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1 Access to information

1.1 Intellectual freedom statement

The Kitimat Public Library Association subscribes to the Statement on Intellectual Freedom as approved by the Canadian Library Association Council on November 18, 1985:

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.2 Free access for basic library service

The Kitimat Public Library Association supports free access for basic library service as stated in Section 46 of the Library Act (1996 Revised Statutes of British Columbia):

- 1) A library Board must not charge for:
 - Admission to any part of the building used for public library purposes, or
 - Using library materials on library premises.
- 2) A library Board must allow residents and electors of any area served by the library Board to do the following free of charge:
 - Borrow library materials that are normally lent by the library and that belong to prescribed categories of library materials;
 - 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 (ref. Section 6.2), 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 (ref. Section 3.3).

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.3 Access to materials in various media and formats

The Kitimat Public Library collects and makes available to the public informational, educational and recreational materials in a wide range of media and formats. This includes, but is not limited to: books and other printed material, audio cassettes, CDs, videocassettes, DVD's, multimedia CD-ROMs, electronic databases, and information accessible via the Internet.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.4 Reference Service

The Kitimat Public Library endeavours to provide reliable, factual, statistical, and directional information on demand. Library staff also assists patrons in the best use of the library's collections to answer a broad range of educational and informational needs.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.5 Programming

In order to foster public awareness of the multiple resources of the library, the Kitimat Public Library offers a wide range of programs for all ages. Preschool programming is a core part of public library service, as it exposes children to the exciting possibilities of language in text and audio formats at an early age. Such programming is also an important investment in the development of the library's future patron base.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.6 *Material reconsideration procedure*

The presence of an item in the library does not indicate an endorsement of its content by the library. The library strives to provide a balanced collection which represents all points of view, including those which may be considered extreme. Access to library materials will not be restricted beyond what is required to protect the materials from theft or damage. It is recognized that while the library will not restrict the freedom to read or inquire, it also recognizes an obligation to hear the views of those who object to, or may wish to comment upon, materials contained in its collection. A material reconsideration procedure and form have been developed for this purpose.

The decision to retain or remove an item from the collection rests with the Director.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.7 Access to materials by juveniles

Library staff will assist and encourage children to find material suitable for their age levels and interests. It is the right and obligation of parents, and not of the library, to develop, interpret, and enforce an acceptable code of conduct for their children. The responsibility for access to and use of library materials by juveniles rests ultimately with the parents or legal guardian, and not with the library. The staff will assist a parent, or other interested person, in selecting material for children.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.8 Access to Restricted/18+ Movies

Library staff has the right to ask patrons for identification for DVDs and Videos carrying a Restricted or 18+ rating.

Policy approved on: March 17, 2004

Date adopted: April 11, 2004

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

1.9 Unattended Children

1. Children under six (6) years of age.

Children under six (6) must be accompanied at all time. Children should not be left unattended in the children's area while parents and/or guardians are in the library. During children's programming, parents of children under six (6) are free to browse within the library but should not leave the premises as their child might leave the programme in search of them.

2. Children six – eleven (6 – 11).

Children six – eleven (6 – 11) may come into the library independently but should not be left unattended for substantial periods of time. If the library staff notices that children are left for extended periods of time, the parents and/or guardians will be contacted.

3. Special Needs Children.

Special needs children are not to be left unattended at the library.

4. Notice to Patrons.

The following sign shall be posted in appropriate locations:

“Parents are reminded that the library is a public place and that young children should not be left alone on the premises. The library staff cannot be responsible for them.”

Policy approved on: October 20, 2004

Date adopted: October 20, 2004

Date amended: September 21, 2011

Approved by: _____
Board chairperson

Director

1.10 Scented products

Health statistics reveal that one in four individuals suffer from respiratory ailments and almost half of these individuals have allergic reactions to these ailments. Medical evidence also shows that the scented products are harmful to the health of sensitive individuals.

In order to provide a healthy, comfortable and productive work environment scented products are to be avoided throughout the Library facilities.

A sign will be posted on the front doors of the Library facility.

Policy approved on: September 15, 2010

Dated adopted: September 15, 2010

Approved by:

Board chairperson

Director

2 Material selection

2.1 Purpose of material selection

Materials selection is carried out to fulfil the role of the public library, that is, to provide a variety of library materials to satisfy the diversity of tastes, interests, and abilities of the residents of the community it serves. Consideration is also given to the fact that interest may not come into existence without the material to stimulate it. Thus, the library exists to foster interest as well as to sustain it.

Since the library has a responsibility to protect the rights of all clients, it does not limit the scope of its collection or place materials in restricted areas because individuals object to their accessibility.

