



# Policy Manual

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## Mission Statement

The mission of the Grand Forks and District Public Library is to open doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of our community.

## Goals

1. Financial Resources and Management  
To ensure adequate operating funds and to conduct the business of the library in a fiscally responsible manner.
2. Collection Development and Use  
To develop the collection and facilitate access to it.
3. Programming and Services  
To develop programming and services to meet the needs of all community groups.
4. Community Relations  
To ensure that the library is responsive to changing community needs and legislative environment.
5. Human Resources  
To promote optimal use of staff and volunteers in a positive working atmosphere.
6. Physical Facility  
To ensure that the library building is safe, accessible, efficiently operated, and attractive.

## Constitution

1. The name of the association shall be "**The Grand Forks Public Library Association.**"
2. The Grand Forks and District Public Library operates under the provisions of the Library Act of British Columbia (1996, as amended).
3. The purpose of the association is to provide library services to the residents of Grand Forks, Area C and Area D of the Regional District of Kootenay Boundary (RDKB).
4. The association shall be carried on without purpose of gain for its members and any profits or other accretions to the association shall be used for promoting its objectives.

## Bylaws

### ARTICLE 1 -- INTERPRETATION

**Section 1** - In these bylaws, unless the context otherwise requires:

- a) "Board" means the Library Board of the Public Library Association.
- b) "Members" means those eligible in accordance with Article 2 who possess a current library card.
- c) "Director" means the chief librarian and manager of the daily operation of the library.

### ARTICLE 2 -- MEMBERSHIP

**Section 1** - Membership shall be open to all residents and/or electors of Grand Forks, Area D and Area C of the Regional District of Kootenay Boundary (RDKB).

### ARTICLE 3 -- FEES

**Section 1** - Residents of any area not included in Article 2, Section 1 will be charged a borrower fee.

### ARTICLE 4 -- FISCAL YEAR

**Section 1** - The fiscal year of the library shall be from January 1 to December 31.

### ARTICLE 5 -- LIBRARY BOARD

**Section 1** - The affairs of the association shall be governed by the Library Board.

**Section 2** - The Board shall consist of not fewer than five or more than nine members of the association. One member may be appointed by the Regional District of Kootenay Boundary (RDKB).

### ARTICLE 6 -- OFFICERS

**Section 1** - The Board shall, at its first meeting following the AGM, elect one of its members to act as chair of the Board, and shall also elect a vice-chair.

**Note:** The Library Director has the powers and duties to the Library Board outlined by Section 41 of the Library Act [RSBC, 1996].

**Section 2** - The chair shall:

- a) Preside at all meetings of the association
- b) Exercise general supervision of the affairs of the association
- c) Be an ex-officio member of all committees
- d) Maintain a close liaison with the Public Library Services Branch of the province of British Columbia
- e) Prepare and submit a report to the membership at the AGM.

**Section 3** - The vice-chair shall:

- a) In the absence of the chair, carry on all duties of the chair
- b) Chair the nominating committee.

### ARTICLE 7 -- COMMITTEES

**Section 1** - The chair shall appoint committees as needed

**Section 2** - The Director and the chair shall be an ex-officio member of all committees

**Section 3** - The Finance, Policy, and Joint Labour/Management Committee are standing committees of the Board.

## **ARTICLE 8 -- NOMINATIONS AND ELECTIONS**

**Section 1** – The nominating committee will issue a call for nominations (the “Call For Nominations”) no less than four weeks prior to the Annual General Meeting (“AGM”).

**Section 2** – The Board of Directors may create eligibility criteria for election nominees.

**Section 3** – The nominating committee will hold a meeting fourteen days prior to the AGM to select candidates from the Call For Nominations as nominees for election to the Board (the “Nomination Meeting”).

**Section 4** – The nominating committee will announce the nominees for election after the Nomination Meeting.

**Section 5** – Board elections will be held in the week before the AGM. Only members who are recommended by the Nomination Committee are permitted to be elected to the Board.

**Section 6** – The elected members of the Board shall be divided into two groups, each of which shall serve for a term of two years. The groups shall be staggered so that only one group comes up for re-election or replacement each year at the association's AGM.

**Section 7** – No person shall be entitled to vote, nor to be elected to the Board unless that person has been a member for at least 30 days.

## **ARTICLE 9 -- MEETINGS**

**Section 1** – Barring extenuating circumstances, the Annual General Meeting will be held on the first Wednesday of April.

**Section 2** - The date of the AGM shall be fixed by the Board.

**Section 3** - Members of the association shall be given 14 days notice of the meeting.

**Section 4** - Special meetings of the membership of the association may be called at any time by the Board providing that at least fourteen (14) days notice of the date and place of any such meeting has been given.

**Section 5** - A quorum of the board shall be a majority of the elected board members.

## **ARTICLE 10 -- CONTROL OF FINANCES**

**Section 1** - The Board shall prescribe the manner in which agreements, letters and other documents pertaining to the finances of the association shall be signed.

**Section 2** - Signing authority shall be designated annually to four board members and the Director. Signing officers shall be any two of the five.

**Section 3** - The Board shall have power to borrow sums of money by way of a line of credit from a financial institution with the approval of the majority of the Board.

**Section 4** - The Board shall appoint a public accountant to review the annual financial statements prior to the AGM.

## **ARTICLE 11 -- AMENDMENTS**

**Section 1** - Amendments to the bylaws may be made at a general meeting or at a special meeting held for that purpose by a two-thirds vote of the members attending, provided that a legal notice of motion to so amend has been given not less than fourteen (14) days before a general meeting or a special meeting held for that purpose.

**Section 2** - Bylaws may be amended at the AGM without notice of motion, provided that the vote is unanimous.

## 1. General Principles

### 1.1 Intellectual Freedom

The Grand Forks & District Public Library adopts the Statement of Intellectual Freedom by the British Columbia Library Association, and the Statement on Intellectual Freedom and Libraries by the Canadian Federation of Library Association.

### 1.2 Diversity

It is the responsibility of Canadian public institutions, including libraries, to support a society that respects diversity and fosters social inclusion. The Grand Forks & District Public Library is responsible for working with our community to create services that diverse communities identify as respectful, inclusive, and accessible.

The Library delivers safe and inclusive service, affirming the dignity of those it serves, regardless of heritage, education, beliefs, ethnicity, religion, gender, age, sexual orientation, gender identity, physical or mental health, physical or cognitive capabilities, or socio-economic status.

### 1.3 Truth and Reconciliation

The Grand Forks & District Public Library Operates on the traditional ancestral territory of the Sinixt, Sylix, and Ktunaxa peoples.

The Library endorses the principles of Truth and Reconciliation as identified by the Truth and Reconciliation Commission of Canada (TRC), and must seek to advance them as practicable. The Library must allocate resources to activities which support the TRC's calls to action.

The traditional territory of the Sinixt, Sylix, and Ktunaxa may generally be acknowledged before meetings, programs, and events, dependent upon the scope, meaning, and significance of the event.

The Library recognizes that Truth and Reconciliation is an ongoing, evolving process, and policies may be created, modified, or deleted over time.

## 2. Governance Policy

### General Principles:

The Library Board of the Grand Forks Public Library Association is the link with the community and acts to determine what the community wants the local library to accomplish. The Library Board sets policy, plans strategically for the future of library service in Grand Forks and Areas "C" and "D". The Board is to give priority to the library's mission and goals, link with the community, and monitor the library's performance.

### 2.1 Mandate of the Library Board

The mandate of the Board is defined by the *Library Act*, [RSBC 1996] c. 264. (See Appendix A.)

### 2.2 Governance Principles

The Board governs the library on behalf of the Grand Forks Public Library Association. As a governing body the Board is to speak with one voice. All authority rests with the Board. Authority does not rest with individual trustees except as conferred by the Board for specific purposes. Any public statement which relates to library policy must be approved by the Board.

### 2.3 The Role of the Board

Board is the public trust for the Grand Forks Public Library Association. The Board is responsible to create a mission and vision of library service for the community by articulating values and principles,



setting goals, developing effective governance policy, monitoring library performance and meeting provincial standards.

### **2.3.1 Specific Responsibilities of the Library Board**

The Board acts as a committee-of-the-whole in the governance of the Grand Forks Public Library.

Board Members will:

- Know the mission and purpose of the Library
- Plan strategically for the future of the Library
- Monitor and evaluate the delivery of the Strategic Plan
- Maintain legal and ethical integrity in carrying out their duties
- Understand the roles and responsibilities of the Board vis-à-vis the Library Director
- Act in a fiscally responsible manner

The Board writes policies which define:

- 1) the governance process (how the Board conceives, carries out and monitors its responsibilities)
- 2) the Board-Library Director relationship.
- 3) the operational rules for the Library.

The Library Board's ongoing agenda is concerned with governance issues, not management issues.

The Board shall:

- Monitor compliance with policy by reports from the Library Director, outside individuals or agencies.
- Advocate for increased community support for the library through raising the profile and awareness of the value of the library.
- Create partnerships with other agencies to achieve the library's mission.
- Carry out other responsibilities as specified by the *Library Act*, [RSBC 1996] c. 264.

