spatula, rinse. Remove wet contents and paper liners from drawers and shelves.

- Drying Procedure

Absorb excess moisture with sponges, clean towels, paper towels, or uninked newsprint. Blot do not wipe, to avoid scratching the surface.

Air dry, using fans to keep air moving without blowing directly on the pieces. Tent the objects with polyethylene sheeting to slow the drying. Raise items off the floor on trestle or 2x4 lumber to allow air to circulate on all sides. Open doors and drawers *slightly* to allow air to circulate inside the items.

Use portable dehumidifiers to slowly remove moisture from the area and objects. Drying quickly will cause warping and cracking. Bring relative humidity down to 50-55 percent.



## Ceramics, Glass, Metals, Stone (Decorative/Historic)

- Priority

These materials can be dealt with last since they generally will suffer little damage from short term exposure to water.

- Handling Precautions

Move items only after a place has been prepared to receive them.

- Packing Method

Varies with the fragility of the material; water/wetness has no bearing.

- Preparation for Drying

Rinse or sponge with clear water to remove mud or dirt before drying.

- Drying Procedure

Sponges, clean towels, paper towels, or unused newsprint may be used to absorb excess moisture. Exchange wet for dry blotting material at least daily until items are dry. Check daily for mold growth.

Air dry, using fans to keep air moving without blowing directly on the pieces. Raise items off the floor on trestles or 2x4 lumber to allow air to circulate underneath.

Metal objects can be dried with moderate heat (90-100° F in an oven or using a heater or hair dryer).

Use portable dehumidifiers to *slowly* remove moisture from the area/objects. Bring relative humidity down to 50 percent.



## Bomb Threat Initial Response Checklist

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration of the call: \_\_\_\_\_

*Exact wording of threat:*

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Location of the bomb: \_\_\_\_\_

Detonation time: \_\_\_\_\_ What does it look like: \_\_\_\_\_

Why did you place the bomb/or make the threat: \_\_\_\_\_?

Caller's name: \_\_\_\_\_ Caller's location: \_\_\_\_\_

*Note identifying characteristics of the call*

Sex: \_\_\_\_\_ Estimated age: \_\_\_\_\_ Accent (English, French etc.): \_\_\_\_\_

Voice (loud, soft etc.): \_\_\_\_\_ Speech (slow, fast, nervous etc.): \_\_\_\_\_

Manner (calm, emotional, vulgar etc.): \_\_\_\_\_ Diction (normal, nasal, lisp etc.): \_\_\_\_\_

Familiar voice (specify): \_\_\_\_\_ Caller familiar with the area? \_\_\_\_\_

Background noise: \_\_\_\_\_

Other information: \_\_\_\_\_





## First Aid Record Form

Date of the injury or illness: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
PM

Date that this was reported: \_\_\_\_\_ Time: \_\_\_\_\_ AM  
PM

Full name of the injured person: \_\_\_\_\_

Description of the injury or illness:

Description of where the injury or illness occurred/began:

Cause of the injury or illness:

First Aid provided Yes  (If yes, complete the rest of this page) No

Name of the First Aider:

First Aider qualifications:

Emergency First Aider	<input type="checkbox"/>	Emergency Medical Technician – Paramedic	<input type="checkbox"/>
Standard First Aider	<input type="checkbox"/>	Emergency Medical Technician – Ambulance	<input type="checkbox"/>
Advanced First Aider	<input type="checkbox"/>	Emergency Medical Technician	<input type="checkbox"/>
Nurse	<input type="checkbox"/>	Emergency Medical Responder	<input type="checkbox"/>

First Aide provided:

First Aider Signature & Date: \_\_\_\_\_

Library Director & Date: \_\_\_\_\_





# AD: SEL - Selection, Acquisition, and Disposition of Materials

Originated: Mar. 19, 2008  
Review: Dec. 2016  
Revised: Dec. 2016  
Approved: Jan. 25, 2017

## POLICY:

### ***Libraries Act Regulation 11.3 (f)***

*Selection, acquisition, purchase, and disposition of library materials including a policy respecting gifts and donations.*

## 7.1 Selection

### 7.1.1 Statement of Intent

The library collection should be extensive, comprehensive, and cosmopolitan. It should meet the basic recreational, informational, and educational needs, both stated and unstated, of the community. The library recognizes its obligations to satisfy the cultural, educational, and artistic needs of a large group of people with varied backgrounds, tastes, and interests. The Library Board encourages its staff, volunteers, board members and the library member to make suggestions as to materials to be purchased.