Material is judged on the value of the work as a whole, not on excerpts taken out of context. The library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions - religious, social, political, or economic - to enable users to make up their own minds about controversial subjects.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

2.2 Children and young adults

Service is provided to encourage children to access materials that will enable them to develop active and creative imaginations and an understanding of the world in which they live. The library will provide material which meets the recreational and informational needs of children and young adults. Materials for juveniles are considered an integral part of the total library collection and are judged by the same criteria as those applied to other materials.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

2.3 Responsibility for selection

While any staff member, trustee, or member of the public may suggest titles for purchase, at any time, responsibility for selection of library materials rests with the Director operating within the policies approved by the Board. The library only purchases materials for its own collection. No purchases will be made for patrons wishing to use the library as a purchasing agent or bookstore.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

2.4 Criteria for selection

Material must be considered in terms of its own kind of excellence and the audience for whom it is intended. There is no single standard which can be applied in all cases when making an acquisition decision. Some materials may be judged primarily in terms of artistic merit, scholarship or their value as literary documents; others are selected to satisfy the recreational and entertainment needs of the community.

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library materials, old and new.

While demand is important, the library recognizes a responsibility to provide materials which explore less popular subjects and viewpoints. Given the limitations of funding and available space, it may be necessary that for some subjects comprehensiveness is the essential criterion for acquisition. One balanced compendium on biochemistry, for example, may have to take the place of several titles providing different perspectives on that subject.

Professionally approved primary acquisition tools are used in selecting materials. All acquisitions, whether purchased or donated, are considered in terms of the following criteria:

- qualification of author in subject field
- scope and authority of subject matter
- quality of writing (style, readability)
- date of publication
- reputation of publisher
- arrangement of materials (indexes, bibliographies)
- physical qualities (binding, print, size, illustrations)
- appropriateness to the skills and interests of the intended users
- relative importance in comparison with other materials on the subject

- scarcity of material on the subject
- relation to existing collection and other material on the subject
- present and potential relevance to community needs
- attention of critics, reviewers, and public
- impact on the budget
- availability through interlibrary loan

An item need not meet all selection criteria to be acceptable. Several standards and combinations of standards may be used.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

2.5 Exclusion from the collection

Generally, the library will not purchase textbooks for courses given by educational institutions except if, in the opinion of the Director, a text is a necessary addition to the collection.

Duplications of materials will depend on strength of demand and funds available.

The library will not attempt to assemble permanent collections with the exception of local materials designated as a “special collection”.

Special collections will not be maintained on behalf of outside organizations. All donated materials will be accepted only on the condition that ownership of the material is transferred to the library.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

2.6 Collection maintenance

Ongoing evaluation of the collection is as important as the original selection. Materials are removed from the library's collection regularly in order to make the best use of available shelf space, to improve the appearance of the library, to create a collection of quality rather than quantity, and to ensure the provision of accurate, current information by eliminating outdated material. Collection maintenance also includes a regular program of mending, rebinding, and replacement.

Responsibility for deleting material from the collection rests with the Director. Criteria are similar to those used in the initial assessment of the item. Arrangement for disposing of discarded materials is left to the discretion of the Director.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

2.7 Gifts and donations

The Director will review and decide which donated materials shall be accepted, keeping in mind the following principles:

- donations of books and other materials are encouraged if they satisfy the same standards applied to the acquisition of new materials.
- donations of books and other materials are accepted only on the principle that the Director has complete jurisdiction over their disposal.

Where appropriate, gifts shall be acknowledged by the library.

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

Due to limited display space, as a general rule, the Library is unable to accept donations of art or memorial plaques for permanent display in the Library.

Policy approved on: March 21, 2001

Date amended: May 18, 2011

Approved by:

Board chairperson

Director

2.8 Collection development guidelines

2.8.1 General collection

The library has a responsibility to serve all residents in the community, regardless of background, interests and abilities. Therefore the library will maintain collections of fiction and non-fiction materials in formats appropriate to the identified needs of the community. However, it is recognized that the primary educational needs of local students should be met by the library in their educational institution (selection of public library materials will not be driven by curricular needs). In case of conflicting need, the Director will strive for balance.

2.8.2 Special collection

The library will assemble a permanent collection of current and historical material on Kitimat / Kitamaat Village and the surrounding area.

2.8.3 Periodical and newspapers collection

The library will develop a collection of magazines and newspapers to match the needs and interests of the community.

2.8.4 Paperback collection

For the purpose of providing recreational reading and popular books of current interest, the library will provide a paperback collection. Paperbacks may also be purchased for the regular collection when other formats are unavailable or impracticable.

2.8.5 Languages collection

The library will maintain a collection of multilingual material, dependent on the needs of the community.

2.8.6 Non-print media collection

The selection of non-print materials follows the same criteria as for print materials, except that the physical characteristics unique to each media will also be considered (e.g. sound and visual quality, abridgement, ability to replace damaged items forming part of a set, etc).

2.8.7 Collection organization

The collection shall be organized according to recognized standards of cataloguing and classification.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: June 16, 2010

Approved by:

Board chairperson

Director

3 Library membership

3.1 Residents of Kitimat, Kitamaat Village and Members of the North Coast Library Federation (Hazelton, Houston, Prince Rupert, Smithers, Stewart, Terrace)

Kitimat Public Library memberships for residents of Kitimat, Kitamaat Village and members of the North Coast Library Federation are free. A reference check of past membership activities may be conducted (outstanding unpaid fines and lost/overdue material) and this may result in refusal of membership.