### **2.4 Composition of the Library Board**

The Board shall consist of a minimum of five (5) elected members of the association and a maximum of nine (9). One member may be appointed by the Regional District of Kootenay Boundary (RDKB) in order to represent the City of Grand Forks, Area C and Area D.

### **2.5 Meetings of the Library Board**

The Board must meet at least six times per year. The regular schedule for the date and time of Board Meetings will be determined annually by the Board. Regular Board meetings are open to the public.

The Library Board uses the *Standard Code of Parliamentary Procedure* by the American Institute of Parliamentarians (2012) to run its regular meetings.

Minutes of Board meetings will be available for public viewing and on the library website. The official minutes may be viewed on request to the Library Director in person at the Library.

Groups and/or individuals wishing to address the Board on library matters must contact the Board Chair no less than seven days prior to the scheduled meeting date for possible inclusion in the regular meeting agenda.

#### **2.5.1 In-camera Meetings**

The Board is required to hold meetings *in-camera* (closed to the public) when it discusses personnel, legal, or land issues. These meetings will either;

- a. Be called as a standalone in-camera meeting of the board, or
- b. Be called by motion at a regular meeting of the board and will take place at the end of that meeting.

## 2.6 Annual Agenda

In order for the Board to fulfill its responsibilities, it will follow a monthly agenda and an annual agenda. The agenda(s) will focus Board attention on governance priorities using a systematic approach.

Annually, the Board will establish a schedule that will include the following:

- Board Orientation and Education
- Policy Evaluation, Review and Revision
- Library Director Evaluation
- Board Self-Evaluation

## 2.7 Code of Conduct

The Board and its members shall operate in an ethical and businesslike manner. This commitment includes proper use of authority and appropriate decorum when acting on behalf of the Board.

Board members shall have loyalty to the interests of the Grand Forks & District Public Library. This supersedes any loyalty to advocacy or interest groups.

Board members shall not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies, or when acting under specific delegation by the Board.

Board Members must

- not engage in the bullying and harassment of Library Staff, the Library Director, other Board Members, or Library patrons in their role as a Library Trustee. Bullying and harassment is defined in the Collective Agreement.
- report if bullying and harassment is observed or experienced
- apply and comply with Library's policies and procedures on bullying and harassment

The Library:

- Makes all reasonable attempts to correct board member behaviour if it violates the code of conduct.
- Uses a progressive discipline with five steps:
  - Verbal
  - Written and recorded on file
  - Probation
  - Suspension
  - Termination
- May start at more advanced steps if the severity of an incident warrants it.
- Maintains strict privacy for any members undergoing disciplinary action.
- Holds all members equally accountable for their conduct.
- Documents disciplinary meetings in writing, gets the minutes signed by all parties, and gives copies to all parties.

## 2.8 Executive of the Library Board

The Library Board's Executive committee consists of the Board Chair, the Vice-Chair, and the Treasurer. The executive committee will meet in consultation with the Library Director prior to Board Meetings or as required.

### 2.8.1 Role of the Board Chair

The Chair provides leadership and direction for the Library Board, and the duties outlined in the By-Laws of the Association.

The Chair:

- Acts as the primary spokesperson for the Grand Forks Public Library Association to the media and the community at large.
- Represents the Board to government officials.

- Sets the monthly agenda and directs board meetings with all the commonly accepted powers, keeping deliberations timely, efficient and on topics that fall within the Board's jurisdiction.
- Makes decisions on behalf of the Board that fall within and are consistent with any reasonable interpretation of the Board's policies.
- Together with the Vice-Chair, Treasurer, and the Library Director forms the executive committee.
- Facilitates the Vice-Chair in his/her duties in the absence of the Chair at meetings.
- Is ex-officio on all committees.

### **2.8.2 Role of the Board Vice-Chair**

The Vice Chair of the Library board is an active member of the Executive Committee, and as such works closely with the Board Chair, Treasurer and Library Director.

The Vice Chair:

- Fulfill Chair position in the absence of the Chairperson at Board meetings
- A signing authority on behalf of the Board
- Chairs the Nominating Committee

### **2.8.3 Role of the Board Treasurer**

In consultation with the Library Director, the Treasurer administrates the fiscal matters of the Library.

The Treasurer:

- Chairs the Finance Committee
- Reads/understands/interprets financial statements for Board Members
- A signing authority on behalf of the Board
- Ensures that the spending of the Library is in-line with the goals of the Library

## **2.9 Role of Board Committees**

The Board shall operate as a committee-of-the-whole and shall designate task groups, committees or individuals to help carry out its governance responsibilities. This policy applies only to tasks delegated by Board action and not to those delegated under the authority of the Library Director. The Board Chairperson and the Library Director are ex-officio members of all committees.

### **2.9.1 General Responsibilities and Limitations**

Committees shall not interfere with the Board's responsibilities, or with the delegation of responsibilities from the Board to the Library Director.

Committees shall not speak or act for the Board except when formally given such authority for specific, time-limited purposes.

Committees are to help the Board do its job, not to advise, help or exercise authority over the Library Director.

Committees shall operate within the terms of reference approved by the Board. These terms of reference include the scope of the task and a timeline for its completion.

### **2.9.2 Finance Committee**

The finance committee shall consist of the Chair of the Board, the Treasurer (who will act as the committee chair), and one other member of the Board.

On or before October 1st of each year, the Library Director shall prepare a provisional budget for the approval of the finance committee. A copy of the provisional budget shall be supplied to each member of the Board by October 1st for approval by the Board during the October meeting.

Duties of the committee include: making recommendations on financial management, and fund-raising; meeting with funding bodies to present the library's projected needs with back-up material; and, advising on Union contract expenditures.

The committee shall undertake such other duties as are assigned to it by the Board, and financial obligations specified by the *Library Act*, [RSBC 1996] c. 264.

### **2.9.3 Personnel Committee**

The personnel committee shall consist of three members of the Board.

This committee is struck on an ad-hoc basis, when hiring or negotiating the Library Director's contract, or evaluating the Library Director. The purpose of the committee is to make recommendations to the board regarding the hiring, evaluation and discipline of the Director.

The committee shall support the director in the development of personnel policies.

The committee may take part in interviewing job applicants, if assistance is requested by the Library Director.

The committee shall complete an annual evaluation of the Library Director in the first quarter of each year.

### **2.9.4 Nominating Committee**

The nominating committee shall consist of the vice-chair (who is the committee chair) and one other member of the Board.

The committee will actively seek candidates to provide a balanced representation from the three funding areas (Area C, City of Grand Forks and Area D) by the time of the Annual General Meeting, keeping in mind the following: candidates should have a genuine interest in the library, the time to devote to the job, and be able to attend year-round meetings.

In January, the nominating committee will begin the process of seeking candidates for the elections and will post an explanation of the election process in the library.

The election process will follow the Association's By-Law Article 8 – Nominations and Elections.

### **2.9.5 Building Committee**

The building committee shall consist of a minimum of two members of the Board and will be struck on an ad-hoc basis.

It is the purpose of the committee to negotiate the terms of the maintenance agreement with the City of Grand Forks, and seek compliance by both parties to the agreement.

The committee shall solicit and review bids for a janitorial contract by open public tender on a biannual basis; make recommendations for awarding of the contract to the Board; monitor performance of the contractor on a regular basis; and report to the Board and the Director as deemed necessary.

### **2.9.6 Policy Committee**

The policy committee shall consist of three members of the Board.

The duty of the committee is to update and recommend revision of the policies, bylaws and constitution of the association to the Board and attend to any other related matters referred to it by the Board.

When the need to amend the bylaws arises, the committee shall present its recommendations for Board approval and member review.

### **2.9.7 Negotiating Committee**

The negotiating committee shall consist of a representative of the personnel committee, a representative of the finance committee and the Library Director.

It is the duty of the committee to investigate and recommend to the Board the hiring of a Labour professional to negotiate the collective agreement in the year that the agreement is due to expire.

The committee may make recommendations to the finance committee on staff salaries and benefits as negotiated in the Union contract.

#### **2.9.8 Ad Hoc Committees**

Such committees may be appointed by the Board for a specific purpose, for a specified time, and may be given such powers and funds as are deemed necessary to perform their functions.

### **3. Board – Library Director Relationship**

#### **General Principles:**

The Board has one employee – the Library Director. The Board hires the Library Director. The Library Director is accountable to the Board as a whole. The Board's ongoing agenda is concerned with governance issues and not management issues.

#### **3.1 Delegation to the Library Director**

All authority delegated from the Board to staff is delegated through the Library Director. The Board will establish governance policies and will delegate the implementation to the Library Director.

Consequently:

- The Board will direct the Library Director to achieve defined results, through the established mission and goals policies.
- The Library Director is authorized to establish procedures, recommend new policy to the Board, make all decisions and take all actions as long as they represent a reasonable interpretation of the Board's policies.

#### **3.2 Library Director's Job Description**

As the Board's link to the operating organization, the Library Director's performance will be considered to be synonymous with organizational performance as a whole.

Consequently, the Library Director's job contributions can be stated as performance in only two areas:

1. Accomplishment of the Board policies on mission and goals. The Board states the library's mission and goals. They allow the Library Director to determine the means by which this is accomplished.
2. Compliance with the Board policies on Executive Limitations

#### **3.3 Monitoring Executive Performance**

Monitoring the performance of the Library Director is synonymous with monitoring organizational performance against Board policies on missions and goals and on executive limitations.