### 7.1.2 Selection Criteria

Selection decisions are based upon many criteria, including:

- Favorable attention from reviewers, critics and/or public.
- Relationship to the existing collection - does it supplement the collection, fill a gap, or do we currently have adequate information in that area?
- Receipt of literary, artistic, or other awards.
- Relevance to community needs and interests.
- Popular appeal and/or member requests.
- Accuracy of information and objectivity of opinion.
- Relative importance of subject matter.
- Reputation and/or significance of author, illustrator, or publisher.
- Suitability of physical format for library use.
- Budgetary and space priorities.
- Timeliness - material most up-to-date available.
- Broad representation of literary classics.
- Quality of writing and physical production.

### 7.1.3 Responsibility

Ultimate legal responsibility for selection of materials rests with the Library Board, which delegates the task to the Library Director operating within the framework of policies set by the Board.



## 7.2 Censorship

The Library Board does not interpret its function or that of its administrators to be the supervisor of public morals. It believes in freedom of the individual and the rights and obligations of parents to develop, interpret and enforce their own code of acceptable reading upon their household.

There is a possibility that an item or items in the library may be regarded by some as unpleasant or offensive, or in political opposition to local beliefs. If the Library Board is to fulfill its obligation to its community, it must include materials of varied points of view, even those which may be regarded by some as controversial. The Library will provide as far as possible materials on all sides of controversial issues, including representation of unpopular or unorthodox positions without censorship or bias, providing the materials give evidence of a sincere desire to be factual. Unless an item is officially prohibited from entering the province; it cannot be legally withdrawn from the library shelves. If an individual objects very strongly to a particular item she/he will have the right to make an official complaint.

Each complaint will be dealt with in the following manner:

- 1) The Library Member will complete an *Expression of Concern* form. Only written complaints will be dealt with. A staff member will review the material with the Library Member, noting areas of contention. The Member will be *informed of* the review procedure and when to expect a reply from the complaint.
- 2) The material will be removed from the shelf until a review is conducted.
- 3) An ad hoc *Reconsideration Committee* composed of the Librarian and two Board Members will meet to review the concerns and decide the future status of the material.
- 4) The Librarian will inform the Library Member by letter of library policy and of the review outcome.
- 5) If the concern cannot be satisfactorily dealt with through this process, assistance will be solicited from Northern Lights Library System Consultants.

## 7.3 Gifts

The Library Board encourages donations of books and materials to the permanent collection of the libraries. Such gifts are greatly appreciated. However, the same principles of selection are applied to gifts as are to purchases. Any gift material, which is not added to the collection, is disposed of to the best advantage of the Library.

## 7.4 Statement of Intellectual Freedom

The Library Board affirms the Canadian Library Association's ~ "*Statement on Intellectual Freedom*" - which reads:

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

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, and 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.

*Approved by Executive Council ~ June 27, 1974*

*Amended November 17, 1983; November 1985; and September 27, 2015*

The Library Board recognizes its duty, in addition to its institutional responsibilities, to uphold these principles.

### **7.5 Disposition and Weeding**

Library materials will be analyzed from time to time by the Library Director utilizing staff from the Northern Lights Library System, for unsuitability. During a local inventory and weeding, local library staff will include Northern Lights materials in their analysis. Unsuitability will be based on comparing materials to guidelines established and amended from time to time by the Library Board.

### **7.6 Donations**

The Library Director accepts donations of money, equipment, furnishings, books, etc.

### **7.7 Donations of Furnishing, Equipment, Books, etc.**

1) The Library Director reserves the right to reject donations that are not needed or that would quickly become obsolete.

2) The Library Director reserves the right to remove donated items when they become obsolete. Every effort will be made to resell or donate items to another organization. ♦





## Expression of Concern Regarding Library Materials

**Title Author:** \_\_\_\_\_

**Complainant's Name:** \_\_\_\_\_

**Address Phone:** \_\_\_\_\_

**Do you represent:** Yourself \_\_\_\_\_ Organization \_\_\_\_\_

### Concerns About the Material:

What do you object to in this material? Please be specific, give page numbers, and use extra pages if necessary:

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Did you read/view/listen to the entire part of this material? If only part of the material, which part(s)?

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Is there anything worthy or redeeming about the material?

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For what age group would you recommend this material?

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What is the theme of this material?

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In its place, what material would you recommend that would better convey the viewpoint perspective of the subject treated?

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Are you requesting any specific action, besides reconsideration of the material being in the Library's collection? If so, what?

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## AD: SOC - Social Media Policy

Originated: Jun. 2018

Review:

Revised:

Approved:

### **POLICY:**

The Lac La Biche County Library Board selects carefully chosen social media tools as an important enhancement to communication, collaboration, and information exchanged between library staff, library members, and the public. The Board recognizes that new tools will emerge which have useful application in the library setting; thus, this policy addresses social media in general.

### **PURPOSE:**

Library social media offerings are intended to create a welcoming and inviting online space where library users will find useful and entertaining information. In some forums, users may be able interact directly with library staff.