An adult member is defined as one who is 16 years of age or older. Refer to Section 3.4 for juvenile memberships.

New adult patrons must provide one piece of traceable identification (i.e. birth certificate, driver's license, B.C. ID, social insurance number) and proof of street address (i.e. driver's license, utility bill, personal cheque). Past members of the Kitimat Public Library need only show their previous library card if all required information is still current. North Coast Library Federation members must also provide proof of a home library card.

Members are limited to borrowing a maximum of 5 items the first time they use their new cards (see Policy 3.5).

Upon joining the library, Kitimat and Kitamaat Village patrons are entitled to vote or stand for office at the Annual General Meeting. Other North Coast Library Federation members are not eligible to either vote or stand for office.

Policy approved on: March 21, 2001

Date amended: June 20, 2007

Approved by:

Board chairperson

Director

3.2 BC OneCard

Residents of British Columbia who reside outside of the North Coast Library Federation parameters (Hazelton, Houston, Kitimat Prince Rupert, Smithers, Stewart, Terrace) and holding valid library cards from their home libraries are eligible to obtain a BC OneCard Library card. A piece of identification, proof of residence (may be the same document used as I.D.), and a library card from any British Columbia library must be produced before a BC OneCard can be issued.

BC OneCard holders are limited to a loan capacity of 5 items as well as subject and format limitations. New items (less than 12 months old) cannot be checked out by BC OneCard holders (see Policies 5.1 and 5.2). BC OneCard holders enjoy the same Internet privileges as Kitimat Library members (see Policies 7.1, 7.2, 7.3, and 7.4).

Policy approved on: May 16, 2007

Date amended: June 18, 2008

Approved by:

Board chairperson

Director

3.3 Non-resident/Non-British Columbia library card holder/Non-North Coast Library Federation member

Those who cannot prove valid library membership from a British Columbia library, and those living outside of the province must pay an annual and non-refundable fee of \$40 per family.

Policy approved on: September 20, 2006

Date amended: June 20, 2007

Approved by:

Board chairperson

Director

3.4 Juveniles

Kitimat Public Library defines juvenile members as everyone under 16 years of age, regardless of whether they are self-supporting or not.

A parent or guardian must sign the juvenile membership card in the presence of the library staff. The parent or guardian assumes all responsibilities for the materials borrowed on the juvenile membership card (see Policy 3.2).

If no parent or guardian will sign the membership card, then no card can be issued.

Policy approved on: March 21, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

3.5 Borrower's cards

Only one card per member will be issued.

Cardholders are responsible for the safe return of all materials borrowed and all charges incurred on their card. In the case where a parent or guardian has signed for a juvenile card then that parent or guardian is ultimately responsible for all materials borrowed and all charges incurred on the juvenile card bearing their signature, even if the borrower is no longer under their care.

The card is required to borrow any materials. A fee will be charged to borrow an item without a valid membership card. One piece of identification will be required, unless the member can be identified by library staff.

A fee will be charged for replacement of a lost membership card (see Policy 6.3).

Membership cards are not transferable.

Policy approved on: March 21, 2001

Date amended: June 20, 2007

Approved by:

Board chairperson

Director

3.6 Staff / Board members

Privileges and responsibilities of membership apply to all patrons including employees and trustees of the Association, with the following exceptions:

- As per 1996 Library Act (RS Chap.264, Section 33), library employees are not eligible to be elected to office, or to vote at meetings of, the Association.
- Library employees are exempt from paying overdue fines.
- Separate charge schedule applies to the library employees as follows:
 - Fax charges are at 50% of the public rate (refer to Section 6.2).
 - Photocopying charge is \$0.15 per page, regardless of size or quantity.
 - The above charges apply to personal use only. For work done on behalf of organizations or community groups, public charges apply as per Section 6.2.

Policy approved on: May 16, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

4 Access to facilities

4.1 Opening hours

Kitimat Public Library will be open to the public six (6) days a week. Hours will be posted on the front door and on the Kitimat Public Library Web site.

The library will be closed on statutory holidays.

Policy approved on: May 26, 2010

Date adopted: May 26, 2010

Approved by:

Board chairperson

Director

4.2 Bookdrop

The bookdrop is provided for the convenience of patrons who may not be able to return borrowed materials during opening hours. Patrons are encouraged to return materials to the service desk during regular opening hours. The bookdrop is locked when the library is open to the public.

To prevent damage, designated materials must not be returned through the bookdrop. A fine will be imposed for any CD's, DVD's and "Kids Packs" placed in the bookdrop.

Patrons are responsible for any damage to materials returned through the bookdrop.