Consequently:

- The purpose of monitoring is simply to determine the degree to which the Board policies are being fulfilled.
- Any evaluation of the Library Director's performance, formal or informal, shall be derived only from these monitoring data.
- Compliance with a given Board policy may be monitored in one or more ways. When the Board approves policy, the Library Director is empowered to make all further decisions.

#### **3.4 Library Director Grievance Procedure**

- i. Should the Library Director have a grievance with the Employer, the Employer shall be notified of said grievance in writing. The Employer shall discuss the grievance with the Library Director and make every effort to resolve it with dispatch.
- ii. Should the grievance not be resolved to the satisfaction of the Library Director the matter will be referred to a mutually agreed upon independent arbitrator. The decision of the arbitrator shall be binding on both parties.

### 3.5 Confidentiality

- i. The Library Director acknowledges and agrees that any confidential information of which he/she becomes aware in the course of his/her duties as Library Director shall be held in strictest confidence and not divulged except as required by law without the expressed approval of the Library Board.

## 4. Executive Limitations

### GENERAL PRINCIPLE:

The Library Director shall not allow the Grand Forks & District Public Library to operate illegally, unethically, imprudently or in contravention of Board policy or the *Library Act*, [RSBC] c. 264.

### 4.1 Communication and Support to the Board

With respect to providing information and support to the Board the Library Director shall not fail to keep the Board informed and supported.

Consequently, the Library Director shall:

- Submit the required monitoring data in a timely, accurate and understandable fashion.
- Let the Board be aware of relevant library trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any Board policy has previously been established.
- Assist the Board in formulating policies, offering options and implications along with recommendations.
- Provide a record of official Board communications.
- Deal with the Board as a whole except when responding to officers and/or task groups designated by the Board.
- Report in a timely manner actual or anticipated non-compliance with any policy of the Board.

## 5. Fiscal Policy

### GENERAL PRINCIPLES:

The Board shall ensure that the funds necessary to maintain a quality library service are acquired from the various levels of government concerned with library funding.

The Board may seek additional grants and funding by any legal means it deems suitable and necessary.

The Board shall strive for fiscal responsibility through a balanced budget and standard accounting practices.

### 5.1 Fund Raising

Upon the recommendation of the Finance Committee, the Board may embark upon fund-raising projects to raise additional funds for extraordinary needs.

All research on established and potential donors will be confined to information relative to the cultivation and solicitation process. Research methods will respect the individual's right to privacy.

Gifts of money, securities, and real estate shall be accepted if all conditions attached thereto are acceptable to the Board.

Donations and/or sponsorship for programming, materials or capital expenses will be recognized through advertising, library promotional materials, book plates or plaques as appropriate. The Association will not permit corporate or other advertising on the library premises.

All funds raised will be used for the stated purposes and established priorities of the fundraising programme as determined by the Board.

## **5.2 Asset Protection**

The Library Director shall protect and maintain the assets of the Grand Forks Public Library Association and shall insure against theft, fire and general liability.

### ***Dissolution of Assets***

Refer to sections 43, 44, 45 of the Library Act [RSBC 1996]

## **5.3 Budgeting**

The Library Director, in preparation of annual budgets, will implement the Board's priorities, maintain financial integrity and plan for the future.

The Library Director will have a maximum discretionary amount of \$5,000 per year. Any purchase not included in the annual Operating Budget, and exceeding \$500 must have Library Board approval.

## **5.4 Financial Stability**

The Library Director and the Library Board shall ensure the financial health and stability of the Grand Forks and District Public Library.

Reserve funds may be accessed on a motion with 75% approval of the Library Board.

## **5.5 Disposition of Surplus Property**

The Library Director may dispose of library materials, equipment or furniture that are no longer required or appropriate for library use.

Property with an estimated value less than \$500 may be disposed of either by sale at a fixed price (to be determined by the Library Director and a member of the Finance Committee) or by sale at a public auction.

Property with an estimated value of \$500 or more may be disposed of by a method determined by the Board. Methods of disposal may include sale at a fixed price (to be determined by the Board), sale at a public auction or sale by sealed bid.

## **5.6. Reimbursement of Expenses**

Board members are not entitled to be paid for their services but may be reimbursed for reasonable travelling and out-of-pocket expenses necessarily incurred by them in performing their duties, including attending board and committee meetings, on behalf of the Board. (See Appendix C). These rates also apply to Library staff.

## **6. Collection Management**

### **GENERAL PRINCIPLES:**

Collections are developed in response to the diverse informational, recreational, cultural and educational needs of the community. Materials are included to meet demand, and also for their potential to foster or create interests and to contribute to a balanced collection. No item shall be excluded because of the race, sexual orientation, religion or political views of its writer.

### **6.1 Intellectual Freedom**

The Library upholds statements of intellectual freedom (1.1). In upholding these principles it is accepted that, while people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others.



If a member of the public wishes to challenge the selection of material, the Library Director will instruct the complainant of the procedure for challenged materials. (Appendix E)

## **6.2 Responsibility for Selection**

The responsibility for the selection and de-selection of all Library materials and formats lies with the Library Director, or a qualified staff member appointed by the Library Director, acting in accordance with the policies established by the Board.

## **6.3 Access**

No items are sequestered except to protect them from damage or theft.

## **6.4 Donations**

6.4.1 Donations of materials are evaluated according to the same selection criteria that govern the acquisition of purchased material.

6.4.2 The library reserves the right to refuse donations of materials that may not be in accordance with the selection policy. The library will not accept the following materials:

- National Geographic or weekly magazines
- Reader's Digest condensed books
- Encyclopaedias or encyclopaedic series (cookbooks, etc.)
- Textbooks
- Pamphlets and tracts
- Items in poor condition

6.4.3 Materials donated become the exclusive property of the Grand Forks & District Public Library. The acceptance of materials does not mean that the library will automatically add the donation to the collection. Items may be disposed of as the library sees fit.

6.4.4 Income tax receipts will not be issued for donated materials.

6.4.5 All monetary donations which legally qualify with the CRA and are over \$25 will receive tax receipts.

6.4.6 Unless otherwise agreed upon prior to the donation, monetary donations will be added to the library's general operating budget. Conditional donations (donations for a specific item or purpose) of up to \$500 are accepted only by mutual consent between the Library Director and the donor. Conditional donations over \$500 are accepted only by mutual consent between the Board, Library Director, and donor.

6.4.7 Recognition: All gifts over \$100 will receive named recognition (unless the donation was made anonymously) in the Library's Annual Report. Additional recognition, where feasible and appropriate, will be associated with, but not necessarily limited to, the service, collection, or area appropriate to the gift. The Board will work to create a thoughtful and appropriate recognition plan for gifts of \$5000 or greater. Recognition of significant in-kind gifts may receive similar recognition. Publicity of donations will also be considered, with the agreement of the Library Board, Library Director, and the donor(s). Recognition must not undermine the integrity of the public space that the library provides.

6.4.8 Any funds of more than \$500 that come into the library via donation, grant, bequest, or other similar means will be placed into a specific non-operational savings account.

Any donations submitted without an accompanying Donation Form (Appendix I) will be kept anonymous, though we will accept Donation Forms at a later date than the actual donation.



## **7.. Programs & Services**

### **GENERAL PRINCIPLES:**

Hours of operation for Library services are at the discretion of the Director.

The Library Director may impose penalties to ensure fair use of its materials or services.

The extent of Library services and programmes will be determined by funds available to best meet the needs of the community.

Periodic review will be made of the Library services and programmes by the Library Director and the Board to determine whether the needs of the community indicate that present services and programmes should be discontinued, altered, or expanded, or additional services and programmes offered.

The Library Director and staff will make every effort to ensure that patrons meet their information, educational and recreational needs and interests through reference interviews, library use instruction, readers' advisory service, programmes, and Library produced publications.

The Board, Library Director, and staff will cooperate with other community organizations to assist in meeting the educational and cultural needs of the community.

### **7.1 Membership**

Residents or property owners and their dependents of Grand Forks, Area C and Area D may apply to be Library members for no fee.

For a trial period ending in 2024, persons applying for membership are not required to present identification and proof of residency.

Non-residents of Grand Forks, Area C and Area D are charged a borrower fee set by the Library Director. The Library Director or staff may waive this fee at their discretion.

Library membership privileges may be suspended for members who accrue fees over a limit designated by the Library Director.

### **7.2 Circulation**

#### ***Borrowing***

Library patrons must present their own borrower's card to borrow materials. If the borrower cannot present a card, the circulation clerk will request a presentation of photo identification or a library card to a linked account. Library cards are non-transferable. Digital versions of a library card are allowed.

The library may not restrict materials available to children, except where legally obligated. Parents and guardians are ultimately responsible for decisions made regarding the content of materials used or borrowed by or for their children.

Circulating materials are loaned for a one, two or three week period. Loan periods may be extended in certain circumstances. Reference materials do not circulate (except by permission of staff), but a limited number of pages may be copied for a fee as per the Canadian Copyright Act.

Current issues of magazines will not be circulated.

Special arrangements for extended circulation time will be allowed at the discretion of the Library Director or circulation clerk.