“Social Media” refers to community created content sites like blogs, YouTube, social networks such as Facebook, Instagram, Pinterest, Twitter, and other content sharing sites. It includes:

- Material created by the library and maintained by the Library Director or designate,
- Material created by the Library Director or designate on sites created by the library, and
- Material created on other social media sites when acting as a library employee.

When staff uses social media, behavior and content is not only a reflection of the staff member, but also of our libraries. This policy complements, rather than overrides, any existing requirements that staff act professionally, respectfully, and honestly.

### **PROCEDURE:**

- Social Media accounts are only created by the Library Director. The names of pages or accounts should not be changed and should clearly represent the Lac La Biche County Libraries.
- Decisions regarding new social media outlets are made by the Library Director with some consultation from the Library Board.
- All content is reviewed and is subject to being edited or deleted by the Library Director or designate.
- Where possible, each social media page should clearly indicate that it is maintained by the Lac La Biche County Libraries and should have our contact information displayed.
- Where possible, each social media page/profile should include an introductory statement about the page/profile.
- Where possible, social media pages should link to the Lac La Biche County Libraries official website.
- Social media content shall adhere to applicable laws, regulations, and Library Board policies.



## **Staff Responsibilities**

When representing Lac La Biche County Libraries via social media, library staff should:

- At all times staff should conduct themselves as representatives of Lac La Biche County Libraries.
- Should not make statements about Library Members, or post, transmit, or otherwise disseminate confidential information in violation of the Library Board's policies.
- Except for the Library Director, staff will not represent postings as official opinion or policy.
- Not conduct political activities or personal business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

## **Public Terms of Use**

- The Lac La Biche County Libraries have no affiliation with any advertisements or other material posted by third party sites or software.
- By choosing to comment on the Lac La Biche County Libraries Social Media sites, public users agree to these terms:
  - Comments are moderated by the Library Director and they have the sole discretion to not post or to remove comments that are unlawful or off topic.
  - Persons who repeatedly violate these terms may be barred from further postings.
  - The library does not collect, maintain, or otherwise use the personal information stored on any third-party social media site in any way other than to communicate with users on that site. ♦





## **AD: TER - Terms and Conditions Under Which Library Members May Borrow Library Materials**

Originated: Mar. 19, 2008  
Review: Dec. 2016  
Revised: Nov. 5, 2011  
Approved: Nov. 17, 2011

### **POLICY:**

The Board will make available for loan a wide variety of materials, with some exceptions; these materials will be lent to members holding valid Library Memberships.

#### 1.2 Lending Guidelines

Materials normally lend may include books, periodicals, and other electronic media.

#### 2.2 Loan Periods

The loan periods will be set out in the Bylaws of the Library Board.

Exceptions to the above loan periods are:

- a) Reference materials
- b) Newspapers
- c) Irreplaceable materials

Loan periods for material borrowed from other institutions are set by the library in consultation with loaning sources and NLLS. ♦



## AD: UNA - Unattended Children

Originated: Mar. 19, 2008

Review: Dec. 2016

Revised:

Approved:

### **POLICY:**

The Lac La Biche County Library Board hopes that the children who use the library will find the facility to be a warm and inviting place to develop a love of books, reading and the library.

Many programs are offered to make the library enticing to children, but when children are left unattended for several hours when no library programs are offered, they can become disruptive.

### **IF A PARENT/CAREGIVER FEELS IT IS UNSAFE FOR THE CHILD TO LEAVE THE BUILDING WITHOUT ADULT SUPERVISION, THE CHILD SHOULD NOT BE IN THE LIBRARY UNATTENDED.**

The safety of children left alone in a library building is a serious concern. Library staff and volunteers are not responsible for children who are unattended. Parents or caregivers may not leave children under the age of 10 years unattended in the Library unless they are directly and actively supervised by a responsible caregiver over the age of 12.

In order to create an environment of safety, and maintain an atmosphere where reading and study can be encouraged, the following policy has been created:

### **CHILDREN ARE EXPECTED TO ADHERE TO THE SAME RULES AS STATED FOR ALL PATRONS WITH THE FOLLOWING ADDITIONS:**

1. Parents or guardians are responsible for the behavior of their children in the library and may not leave children under the age of 10 unattended, unless actively supervised as above.
2. If a problem arises with a child and we are unable to locate the parent/guardian or if the library is closing and the parent/guardian cannot be located, the police will be called at the discretion of the staff, after a reasonable amount of time up to 30 minutes.
3. Children, over 10, may be left unattended (at the discretion of their parent/guardian) for a period of time not exceeding two hours with appropriate permission as acceptable to the library staff, during regular school hours. Children left unattended should know how to reach a parent/guardian, and parents should be aware of the closing time of the library.
4. When children are left unattended repeatedly and/or for long periods of time, the Library Director or his designate will notify the parent/guardian of the library's policies and require compliance.
5. Staff members will not transport children from the library to any location. ♦