Materials found in the bookdrop in the morning are assumed to have been returned on the evening of the previous business day, excluding CD's and DVD's which will be checked in under the current working day's date.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: October 17, 2007

Approved by:

Board chairperson

Director

4.3 Accessibility

The Kitimat Public Library is committed to ensuring that all its facilities and materials are accessible to persons with physical disabilities, within the limitations of the building design and other practical considerations.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

4.4 Inclement weather

As a public institution, the Kitimat Public Library seeks ways to provide public access to its collections and services during regular opening hours even when conditions are less than ideal. In the winter, Kitimat often experiences inclement weather. It is therefore expected that library closure will be considered only in cases of extremely inclement weather that threatens the safety of the staff and/or public. The senior staff member on duty is responsible for deciding whether to close the facility. If staff have not been informed of a decision to close, the expectation is that they will do their best to report to work as scheduled.

If the decision to close is made, it is important to ensure that all members of the public are out of the building, that a “closed” sign is posted on the front door, and that the local media is informed of the decision to close. Responsibility for these actions rests with the senior staff member on duty.

If the decision to close is made by other than the Director, the Director must be informed immediately. If contact cannot be made with the Director, the senior staff member on duty should endeavour to inform the Library Board. Contact with one Trustee is sufficient. Board members should be called in the following order: Chair, Vice-Chair, Treasurer, remaining Trustees in any order.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

4.5 Emergency closure

As a public institution, the Kitimat Public Library will seek ways to provide public access to its collections and services during regular opening hours even when conditions are less than ideal. However, in the case of emergency, it may be necessary for the library to close its doors to the public until regular service can be resumed. The senior staff member on duty is responsible for deciding whether to close the facility.

If the decision to close is made, it is important to ensure that all members of the public are out of the building, that a “closed” sign is posted on the front door, and that the local media is informed of the decision to close. Responsibility for these actions rests with the senior staff member on duty.

If the decision to close is made by other than the Director, the Director must be informed immediately. If contact cannot be made with the Director, the senior staff member on duty should endeavour to inform the Library Board. Contact with one Trustee is sufficient. Board members should be called in the following order: Chair, Vice-Chair, Treasurer, remaining Trustees in any order.

The staff member making the decision to close is responsible for staying on-site to communicate with emergency response personnel. Enquiries from the media should be directed to the Director, when available, or to the Trustee who has assumed responsibility during the emergency.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

4.6 Building security

Library keys are signed out to staff members, Trustees and maintenance/cleaning personnel by the Director. Keys are signed in when employment is terminated, the term of office is over, or the contract has expired. Library keys are for the exclusive use of the person for whom they are signed out. All exceptions to this rule must be cleared by the Director prior to the key being loaned. Nobody (staff, public, Trustees) should be in the library when the facility is closed without the prior permission of the Director.

Keys required for same-day maintenance work can be given out by the front desk staff. It is important that workers requesting keys be told that the key must be turned in on the same day that it is borrowed. If keys are required for longer than one day, they must be signed out by the Director.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

4.7 Disaster plan

Kitimat Public Library will maintain an up-to-date disaster plan. Responsibility for keeping the disaster plan current rests with the Director.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

5 Circulation procedure

5.1 Circulation of materials

All materials will be available for circulation with the exception of:

- The reference collection
- The special collection
- Current issue of periodicals

Special borrowing privileges are allowed when approved by the Director.

The regular loan period for most library materials is three weeks. Movies are loaned for three days. Shorter loan periods may be applied to materials in high demand. For Kitimat and Kitamaat Village there are no limits on the total number of items that may be borrowed at one time, however, subject and format limitations apply (see Policy 5.2).

BC OneCard holders are limited to a loan capacity of 5 items as well as subject and format limitations (see Policy 5.2).

New items (less than 12 months old) cannot be checked out by BC OneCard holders.

Extended loans are available for Kitimat and Kitamaat Village residents who are going on vacation or who will be otherwise out of town when the materials would normally be due. Extended loans may be restricted on high-demand items.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: September 19, 2007

Approved by:

Board chairperson

Director

5.2 Loan limits**LOAN LIMITS - PER CARD**

	<u>Kitimat/North Coast Federation</u>	<u>BC OneCard</u>
Audiobooks	3	1
Holiday books (in season)	3	1
Juvenile book and tape kits	3	1
“Kids Packs”	3	0
Movies (Videos)	3	1
Movies (DVDs)	3	1
Multimedia CD-Roms (Computer Games)	3	1
Music CDs - Adult	5	1
Music CDs - Juvenile	5	1
Seven day loan	3	1
Three day loan	3	1
Per subject limit	3	1
Print	<u>unlimited</u>	<u>5</u>
Total loan limit for BC OneCard Holders		5

New items (less than 12 months old) cannot be checked out by BC OneCard holders.

No item may be checked out by BC OneCard holders with a value of over \$200.

Maximum loan limit for BC OneCard holders is 5 items.

“Kids Packs” may not be checked out by a BC OneCard holder.

Policy approved on: April 24, 2001

Date adopted: September 19, 2001

Date amended: October 21, 2009

Approved by:

Board chairperson

Director

5.3 Reserves

Reserves for pick-up will be accepted for all library material (including audiobooks), with the exception of movies (videos & DVDs), music CDs, multi-media CD ROMs, juvenile kits, short loan items, and periodicals.