Patrons may have a maximum of 50 items borrowed at any given time.

#### ***Reservations***

Circulating library material may be reserved. Any item on reserve is held on the reserve shelf for seven days, or longer at the discretion of a staff member.

## **Renewals**

Circulating items may be renewed for two additional loan periods unless a reserve has been placed on the item. Some interlibrary loans may not be renewed.

## **Interlibrary Loans**

The library will endeavour to secure items not in the collection by borrowing materials from other libraries.

Members and non-resident patrons may have a number of interlibrary loan requests in process at any given time – the staff or director may limit it to three per patron at any point depending on staff workload.

Direct charges from lending libraries will be passed along to patrons.

The library supports provincial resource-sharing and will lend items upon request to other libraries with the following exceptions: reference books, periodicals or newspapers, or bestsellers in large demand. No charges are levied to other libraries for borrowing materials, except in the event that an item is lost or damaged beyond repair, in which case current market value and a processing fee will be charged to the borrowing library. If photocopies are requested, requesting libraries will be charged a fee. Fees can be found in Appendix D.

## **Penalties and Fees**

Library patrons will be charged the replacement value for items lost or damaged beyond circulation standard plus a processing fee (with the exception of magazines, which will not be charged a processing fee). If a “lost” item is found and returned in acceptable condition within six months of the last checkout or renewal, a refund may be granted for any payments already made on the item. If a “lost” item is returned more than six months after the last checkout or renewal date, no refunds will be made.

Membership privileges may be suspended for accruing overdue items over the limit designated or for failure to pay for lost or damaged materials. Privileges will be re-instated upon full payment of penalties owing or at the discretion of the Library Director.

Parents or guardians whose children (age 12 and under) have overdue or lost materials that have resulted in the child's suspension will also have their library privileges suspended until materials are returned and fines are paid.

The library will not accept donations of books or other materials in lieu of payment.

The library reserves the right to limit or deny library privileges to any member who demonstrates disregard for library borrowing policies.

## **Equipment Lending**

### **Who can borrow**

Before you may borrow equipment, you need an Adult library card in good standing (i.e. outstanding charges less than \$10.00), and you will need to have been a library member for at least three months. Children who wish to borrow items must do so with the permission of an adult who will let them use their card and accept full financial responsibility for the items borrowed.

**\*\*Note that technology is not available for loan to OneCard and Temporary cardholders.**

### **Borrowing rules**

- Equipment may only be borrowed while the library is open and must be used in the building.
- Equipment should not be left unattended.
- You may only place a hold on an item if it is being used in conjunction with an Idea Lab booking.
- Equipment must be returned in person to a staff member at the service desk during regular library hours, and may not be returned through the book return chute.
- Equipment may not leave the building at any time. If you remove equipment from the building, you will lose equipment borrowing privileges.
- Borrowers assume complete financial responsibility for borrowed equipment and will reimburse the Grand Forks & District Public Library for the repair or replacement cost of lost or damaged equipment. Equipment will remain signed out in the borrower's name until it has been checked in to ensure that all parts have been returned with their bag or box and no damage has occurred.
- Library borrowing and computer privileges may be suspended until repair or replacement costs are paid.
- Repair costs billed to patrons will be the actual cost of repair plus a \$5 processing fee.
- It is the responsibility of the borrower to save content produced using the library's equipment before returning the equipment. Devices will be erased upon return.
- Exceptions to borrowing terms may be granted by the Library Director.

### 7.3 Services

The Library Director and the Board shall conduct a periodic review and evaluation of Library services to ensure that the needs of the community are being met.

Library services will be provided during those hours that best meet the needs of the community, with consideration to budgetary restraints.

### Programming

The Library will provide programmes to meet the needs and interests of the community.

Programmes will be free of charge.

### Photocopier

A photocopier is provided for staff and public use. (See Appendix D for a schedule of costs.)

Copyright: The library encourages its patrons to conform to the provisions of the Canadian Copyright Act. Notices warning patrons of the risk of copyright infringement are posted at the library photocopying machine and copies of the Act are in the library reference section. The library assumes no responsibility for patrons' infringements of copyright should they occur.

### 7.4 Public Access Computers

The public access computers (PACs) are available free of charge.

A charge will be made for printing. (Appendix D)

Patrons will be held responsible for any damage to or loss for computer parts, disks, or manuals during their use of them.

Failure to use the PACs appropriately and responsibly may result in revocation of PAC use privileges.

### 7.5 Public Health

The Library, staff, and patrons must follow current applicable Canadian public health orders.

The Library Director may also create procedures informed by public health guidelines.

Library staff enforce all current applicable Canadian public health orders and any additional procedures created by the Library Director.

## 8. Community Relations

### GENERAL PRINCIPLES

The Library Director maintains a program of community relations activities to provide community awareness of the Library's services and resources, to stimulate public interest in and use of the Library and to ensure that the Library's role in the community is perceived as a positive and a prominent one.

The Board recognizes that community relations involve every person who has any connection with the Library. Board members and Library employees should recognize that they represent the Library in every contact.

Board members are encouraged to attend events and programs at the Library and fundraising events by The Friends of the Grand Forks & District Public Library.

### 7.1 Community Partnerships

The Board and Library Director may accept assistance from any community organization, corporation, or private individual, provided that such assistance is in accord with the objectives of the Library.

The Board and Library Director will seek out opportunities for cooperation with other libraries and institutions.

The Library Director maintains current membership in regional, provincial and national Library Associations.

The Board will not participate in petitions or canvassing activities at the Library except those that directly affect the Library.

### 7.2 Friends of the Library

The Friends of the Grand Forks and District Public Library is an autonomous organization constituted under the Society Act.

The Library will accept donations from The Friends of the Grand Forks and District Public Library for specific, extraordinary, mutually agreed upon projects which further the objectives of the Library.

The official line of communication between the Grand Forks & District Public Library and the Friends of the Grand Forks & District Public Library will be directly through the Library Board Chair, or a designated Board liaison, and directly through the President of the Friends of the Grand Forks & District Public Library, or her or his designate. This includes – but is not limited to – requests, invitations, inquiries, complaints and notifications.

Fund raising by The Friends of the Grand Forks and District Public Library should be done with the full knowledge of the Board and the Library Director.

The Friends of the Grand Forks and District Public Library do not perform a policy-making role for the Library.

## 8. Human Resources

### GENERAL PRINCIPLES:

This policy will guide the Library Board and the Library Director in the hiring and supervision of Library staff.

#### 8.1 Hiring

The Grand Forks & District Public Library is an equal opportunity employer. All appointments to positions within the Library shall be on the basis of merit and shall be in accordance with pertinent provincial and federal legislation concerning employment equity and human rights. Friends or relatives of potential employees must remove themselves from the selection process.

Persons applying for the position of Library Director should possess a Master of Library and Information Studies (MLIS) from an American Library Association (ALA) accredited university program or equivalent formal library education, training and experience.

The Board is responsible for hiring the Library Director, upon the recommendation of the Personnel Committee.

The Library Director is responsible for hiring staff, in adherence to any stipulations contained within the existing Union Collective Agreement (see Appendix F).

#### *Criminal Record Checks*

All employees are required to undergo a criminal records check when offered employment in compliance with the *Criminal Records Review Act*, [RSBC] c. 86.

The Library Director or Board Chair will inform individuals of the requirements of the *Criminal Records Review Act*, [RSBC] c. 86 since they will be in a job that involves or potentially involves working with children.

Criminal Record Checks must be redone every five (5) years.

#### 8.2 Terms of Employment

The Collective Agreement governs working conditions, employment standards, and benefits for all paid staff except the Library Director.

The Board shall enter into an employment contract with the Library Director, which will govern working conditions, employment standards, benefits, and any other issues agreed upon by the Board and the Library Director.

Work will take place in the library building except for in specific circumstances as determined by the Library Director and/or the Library Board.

The Library maintains its certification as a Living Wage Employer.

#### 8.3 Staffing Levels during Open Hours

For security reasons, the Library will have a minimum of two staff members on duty whenever the Library is open to the public.

#### 8.4 Personnel Records

The Library Director shall maintain a personnel file for each employee. Each employee is entitled, upon request, to examine his/her own file.

Personnel files must be kept confidential, and are therefore to be kept in a secure location within the Library building.

Personnel files of former employees shall be kept for two (2) years and then shredded and disposed.

### **8.6 Performance Appraisals**

Annual performance appraisals of the Library Director will be conducted by the Personnel Committee of the Library Board in the first quarter of each calendar year.

Annual performance appraisals of the paid staff will be conducted by the Library Director. Appraisals are maintained in the personnel file of the employee and are confidential.

Appraisals shall be conducted for the purpose of staff development, and are not to be used as a disciplinary measure.

### **8.7 Staff Development**

The Association is committed to providing a high level of service to both Library users and the community as a whole. Employees are encouraged or may be required to take advantage of opportunities for continued education.

Employees wishing to participate in courses and training programmes to upgrade his/her employment qualifications may apply to the Library Director for leave with pay, travel expenses and tuition as applicable.

Employees who are required by the Library Director to attend workshops or seminars during their regular working hours shall be compensated for such time at their regular rate of pay. Travelling time to and from such workshops over and above regular working hours will be granted in equal time off.