Policy approved on: December 20, 2000

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

5.4 Renewals

Library materials may not be renewed if others are waiting. Requests for renewal via telephone and e-mail are accepted. Renewal limits apply to the following members and materials:

North Coast Library Federation/Non-Resident Members

<u>Material</u>	<u>Renewal Limits</u>
Audiobooks	2
Books/magazines	2
Holiday Books (in season)	0
Interlibrary loan	0
Kidspacks	0
Movies	1
Multimedia CD-ROMS	1
Music	2
Reference	0

BC OneCard Members

<u>Material</u>	<u>Renewal Limits</u>
Audiobooks	0
Books/magazines	2
Holiday Books (in season)	0
Interlibrary loan	0
Kidspacks	0
Movies	1
Multimedia CD-ROMS	0
Music	0
Reference	0

BC OneCard members are restricted from checking out Kidspacks and Playaways.

Policy approved on: October 17, 2000

Date amended: January 24, 2011

Approved by: _____
Board chairperson

Director

5.5 *First time borrowers*

First time borrowers are limited to a maximum of 5 items (see Policy 3.1).

Policy approved on: November 17, 1999

Date amended: June 20, 2007

Approved by:

Board chairperson

Director

5.6 Interlibrary loans

The Kitimat Public Library Association participates in and supports the province-wide interlibrary loan program coordinated by the Library Services Branch.

Patrons may request a maximum of 10 interlibrary loan items at a time.

Any charges generated at the lending library end are passed on to the patron. Prior patron approval of any interlibrary loan charges is sought whenever possible.

A fine will be charged for interlibrary loan items not picked up after patrons have been notified of their availability – refer to fine schedule (Section 6.3) for current amount.

Policy approved on: December 20, 2000
Date adopted: September 19, 2001
Date amended: September 20, 2006

Approved by: _____
Board chairperson

Director

Policy committee chairperson

6 Library privileges and penalties

6.1 Privacy

The Kitimat Public Library Association recognizes the right of all library patrons to privacy and discretion with regard to their use of library materials and services. All information in a patron's record, whether that be an address or record of a loan, is confidential and must not be released to anyone other than the patron identified in the record (a library card or other identification is required). Any record of library use that individually identifies a patron, such as a log of Internet use, must be treated as confidential information and must not be released to the public.

There are only two exceptions to the above statement:

- Because the library recognizes that responsibility for monitoring library materials borrowed or used by juveniles rests with the parents and/or guardians of the child, library use records of a juvenile may be released to the parent/guardian whose signature appears on the juvenile's library card. The adult requesting the information will be required to produce identification. Please note that other adults requesting information about the child's library use (for example, teachers, grandparents, social workers, etc.) are not entitled to that information. The library use records of a patron not defined by the library as a juvenile (refer to Section #3.4) must not be released to anyone other than the patron holding the library card.
- In an effort to recover fines and/or long overdue library material, the library may release patron information to certified, bonded agents who have been engaged to assist the library in recovering library property.

Any requests for patron information from outside agencies, for example the RCMP or District offices, must be directed in writing to the Director and conform to current privacy / freedom of information legislation.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

6.2 Public charge schedule

There is no charge for basic library service, as outlined in Section 1.2.
Charges for other services are:

Faxes: Outgoing: \$0.50 per page
 Incoming: \$0.50 per page

Photocopies: 8½ x 11-14: \$0.25 each for less than 50 copies
 \$0.20 each for 50 or more copies
 11 x 17: \$0.35 each for less than 50 copies
 \$0.30 each for 50 or more copies

Computer printouts: \$0.25 each for black and white
 \$0.20 each for 50 or more copies
 \$1.00 each for colour

Laminating: \$8.00 per foot for 24" wide

Policy approved on: May 16, 2001

Date amended: March 16, 2011

Approved by: _____
 Board chairperson

Director

6.3 Fine schedule

Overdue material:

Adult/Juvenile: \$.15 per item per day to a maximum of \$10.00 each
Movies / Multimedia CD-ROMs: \$1.00 per item per day to a maximum of \$10.00 each
"Kids Packs": \$1.00 per day to a maximum of \$10.00 each
Interlibrary Loan Items / Short Loan Items (e.g. 3 & 7-day loans): \$1.00 per item per day to a maximum of \$10.00 each
Maximum charge per patron card for overdue items returned together: \$50.00

Material not picked up:

Interlibrary Loan item not picked-up after notification: \$2.00

Other:

Cardless checkout or Internet use without card: \$0.25 (Note: must show I.D. if unknown patron)
DVD/CD placed in bookdrop: \$1.00
Damaged/lost hanging plastic bag: \$1.00
Damaged/lost CD cases: \$1.00/single; \$2.00/double; \$3.00/triple, etc.
Damaged/lost Multimedia CD-ROM barcode description card: \$1.00
Damaged/lost Multimedia CD-ROM title Board: \$1.00
Damaged/lost video/DVD: \$3.00
Kids Pack - (entire) lost/damaged bag and barcode: \$20.00
Kids Pack - photo/barcode/summary: \$10.00
Kids Pack - placed in bookdrop: \$2.00
Kids Pack - processing charge for lost/damaged items: \$10.00
Lost barcode: \$1.00
Lost photocopied instructions for Multimedia CD-ROM kit: \$2.00
NSF cheque: \$10.00
Replacement of library card: \$2.00
Playaway - batteries: at cost
Playaway - headphones: \$2.00
Playaway - lost/damaged battery cover: cost of total unit
Playaway - lost/damaged unit: cost of total unit
Playaway - lost/damaged case: \$25.00
Processing fee for lost ILL items borrowed by residents: as per lending library invoice
Processing fee for lost ILL items borrowed by other libraries: \$10.00/item
Processing fee for lost/damaged items by Non-Kitimatans: \$20.00/item
Processing fee for material sent to collection agency: \$ 5.00/item for materials <\$15.00
\$15.00/item for materials ≥\$15.00

Policy approved on: May 16, 2001

Date amended: March 16, 2011

Approved by: _____
Board chairperson

Director

6.4 Lost materials

Patrons are responsible for paying for the retail replacement cost of lost materials except in the case of adult and juvenile magazines which will be charged a flat fee of \$8.50 and \$6.00, respectively. Non-Kitimatans are also charged an additional \$20.00 to cover the cost of processing each lost item.

Patrons are given a date-stamped receipt for the amount paid. If the material is found within three months, the cost of the item is refunded to the patron less any applicable late charges.

Policy approved on: May 16, 2001

Date adopted: September 19, 2001

Date amended: October 15, 2008

Approved by:

Board chairperson

Director

6.5 Damaged materials

Patrons returning damaged books will be charged the retail replacement cost of the material. Non-Kitimatans are also responsible to pay an additional processing fee of \$20.00 per item. Patrons willing/able to do so will pay immediately, but they will not be allowed to take the book until the librarian has seen it. If it is deemed an acceptable discard, the patron will be called to pick up the book. If the librarian decides we must keep the book, the damage fees will be returned to the patron and the book will remain in the collection in a damaged state.

Policy approved on: November 18, 1998

Date adopted: September 19, 2001

Revised date: October 15, 2008

Approved by:

Board chairperson

Director

6.6 Cancellation of patron privileges

Borrowing privileges (including the right to place reserves and to request interlibrary loans) are suspended, and use of the one hour Internet terminals is prohibited, for any patron owing \$5.00 or more in fines or billed material.

Patrons and/or library visitors violating library policy may have their library privileges cancelled and be banned from the library.

The Director or senior staff member on duty may ask users violating policy to leave the library immediately and may institute a library ban for the remainder of the day.

The Director is authorized by the Board to institute library bans up to six months in length. The Board may institute bans from one to three years.

The length of library bans will follow a sliding scale, as follows:

- asked to leave the library immediately (banned for the day)
- 1 week ban
- 1 month ban
- 6 month ban
- 1 year ban
- 2 year ban
- 3 year ban

The length of the ban will be relevant to the gravity of the offence. If necessary, bans can jump grades. Bans will be progressive for repeated offenses.

Policy approved on: May 16, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

6.7 Patron conduct on library premises

To better serve all library users, the Library has established certain standards of behavior. The staff is authorized by the Board to ensure that, in fairness to other users, patrons comply with acceptable standards of behavior. If patrons fail to comply with a request to modify their behavior, they will be required to leave the premises. Further action may be taken at the discretion of the Director or senior staff on duty. Examples of unacceptable behavior include, but are not limited to:

- Abandonment / neglect of young children
- Abuse / vandalism of library property, facilities or equipment
- Mutilation and/or defacement of library materials
- Eating or drinking
- Exhibitionism / flashing
- Harassment, physical, sexual, or verbal abuse of other library patrons or library staff
- Intoxication resulting from alcohol or drugs
- Loitering, including refusal to leave at closing
- No bikes allowed in vestibule
- Obscene language
- Smoking
- Soliciting for any purpose
- Unruly / offensive behavior
- Unacceptably loud behavior
- Use of rollerblades, skateboards or scooters

Policy approved on: May 16, 2001

Date amended: October 21, 2009

Approved by:

Board chairperson

Director

Policy committee chairperson

6.8 Bankrupt patrons

If a delinquent patron declares bankruptcy and we receive appropriate documentation to that effect, then all outstanding fines will be waived. Full privileges will be restored. However, if the patron has outstanding overdue materials and borrowing privileges have been suspended, the card will remain blocked until the materials have been returned or paid for, or six years have elapsed from the date of bankruptcy.

Policy approved on: March 18, 1998

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

6.9 *Invigilation of exams*

Exam invigilation services will be available for a \$50 corporate fee/exam and \$25 fee/exam for students and seniors.. The fee covers invigilation and handling of the paperwork. It does not include mailing/courier charges which must be paid for before the exam can be returned to the examining institution.

Library staff will endeavour to follow the exam invigilation instructions as closely as possible. It may not, however, always be possible to invigilate the exam exactly as requested.