### **8.8 Disciplinary Action**

At the discretion of the Library Director, staff members may be called, upon 24 hours notice, to attend a disciplinary interview. The union Shop Steward may also attend, upon request by the employee.

A written summary of any interviews which may form the basis of disciplinary action must be filed in the personnel file of the employee, and are to be kept on file for thirty-six (36) months.

### **8.9 Workplace Harassment and Discrimination**

The Association is committed to providing a working environment in which all staff is treated with respect and dignity. The Library Board and Library Director have agreed to follow the procedures laid out in Article 18 Anti-Harassment and Bullying of the Collective Agreement.

### **8.10 Volunteers**

The Library Director may recruit volunteers for tasks which are not in contravention of the Collective Agreement.

The Board will provide volunteer recognition as appropriate.

### **8.11 Library Director, pro tempore Policy**

The Library Director, pro tempore will have the authority of the Library Director, as outlined in the BC Library Act, except as laid out below. The Director, pro tempore:

- Shall meet with the board *in camera* immediately to discuss any disciplinary action taken.
- Shall not have signing authority.
- Shall meet regularly with the Finance Committee (every 2 weeks) and Executive Committee (minimum 1/month).

Selecting a Library Director, pro tempore and Remuneration:

- The Library Board will post the position internally only for an anticipated term of up to 60 days; and will post both internally and externally for an anticipated term of more than 60 days.
- If an internal candidate is chosen he or she cannot be active in the Bargaining Unit, as stipulated in the Collective Agreement.
- The term limit of the Library Director, pro tempore shall not exceed one calendar year, except where both parties agree to an extension. The term limit will be calculated from the first paid working day as Library Director, pro tempore.
- Remuneration will be \$4.00/hour above the Library Assistant III hourly rate and benefits will be paid at the bargaining unit rate.

## 9. Physical Facility

### GENERAL PRINCIPLES:

The Library is a public facility open to all members of our community. We provide a welcoming, safe and comfortable environment for all visitors to the Library.

#### 9.1 Conduct in the Library

Persons who disturb other Library patrons, damage Library property or conduct themselves in a disorderly manner will be asked to leave the Library premises and may be subject to the penalties prescribed by law.

Soliciting for any purpose including political and religious is prohibited.

Vandalism of Library property or abuse of Library privileges may result in cost-recovery charges and/or suspension of Library privileges.

for at least 14 days.

#### 9.2 Children in the Library

Responsibility for the control and safety of children in the Library rests with the parent or guardian. Parents and/or guardians should be aware that the Library is a public place and, as such, is open to all members of the community. Parents or guardians are expected to keep their children from disturbing other Library patrons.

The following sign shall be posted in appropriate locations:

PARENTS ARE REMINDED THAT THE LIBRARY IS A PUBLIC PLACE AND CHILDREN SHOULD NOT BE LEFT ALONE ON THE PREMISES. THE LIBRARY STAFF CANNOT BE RESPONSIBLE FOR THEM.

#### *Unattended children at closing time*

Children 7 and under must not be left unattended on the premises. The Library staff will call the authorities if a child is left at the Library at closing time.

#### 9.3 Library Work Space

No unauthorized person is allowed behind the circulation desk or to the office space of the Library.

The Library staff will not hold any personal items for patrons at the Library. This does not include messages to Board, staff, and committee members.

#### 9.4 Meeting Room

- The meeting room is available for use on a rental basis.
- The Library Director must set fees and charges for meeting room use.
- The Library Director may refuse or cancel bookings. If cancellation is made by the Library, payment will be refunded.

- Any group's use of the meeting rooms does not constitute the Library's endorsement of that group's policies or beliefs.
- The Grand Forks & District Public Library accepts no responsibility for the loss of personal property of any meeting room user or group.

#### **9.5 Distribution of Community Information**

The Library provides space for community information. The Library Director may use discretion to remove or reject these materials.

#### **9.6 Janitorial**

The Association will contract with a janitorial service for on-going cleaning of the building.

#### **9.7 Idea Lab**

- The Idea Lab is available to use on a scheduled or drop-in basis while the Library is open.
- There is no charge for use of the Idea Lab.
- Up to four people may be in the room at one time.
- As a safety precaution, the Idea Lab door must be left unlocked, but it may be closed if desired.
- To ensure access to all of our patrons, Idea Lab bookings may be made up to one month in advance.
- Room bookings take precedence over drop-ins. Anyone using the room near the time a booking is supposed to begin must vacate the room.
- As a safety precaution and to ensure the protection of Library property, Idea Lab users must follow any directions of staff.
- The Library Director may revoke Idea Lab access at his/her discretion.



## Appendix A – Relevant Sections of the BC Library Act [RSBC 1996]

Full Library Act is available on request at the Library.

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## Part 1 — Introductory Provisions

### Definitions

1 In this Act:

**"aboriginal government"** means an aboriginal organization exercising governmental functions;

**"elector"** has the meaning it has in the *Local Government Act*;

**"electoral participating area"** means an area that

- (a) is within a service area for the service of participation in a regional library district under Part 3 of this Act, and
- (b) is all or part of an electoral area as defined in the *Local Government Act*;

**"integrated public library system"** means an integrated public library system the operation of which is continued under section 60;

**"library board"** means,

- (a) in Part 2, the library board of a municipal library,
- (b) in Part 3, the library board of a regional library district,
- (c) in Part 4, the library board of a public library association, and
- (d) in Part 5, a library board referred to in paragraph (a), (b) or (c),

and includes

- (e) a federated library board in sections 46 to 48, 50, 51 and 53 to 55, and
- (f) an integrated public library system in sections 46 to 51;

**"library federation"** means a federation established by agreement under section 49;

**"municipal library"** means a library established under section 3;

**"net taxable value of land and improvements"** means net taxable value of land and improvements for hospital district purposes under section 26 (3) of the *Hospital District Act*;

**"newspaper"** has the meaning it has in the *Community Charter*;

**"population"** means the population determined under section 22;

**"public library"** includes a municipal library, a regional library district, a public library association and an integrated public library system;

**"public library association"** means a public library association continued under section 31;

**"regional library district"** means a regional library district established under section 14.

## **Purposes of this Act**

**2** The purposes of this Act are

- (a) to encourage the extension and use of public library service throughout British Columbia,
- (b) to enable the delivery of public library service in British Columbia by
  - (i) providing for the establishment and operation of municipal libraries, regional library districts and library federations, and

- (ii) allowing existing public library associations and integrated public library systems to continue to operate, and
- (c) to support improvements in public library service.

## **Part 4 — Public Library Associations**

### **Existing public library associations continued**

**31** (1) A public library association that was incorporated before, and provided library service until, August 26, 1994 is continued, and the association may continue to provide library service in the locality for which it was formed.

(2) A public library association has the powers and duties given to a library board under this Part.

### **Who can become a member**

**32** On application and subject to the rules of the public library association, the following are eligible to become members of a public library association:

- (a) residents in the locality for which the association was formed;
- (b) residents in an area in which library service is provided by the association by agreement.

### **Who cannot vote or hold office**

**33** No member under 18 years of age and no employee of a public library association is eligible to be elected to hold office in, or to vote at meetings of, the association.

### **Continuation and role of the library board**

**34** (1) The board of management of a public library association is continued as the library board of the association.

(2) The library board is responsible for managing the library of the public library association and for exercising and performing on behalf of the association the powers and duties given in this Part.

### **Composition of the library board**

**35** (1) The library board is to consist of

- (a) not fewer than 5 or more than 9 members, elected by the members of the public library association from among themselves, and
- (b) any person appointed to be a member of the library board by a municipal council or regional district board under subsection (2).

(2) A local government that provides assistance to the public library association by way of a grant may

- (a) appoint a representative from the council or from the directors of the participating areas to be a member of the library board for the financial year in which the grant or contribution is made, and
- (b) dismiss the appointee, with or without cause, and appoint another.

### **Elections and term of office of members**

**36** (1) Elections to the library board must be held each January or as soon afterward as is convenient.

(2) In the first election after August 26, 1994,

(a) if the number of elected members is even, 1/2 of them hold office for a term of one year, and the others hold office for a term of 2 years, and

(b) if the number of elected members is uneven, a bare majority of them hold office for a term of one year, and the others hold office for a term of 2 years.

(3) All subsequent elections are for terms of 2 years.

(4) A member is eligible for re-election or reappointment to the library board, but no member may serve for more than 8 consecutive years.

(5) The term of office of an elected member continues until a successor is elected.

(6) A vacancy arising during the term of office of an elected member is to be filled, for the remainder of the term, by an appointment made by the library board at the first meeting after the vacancy arises or as soon afterward as is convenient.

(7) The library board

(a) may remove an elected member for cause, including if the member fails to attend 3 consecutive regular meetings of the library board without its written approval, and

(b) must remove an elected member who ceases to be eligible to hold office in or to be a member of the public library association.

#### **Election of chair and vice chair**

**37** (1) The library board must elect a chair and a vice chair at the first meeting after the elections to the library board and annually after that.

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

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

#### **Regular and special meetings of library board**

**38** (1) The library board must meet at regular intervals at least 6 times a year.

(2) A majority of all the members of the library board is a quorum.

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

#### **General powers and duties of library board**

**39** The library board

- (a) may make rules for holding meetings of the public library association and for managing the association,
- (b) may make rules for managing the business of the board and for regulating the use of its facilities and services by the public,
- (c) may appoint any committees of its members that it considers necessary to carry out its business,
- (d) must appoint a chief librarian,
- (e) may raise funds to support the public library association,
- (f) may hire and dismiss employees, enter into collective agreements with employees and set the terms of their employment, including fixing their remuneration and duties,
- (g) may lease land or buildings for library purposes or dispose of land or buildings acquired before August 26, 1994, but only with the prior approval of the minister,
- (h) may acquire personal property for library purposes and dispose of personal property,
- (i) may contract, for a term of not more than 5 years, for professional or other services for library purposes,
- (j) may sue and be sued in the name of the public library association,
- (k) may have a common seal and may alter or change it,
- (l) must prepare an annual report in the form approved by the minister and must send copies of it to the minister, and
- (m) must maintain a record of the members of the public library association.

#### **Budget, expenditures and financial statements**

- 40** (1) In each year the library board must prepare and approve a budget for providing library service.
- (2) The library board has, subject to the approved budget, exclusive control over the expenditure of
- (a) all money raised by or grants or contributions provided to the public library association,
  - (b) all money given to the public library association,
  - (c) the revenue derived from any source, including
    - (i) fees,
    - (ii) fines, and
    - (iii) money recovered by the library board for detention, damage or loss of library materials, and
  - (d) all money received by the public library association under an agreement to provide library service.
- (3) The library board must
- (a) prepare annual financial statements in accordance with generally accepted accounting principles,

(b) provide a copy of the financial statements for inspection by the members of the public library association at or before the annual general meeting, and

(c) provide a copy of the financial statements to any municipality or regional district that is eligible under section 35 to make an appointment to the library board.

### **Powers and duties of chief librarian**

#### **41 The chief librarian**

(a) has general supervision and direction of the library and its staff,

(b) is the secretary to the library board and to the public library association, and

(c) has the powers and duties the library board assigns to the chief librarian from time to time.

### **Request to municipality to take over library**

**42** (1) A public library association may, by a vote of at least 1/2 of the members present at an annual meeting of the association or at a special meeting of the association called for the purpose, request the municipality in which the library of the association is located to assume responsibility for providing library service in the municipality.

(2) No request may be made under subsection (1) after October 1 in any year.

### **Dissolution if municipal library established or regional library district established or extended**

**43** (1) If, after receiving a request under section 42 from a public library association, a municipality adopts a bylaw under section 3 establishing a municipal library, the association is dissolved as soon as the bylaw takes effect.

(2) If, after an agreement is made under section 14 or 28, a municipality or part of a regional district in which the library of a public library association is located becomes part of a regional library district, the association is dissolved as soon as the agreement takes effect.

### **Dissolution of public library association by minister**

**44** The minister may, by order, dissolve a public library association on the date specified in the order if

(a) the association, by a vote of at least 1/2 of the members present at an annual meeting of the association or at a special meeting of the association called for the purpose, requests the minister to dissolve the association,

(b) the association has fewer than 50 voting members,

(c) the library board has not met for 6 months or has not provided library service for 6 months, or

(d) the library board has not complied with this Act or the regulations.

### **Transfer of assets on dissolution**

**45** (1) When a public library association is dissolved under section 43 or 44, its assets are vested in and its liabilities and obligations are assumed by

(a) the municipality in which the library of the association is located, or

(b) the regional district in which the library of the association is located if the library is not located in a municipality.

(2) The minister may direct the Registrar of Companies to cancel the certificate of incorporation of a public library association as of the date of its dissolution under section 43 or 44.

## **Part 5 — General**

### **Free basic public library service**

**46** (1) A library board must not charge for

(a) admission to any part of a building used for public library purposes, or

(b) using library materials on library premises.

(2) A library board must allow residents and electors of any area served by the library board to do the following free of charge:

(a) borrow library materials that are normally lent by the library and that belong to prescribed categories of library materials;

(b) use reference and information services as the library board considers practicable.

(3) A library board may charge fees for services not required to be provided free of charge under this section, including for the use of services described in subsection (2) by anyone who is not a resident or elector of an area served by the library board.

### **Enforcement of library rules**

**47** A library board may

(a) impose fines for breaches of the library rules,

(b) suspend library privileges for breaches of the library rules, or

(c) exclude from the library anyone who behaves in a disruptive manner or damages library property.

### **Agreements**

**48** (1) Subject to subsection (2), a library board may enter into a written agreement to cooperate in the provision of library services with one or more of the following:

(a) another library board;

(b) a municipality;

(c) a regional district;

(d) an aboriginal government;

(e) a board of school trustees;

(e.1) a francophone education authority as defined in the *School Act*;

(f) an institution under the *College and Institute Act*;

(g) the board of governors of a university;

(h) the minister;

(i) a prescribed body.

(2) Before entering into an agreement under subsection (1), the library board of a municipal library must obtain the approval of the municipality that established the municipal library.

(3) An agreement under this section may provide as follows:

(a) for the appointment of one or more members to the library board of a municipal library by a municipality, regional district or aboriginal government that enters into the agreement with that library board;

(b) for the appointment of one or more members to the library board of a public library association by an aboriginal government that enters into the agreement with that library board.

(4) Members appointed by agreement under this section are additional to those appointed to the library board under any other provision of this Act and members appointed under this section may vote at meetings of the library board.

(5) An agreement under this section must be consistent with this Act and the regulations.

(6) A library board may spend money available from its budget for the purposes of an agreement under this section.

### **Library federations**

**49** (1) Two or more library boards may enter into a written agreement to establish a library federation.

(2) An agreement under subsection (1) has no effect until it is approved by the minister.

(3) An agreement under subsection (1) must include terms

(a) establishing a plan for the cooperative provision of library service,

(b) establishing a federated library board,

(c) establishing a procedure for adopting bylaws,

(d) establishing requirements for membership in the library federation,

(e) relating to the budget of the library federation, and

(f) providing for disestablishing the library federation, distributing its assets and assigning its liabilities.

(4) A federated library board has the power and capacity of a corporation under the *Interpretation Act* and, in addition, may acquire and dispose of real property.

### **Unserviced areas**



**50** (1) The minister may provide library service to individuals and communities that, in the minister's opinion, are unable to obtain public library service.

(2) For the purpose of subsection (1), the minister may enter into an agreement with a library board, including an agreement under which a library board extends free library service to residents of a reserve as defined in the *Indian Act* (Canada).

### **Director of public library service**

**51** (1) The minister must designate as director of public library service a person who is appointed under the *Public Service Act* and is a qualified librarian.

(2) The director of public library service is responsible, under the direction of the minister, for administering this Act and promoting the improvement and extension of public library service throughout British Columbia.

(3) Without limiting subsection (2), the director of public library service may

(a) apportion money annually appropriated by the Legislature for grants to help library boards and to help public bodies that are engaged in promoting library service and improving library service,

(b) impose conditions for the payment of grants, and

(c) refuse or reduce a grant to a library board or public body that does not comply with a condition imposed under paragraph (b).

### **Advisory bodies**

**52** (1) The minister may establish one or more bodies to advise the minister on matters relating to this Act.

(2) The minister may appoint, or provide for the manner of appointment of, the members of a body established under this section and may set the terms of reference for those bodies.

(3) The members of any body established under this section are entitled to be reimbursed for reasonable travelling and out of pocket expenses necessarily incurred by them in performing their duties under this Act, and may be paid for their services an amount determined by the Lieutenant Governor in Council.

### **Conflict of interest**

**53** (1) A member of a library board who has a direct or indirect pecuniary interest in a matter considered at a meeting of the library board

(a) must declare that he or she has a pecuniary interest in the matter,

(b) must not take part in the discussion and is not entitled to vote on any question respecting the matter,

(c) must leave the meeting, and

(d) must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question respecting the matter.

(2) Subsection (1) does not apply

(a) if the matter relates to expenses payable to one or more members of the library board in relation to their duties as members, or

(b) if the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

(3) A person who contravenes subsection (1) is disqualified from continuing to hold office as a member of the library board unless the contravention was done through inadvertence or because of an error in judgment made in good faith.

### **Protection against lawsuits**

**54** (1) No action for damages may be brought against an existing or former member, officer or employee of a library board or against a person acting under the direction of the library board for

(a) anything said or done or omitted to be said or done in the performance or purported performance of a duty or the exercise of a power, or

(b) any alleged neglect or default in the performance or purported performance of a duty or exercise of a power.

(2) No action for the debts or obligations of a library board may be brought against an existing or former member, officer or employee of a library board or a person acting under the direction of the library board.

(3) Subsections (1) and (2) do not provide a defence if

(a) the member, officer, employee or person acting under the direction of the library board has, in relation to the conduct that is the subject of the action, been guilty of dishonesty, gross negligence or malicious or wilful misconduct, or

(b) the cause of action is libel or slander.

(4) This section does not absolve a library board from vicarious liability for anything said or done or omitted to be said or done by, or for any neglect or default of, an individual referred to in subsection (1), for which the library board would have been vicariously liable had this section not been in force.