Note: most colleges and universities require the signature of a professional librarian as invigilator of an exam written in a public library. Only the Director should sign as invigilator, although actual invigilation can be delegated to public service desk staff.

Policy approved on: November 15, 2000

Date adopted: September 19, 2001

Date amended: June 18, 2008

Approved by:

Board chairperson

Director

6.10 Research – *This policy has been rescinded*

6.11 Children with a contagious ailment/infectious disease

Toddlers and young children with a contagious ailment/infectious disease (i.e. pink eye, impetigo, chickenpox) shall not be permitted to participate in children's programming events. Should a child show up for an event, a staff member will explain to the parent/guardian why s/he may not partake in the activity.

Policy approved on: November 15, 2006

Date adopted: November 15, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

7 Electronic information and computer technology

7.1 Public computer use

Publicly accessible terminals in the library are available for a variety of uses, which may vary as service needs and public demand changes. No one terminal may be used for a period beyond one hour, or for more than one hour per day, when other patrons are waiting to use the terminal.

Use of specific terminals for specific uses may be limited to periods of less than one hour if deemed necessary by the Director (for example, the 15 minute Internet terminal). All such limitations will be clearly posted.

Use of a terminal for some purposes may extend beyond one hour if no other patron is waiting (for example, the word processing terminal), but the Director may enforce the one hour per day rule when deemed necessary. Restriction of specific terminals/uses to a maximum one hour per day will be clearly posted when such restriction is ongoing.

Patrons damaging library computers (hardware, software, networks, or databases) may be fined. The amount of the fine will be determined on a case-by-case basis.

Policy approved on: December 20, 2000

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

7.2 Internet use

Objectives

Kitimat Public Library provides public Internet access free of charge to meet the educational and recreational needs of the community.

Filtering

The Internet allows access to a wealth of material from around the world. However, as an unregulated medium it also contains material which is illegal, offensive, and inaccurate.

The Kitimat Public Library does not use filtering software on its public Internet terminals. Patrons have the sole responsibility for deciding what material they access.

Patrons' responsibilities

While using the Library Internet terminals, patrons must comply with the following responsibilities:

- **Illegal use:** Patrons are prohibited from using the Internet terminals for illegal or criminal purposes. Criminal law forbids the display or dissemination of hate, child pornography, illicit drug, or obscene material.
- **Commercial work:** Use of the Internet terminals for commercial activities is prohibited.
- **Copyright laws:** Material downloaded or printed from the Internet is subject to the copyright laws.
- **Software:** Downloading software from the Internet is the financial and legal responsibility of the patron. Patrons are not permitted to install software on the Internet terminals. Patrons are also requested not to change the desktop or default settings on the public terminals.
- **Public standards:** Kitimat Public Library is a public place and the Internet terminals are on public display. The Library reserves the right to ask individuals to discontinue the display of information and images that may be offensive to the public.
- **Liability:** The Kitimat Public Library is not responsible for damage to a patron's disk or computer or for any loss of data, damage, or liability that may occur from the patron's use of Library terminals.

The Library reserves the right to revoke Internet privileges and/or ban patrons from the Library for inappropriate use of the public terminals.

Public computer use by children

- All children regardless of age, may use the Library's public computers.
- Parents are solely responsible for how their children use computers at the Library even when their children are unaccompanied.

Procedure and limitations

The Kitimat Public Library offers 15-minute and 1-hour Internet terminals as well as wireless Internet service. Patrons are limited to one session per day on public computers but additional time may be purchased for wireless access (see policy 7.3 for conditions). The user log book must be signed before using the Internet terminals. In addition, a valid library card is required to use the 1-hour terminal, however, only proof of identification is necessary to use the 15-minute terminal. The Library does not accept advance reservations for Internet use. Use of the Internet is on a first-come, first-served basis.

Patrons wishing wireless service must report to a circulation staff member who will provide them with a password.

Printing and diskettes

Laser printing, color printing, and downloading onto a diskette is available. Refer to Section #6.2 for current fees.

Policy approved on: June 20, 2001

Date amended: May 18, 2011

Approved by:

Board chairperson

Director

7.3 Wireless laptop/handheld computer access to Internet

Patrons are permitted one free hour of wireless laptop/handheld computer access to Internet in addition to public Internet terminal access (see policy 7.1 for conditions). We realize that public Internet terminal access may be necessary because printing services are unavailable with laptop/handheld computers.

Policy approved on: September 20, 2006

Date adopted: September 20, 2006

Date amended: June 18, 2009

Approved by:

Board chairperson

Director

7.4 Revocation of Internet Privileges

Internet privileges will be revoked for any patron whose membership account has been turned over to a collection agency and has not made arrangements with the Director to pay down the account (a minimum of \$5/week).

Policy approved on: September 20, 2006

Date adopted: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

8 Public relations

8.1 Displays and exhibits

The Kitimat Public Library mounts ongoing displays and exhibits in an effort to promote and highlight its collections and services. The window showcase and front desk display areas will be made available to community organizations when requested, if there is no conflict with planned library use. Whenever possible, library staff will work with outside exhibitors to provide samples of library materials that highlight and/or complement the theme of the exhibit or display.