### **Reimbursement of expenses**

**55** (1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act.

(2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.

### **Power to make regulations**

**56** The Lieutenant Governor in Council may make regulations referred to in section 41 of the *Interpretation Act*.

## **Part 6 — Transitional Provisions**

### **Existing municipal libraries**

**57** The following libraries are deemed to have been established under section 3 as municipal libraries and this Act applies to them:

(a) any library that was established by a municipality before August 26, 1994 as the library for that municipality;

(b) any library that was deemed, by the *Library Act*, R.S.B.C. 1979, c. 235, to be a municipal public library.

### **Existing regional library districts**

**58** (1) In this section "**regional library district**" means

(a) Fraser Valley Regional Library District,

(b) Okanagan Regional Library District, or

(c) Vancouver Island Regional Library District.

(2) The Lieutenant Governor in Council may, by regulation,

(a) require any regional district within a regional library district to participate, by bylaw, in the regional library district for the purpose of replacing the school districts or parts of school districts within the regional district that form part of the regional library district,

(b) designate a service area of the regional district to replace those school districts or parts,

(c) specify a period within which a bylaw must be adopted by a regional district to accomplish the purpose set out in paragraph (a), and

(d) provide for any other matter necessary to accomplish the purpose set out in paragraph (a).

(3) A regional library district, as modified under subsection (2), is deemed to have been established under section 14 and this Act applies to the regional library district.

### **Existing federated public library system**

**59** A federated public library system that was established before, and continued until, August 26, 1994 is deemed to have been established under section 49 of this Act as a library federation and this Act applies to that federated public library system.

### **Existing integrated public library system**

**60** A regional district that was operating an integrated public library system as a local service before August 26, 1994 may continue to operate the system, subject to this Act and to the terms and conditions contained in letters patent or any bylaws respecting that system.

### **No power to establish integrated public library system**

**61** (1) A regional district that was given the power to establish and operate an integrated public library system as a local service and that did not establish an integrated public library system before August 26, 1994 may not establish or operate an integrated public library system.

(2) Despite subsection (1) and the repeal of section 788 (1) (f) of the *Municipal Act*, R.S.B.C. 1979, c. 290, by section 66 of the *Library Act*, S.B.C. 1994, c. 31, a regional district that, before August 26, 1994, exercised the power referred to in that subsection by way of a contribution to the cost of library service may continue to exercise the power in that way, subject to this Act and the terms and conditions contained in letters patent or any bylaws respecting the service.

### **Existing regional district service to provide libraries**

**62** Despite the amendment of section 788 (1) (e) of the *Municipal Act*, R.S.B.C. 1979, c. 290, by section 66 of the *Library Act*, S.B.C. 1994, c. 31, a regional district that exercised the power to provide libraries as a local service may continue to exercise that power by way of a contribution to the cost of library service, subject to this Act and the terms and conditions contained in letters patent or any bylaws respecting the service.

## Appendix B: Selected portions of the Canadian Copyright Act - R.S., c, C-30, s. 1.

The Copyright Act in full is available on request at the Library.

### **Libraries, Archives and Museums**

#### Management and maintenance of collection

**30.1** (1) It is not an infringement of copyright for a library, archive or museum or a person acting under the authority of a library, archive or museum to make, for the maintenance or management of its permanent collection or the permanent collection of another library, archive or museum, a copy of a work or other subject-matter, whether published or unpublished, in its permanent collection

(a) if the original is rare or unpublished and is

(i) deteriorating, damaged or lost, or

(ii) at risk of deterioration or becoming damaged or lost;

(b) for the purposes of on-site consultation if the original cannot be viewed, handled or listened to because of its condition or because of the atmospheric conditions in which it must be kept;

(c) in an alternative format if the original is currently in an obsolete format or the technology required to use the original is unavailable;

(d) for the purposes of internal record-keeping and cataloguing;

(e) for insurance purposes or police investigations; or

(f) if necessary for restoration.

#### Limitation

(2) Paragraphs (1)(a) to (c) do not apply where an appropriate copy is commercially available in a medium and of a quality that is appropriate for the purposes of subsection (1).

#### Destruction of intermediate copies

(3) If a person must make an intermediate copy in order to make a copy under subsection (1), the person must destroy the intermediate copy as soon as it is no longer needed.

#### Regulations

(4) The Governor in Council may make regulations with respect to the procedure for making copies under subsection (1).

1997, c. 24, s. 18; 1999, c. 31, s. 59(E).

#### Research or private study

**30.2** (1) It is not an infringement of copyright for a library, archive or museum or a person acting under its authority to do anything on behalf of any person that the person may do personally under section 29 or 29.1.

#### Copies of articles for research, etc.

(2) It is not an infringement of copyright for a library, archive or museum or a person acting under the authority of a library, archive or museum to make, by reprographic reproduction, for any person requesting to use the copy for research or private study, a copy of a work that is, or that is contained in, an article published in

(a) a scholarly, scientific or technical periodical; or

(b) a newspaper or periodical, other than a scholarly, scientific or technical periodical, if the newspaper or periodical was published more than one year before the copy is made.

### Restriction

(3) Paragraph (2)(b) does not apply in respect of a work of fiction or poetry or a dramatic or musical work.

### Conditions

(4) A library, archive or museum may make a copy under subsection (2) only on condition that

(a) the person for whom the copy will be made has satisfied the library, archive or museum that the person will not use the copy for a purpose other than research or private study; and

(b) the person is provided with a single copy of the work.

### Patrons of other libraries, etc.

(5) A library, archive or museum or a person acting under the authority of a library, archive or museum may do, on behalf of a person who is a patron of another library, archive or museum, anything under subsection (1) or (2) in relation to printed matter that it is authorized by this section to do on behalf of a person who is one of its patrons, but the copy given to the patron must not be in digital form.

## Appendix C – Travel Policy and Rates

1. It is recognized that the Library Director, union staff and members of the Board will attend conventions, meetings, conferences, workshops and seminars related to their work and that they should be reimbursed for out-of-pocket expenses.
2. Claims for reimbursement of travel and living expenses should be submitted to the Library Director within five (5) working days after returning to work. Such claims should be made on the attached Travel Expense Form.
  - a. Travel claims for operating the Christina Lake branch of the Library should be made within one month.
3. All expenses must be supported by receipts.
  - a. Travel claims for operating the Christina Lake branch of the Library do not require receipts.
4. Extraordinary travel may be reimbursed when approved by the Library Director or the Board chair.
5. Every effort should be made to carpool when more than one individual representative of the library is travelling to the same destination.
6. Library staff or Board members who travel by air shall be reimbursed for economy airfare from the point of departure to the point of landing.
7. Actual costs of accommodation, including parking, shall be reimbursed at a single room rate.
8. All expenses incidental to travel, including but not limited to bus, taxi, ferry, car rental and tolls, will be reimbursed at the actual cost.
9. When required travel to and from Grand Forks can be accomplished in one day, all reasonable out-of-pocket expenses will be reimbursed.
10. Meal and travel rates are reimbursed at the rates outlined by the British Columbia Ministry of Finance Travel Allowances.

## **Appendix D - Penalties and Fees**

### **Penalty Policy for Overdue Items:**

#### **Fees for Lost or Damaged Beyond Repair Items**

- Replacement price plus \$5.00 processing fee (except for magazines, which will not be charged a processing fee). Charges will be deleted upon payment.
- Suspension of borrowing privileges will result if fees exceed the amount designated by the Library Director.

#### **Fee for Lost or Damaged Barcode Labels and Library Cards**

- The fee is \$2.00

#### **Photocopying and Printing**

Photocopy/Printing Charges: \$0.25 per page

Colour Printing Charges: \$1.00 per page



## Appendix E - Request for Reconsideration of Library Materials

Item Title:

Author/Artist:

1. Do you represent:

☐ Yourself

☐ Your Child

☐ An Organization

2. How was the item brought to your attention?

3. How much of the item have you read or seen?

☐ All

☐ None

☐ Some Sections  
(please specify which)

4. To what in this item do you object? (Please be as specific as possible; cite pages, sections, etc.)

5. What do you feel might be the result of reading, hearing or viewing this item?

6. What do you believe is the theme of this work?

7. In your opinion, what are the positive qualities in this item?

8. Do you have any further comments?

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9. Can you recommend an item of equal quality that could convey the theme of the item as well as the item?

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Request initiated by: (please print)

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Signature:

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Library member number:

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Address:

---

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Telephone number:

---

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Date:

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## **Appendix F - Collective Labour Agreement**

CUPE Local 2254 - Grand Forks Public Library Association Current Collective Agreement (See current Collective Agreement on file in the Library Director's Office)

## Appendix G - General Privacy Policy

[Last reviewed: December 2017]

### 1. Introduction

The Grand Forks and District Public Library is committed to protecting your privacy. Any personal information collected, used or disclosed by the Grand Forks and District Public Library is in accordance with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

### 2. What is personal information?

Personal information is defined by *FOIPPA* as information about an identifiable person. Some examples of personal information are name, age, home address, phone number, email address, IP address (a computer's address), identification numbers, reading choices and age. *FOIPPA*'s definition of personal information does not include work contact information, which is information that would allow a person to be contacted at a place of business, such as the person's name, title, business address, business phone number, and business email address.

### 3. Collection of personal information

When collecting personal information from you, the Grand Forks and District Public Library will advise you of the purpose for collecting it and the legal authority for doing so. We will also provide you with contact information of the library's FOI/Privacy Officer, who can answer your questions regarding the collection.

The following are some example of purposes for which the Grand Forks & District Public Library may collect your personal information:

- issuing library cards
- identifying materials currently on loan
- placing and tracking inter-library loans
- identifying and recording overdue materials
- placing and tracking materials on hold
- providing answers to reference questions
- faxing materials
- providing information about library programs and services
- providing home service for patrons with special needs
- recording book suggestions
- recording comments or suggestions
- general library operations
- library fundraising

Patrons who do not wish to be contacted about library services and programs may choose to opt-out.

### 4. How is personal information used?

The Grand Forks and District Public Library will only use your personal information for the purposes for which it was originally collected or in a manner that is consistent with those purposes. The library will only use your personal information for different purpose if you explicitly consent to the new purpose or the use is authorized under *FOIPPA* or is otherwise required by law.

## **5. When is personal information disclosed?**

The Grand Forks and District Public Library does not sell or rent personal information. Personal information is disclosed only in accordance with *FOIPPA* or as otherwise required by law.

Where other organizations require personal information in order to provide services on behalf of the library, the Grand Forks and District Public Library ensures that these organizations treat the personal information in compliance with *FOIPPA* and the library's privacy policies.

Examples of where personal information may be disclosed include:

- when a patron explicitly consents to the disclosure;
- to a collection agency for the purpose of collecting a debt;
- for law enforcement purposes, such as where required by a subpoena, warrant or other order;
- where there are compelling health and safety concerns; or
- to contact a person's next of kin if that person is injured, becomes ill or dies while visiting the library.

## **6. How is personal information kept secure?**

The Grand Forks and District Public Library uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure or disposal.

Security measures include physical, technological and operational safeguards that are appropriate to the nature and format of the personal information.

## **7. How long is personal information kept?**

How long the Grand Forks and District Public Library keeps your personal information depends on the purpose for which the information was collected.

If the Grand Forks and District Public Library uses your personal information to make a decision that affects you, we must keep that information for at least one year so that you have an opportunity to access it. Otherwise, the library will keep personal information only for the length of time necessary to fulfill the purposes for which it was collected. Personal information is securely destroyed when it is no longer needed.

## **8. Accuracy of personal information**

The Grand Forks and District Public Library will endeavour to ensure the personal information is as accurate, complete and up-to-date as necessary.

## **9. How can I access or correct my personal information?**

You have a right to request access to personal information held by Grand Forks Public Library. To do so, you may submit a written request to the Grand Forks and District Public Library's FOI/Privacy Officer (see contact information below). Your request should provide enough detail to enable a library employee to find the personal information (e.g. personal information I provided when I applied for a library card).

You also have a right to request that your personal information about you by the Grand Forks and District Public Library be corrected if you believe it is incorrect. You may do so by submitting your request in writing to the FOI/Privacy Officer (see contact information below).

## **10. Children's personal information**

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

The Grand Forks and District Public Library assumes that children 12 years are generally capable of exercising their own rights for policy purposes. However, the library may treat a request on an individual basis where a child or parent/guardian does not believe the guideline age is appropriate in their circumstances.

## **11. Changes to This Privacy Policy**

The Grand Forks and District Public Library's practices and policies are reviewed from time to time. This policy will be updated to reflect the changes.

## **12. Who can I contact about Grand Forks Public Library's privacy policies?**

If you have any questions or concerns about this policy or how the Grand Forks and District Public Library treats your personal information, you may contact our FOI/Privacy Officer.

Name: Cari Lynn Gawletz  
Title: Library Director, Grand Forks and District Public Library  
Address: 7342-5<sup>th</sup> Street, PO Box 1539  
Grand Forks BC V0H 1H0  
Phone: 250-442-3944

If you are not satisfied with how your complaint was handled by the Grand Forks and District Public Library, you have the right to complain to the Information and Privacy Commissioner.

### **Office of the Information and Privacy Commissioner for British Columbia**

PO Box 9038, Stn. Prov. Govt.  
Victoria, B.C. V8W 9A4

**Tel:** 250.387.5629 (Victoria)

**Toll free:** Call Enquiry B.C. at 604.660.2421 (Vancouver) or 1.800.663.7367 (elsewhere in B.C.) and request a transfer to 250.387.5629.

**Email:** [info@oipc.bc.ca](mailto:info@oipc.bc.ca)

**Website:** <http://oipc.bc.ca>

### **Grand Forks & District Public Library LIBRARY PATRON RESPONSIBILITIES – CODE OF CONDUCT**

The Grand Forks & District Public Library is intended as a welcoming and safe space for all members of the community – patrons, visitors, and staff. This Code of Conduct is the set of rules to ensure this intention. We seek your cooperation in maintaining an environment favourable to enjoyable use of the Library. Staff will make every effort to apply these rules fairly and positively for everyone's benefit.

1. Violent, threatening, abusive, discriminatory, or harassing language or conduct of any kind is not allowed.
2. Disruptive or intrusive behaviour is not allowed. Activities that may be seen to reasonably cause offense to other patrons in a public context are prohibited. Please moderate levels of conversation and of audio from personal devices.
3. Sleeping is not allowed. If patrons appear to be sleeping, staff will awaken them. If staff are unable to wake a sleeping patron, emergency services will be called. If patrons are suspected to be asleep twice in one day, staff will ask them to leave for the remainder of the day.
4. Appropriate public attire, including shirts and shoes, is required to be worn on Library premises.
5. Damage, misuse, or theft of Library materials, equipment, and property will not be tolerated. Interfering with the designated use of computers and networks is not allowed. Recovery of the costs of any damages to or loss of Library property will be pursued.
6. The B.C. Human Rights Code will direct any requests for Library services.
7. Children under the age of 8 years or others requiring supervision must be overseen by a parent or guardian. Although the Library acknowledges a general duty of care, the staff does not and cannot act in loco parentis for minors or other patrons on its premises or property.
8. Personal effects and bags, backpacks, and the like may not be left unattended for other than very short periods of time. The Library is not responsible for any theft of patron's property.
9. Patrons must obey the requests, directions, and rulings of Staff. Members of the public must open all bags if requested by the Library Staff.
10. Library materials may not be taken into washrooms.
11. Drinking from covered containers and eating snack foods are allowed except in restricted areas.
12. Photographing or video recording of staff or patrons on Library property is prohibited except with specific permission.
13. Posting or distributing circulars, notices or petitions, or engaging in solicitation or commercial activity on Library property without prior written approval is not permitted.
14. Animals are only allowed in the Library if they are service animals or participants in a Library sponsored program.

The Library Director has authority to issue a ban from Library premises and property for a period of up to twelve months for serious breaches of this Code of Conduct. An appeal of this banning may be made in writing to the Library Board, but the ban remains in effect while the appeal process is ongoing. At the expiry of a twelve month banning period, the patron must apply in writing to the Library Director for reinstatement. In the event that a patron's behavior is judged be a serious threat to staff, other Library patrons, or Library property, staff will call for police assistance. In the presence of an officer-of-the-law, staff will inform the patron verbally and/or in writing that they are banned from the Library for a specified period of time and are not to return. A physical attack on Library staff or other patrons or recurring threatening activity towards staff members or patrons will result in the Board of Trustees issuing a permanent ban from Library premises and property, and seeking formal charges against the offender as the law allows.

Board of Trustees, Grand Forks Public Library Association 25 April, 2017

## Appendix I - Donation Form

### Grand Forks & District Public Library Donation Form

Date: \_\_\_\_\_

**Donor information:**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Donation information:**

I/we pledge of total of \$ \_\_\_\_\_ to the Grand Forks & District Public Library

**Acknowledgement information:**

This donation is being made:

☐ In my/our name (see above)

☐ In memory/honour (circle one) of: \_\_\_\_\_

☐ I would like this donation to remain anonymous

☐ I would like the following person to be informed of my donation:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

☐ I have read and understand the policies relating to donations in the Grand Forks & District Public Library Policy Manual.

Signed: \_\_\_\_\_



<b>Grand Forks Public Library Association</b>	<b>Appendix P</b>
<b>Policy Manual Record of Review &amp; Revisions</b>	

<b>Record of Policy Manual Review by Library Board</b>
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<b>Date of Review</b>	<b>Effective Date this Version of Manual</b>	<b>Date of Next Review</b>	<b>Library Director</b>	<b>Board Chair (for the Board)</b>
17/01/2017	January 2017	2022	C. Gawletz	M. Domeij
17/05/2022	May 2022	2027	C. Gawletz	M. Kierans

**Note on revision marking:** Revisions made during the period between Policy Manual Reviews will be indicated by a vertical line in the right hand margin extending across the lines that have been revised by changes or additions to the text.

<b>Record of Policy Manual Revisions</b>
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<b>Date of Revision</b>	<b>Section Title</b>	<b>Description of Revision</b>	<b>Director</b>	<b>Board Chair</b>

Record of Policy Manual Revisions	
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[illegible]