All displays and/or exhibits will be free for public viewing.

The Director may refuse permission to mount a display or exhibit if the theme, content, accompanying material, and/or exhibiting group is offensive, criminal, or primarily commercial in nature, or the display or exhibit is contrary to the mission of the library or contravenes library policy. In allocating display and exhibit space, preference will be given to non-profit community organizations and cultural groups.

Mounting of a display or exhibit by an outside organization does not imply endorsement by the Kitimat Public Library Association, even when library material supporting the theme of the display or exhibit are provided by the library.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

8.2 Posting public information

The Kitimat Public Library has limited space for posting public information. Posting preference will be given to public service announcements, information about the services of non-profit community organizations, and cultural events. Local services, organizations and events will be given priority.

Information must be pre-approved by staff before posting. The Director may refuse to post information that is offensive, criminal, or whose content is contrary to the mission of the library or contravenes library policy.

As it is important for public libraries to be viewed as a neutral public space in which all are welcome, political and religious statements or pronouncements and solicitations from political or religious groups will not be posted.

Public posting in the library in no way implies the Kitimat Public Library Association's endorsement of the service or event announced.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

8.3 Petitions / surveys / interviews / media coverage

As it is important for public libraries to be viewed as a neutral public space in which all are welcome, and as our patrons come to the library with the expectation that they will not be bothered and/or molested during their visit by those wishing to take advantage of the public nature of the facility, the Kitimat Public Library will not allow outside organizations or individuals to solicit signatures for petitions or conduct surveys on library premises. Likewise, individuals and/or members of the media will not be permitted to conduct interviews with or take photographs, film footage or videos of library patrons within the library without the permission of: 1) the Director; and 2) the patrons involved.

All requests from the media should be directed to the Director.

The names of library patrons and/or staff being photographed, filmed or videotaped must not be released without the express permission of the person(s) involved. In the case of juveniles, permission to release the patron's name must be given by a parent or adult guardian.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

8.4 Use of library facilities for partisan agendas

As it is important for public libraries to be viewed as a neutral public space in which all are welcome, the use of library facilities by partisan groups will not be unreasonably withheld. This being said, there is a difference between public posting of a partisan pronouncement on the library's bulletin Board and private booking of the multipurpose room for a partisan event. In the first instance, the shared space is open to the view of all and there is no way to limit a message to a particular audience. In the case of the multipurpose room, however, individuals can make their own decision about whether or not they wish to attend the event. The room is separated from the open public space of the rest of the library, and those not wishing to attend the partisan event may still utilize the library's greater services and facilities without a forced association with a group and/or event they find objectionable.

In the spirit of free speech, democratic toleration, and intellectual freedom, therefore, the library will make its multipurpose room available for booking by partisan groups on a first-come, first-served basis (all multipurpose room users must conform to the existing Multipurpose Room Policy – refer to Section #12). The library, however, reserves the right to deny partisan groups use of public display, exhibit, and posting space within the greater body of the library.

The use of library facilities by a partisan group in no way implies endorsement of the group's platform and/or position by the Kitimat Public Library.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

8.5 Lost and Found

The library attempts to contact owners of lost items whenever possible. Inexpensive articles found on Library premises are retained at the library for three months and then forwarded to a charity organization. Valuable articles are forwarded to the RCMP within two weeks.

Policy approved on: November 15, 2006

Date adopted: November 15, 2006

Approved by: _____
Board chairperson

Director

Policy committee chairperson

9 Conference attendance and travel

9.1 Conference attendance

The Kitimat Public Library Association expects Trustees and senior staff to stay abreast of current developments in the library world, and for this reason attendance at professional library conferences is encouraged.

Normally, the Director attends the annual B.C. Library Association conference, and the semi-annual Association of B.C. Public Library Directors meetings. Attendance at the annual Canadian Library Association conference is encouraged, if funds allow.

The Kitimat Public Library Association sends at least one Trustee to the annual B.C. Library Trustees Association conference, normally held in conjunction with the B.C. Library Association conference. A second Trustee may also attend, if funds allow.

The Director may also send other senior staff to the B.C. or Canadian Library Association conferences, if funds allow.

The Kitimat Public Library sends as many staff as possible to the semi-annual Northcoast Libraries Association conference. Trustees are also encouraged to attend the Trustees/Directors portion of the conference, and it is hoped that at least one Trustee per meeting will be in attendance to represent the Kitimat Public Library Association. It is expected that the Director will attend at least the Trustees/Directors portion of each meeting.

Costs associated with conference attendance are borne by the Kitimat Public Library Association, in accordance with our Travel Policy (9.2). Any cost savings that can be achieved, for example by sharing cars and/or hotel rooms, or by staying with relatives, are greatly appreciated and contribute toward the Association's ability to send more representatives to conferences.

Trustees and the Director are expected to present the Library Board with brief reports on all conferences they attend.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

9.2 Travel

Air Fare

All air transportation costs shall be purchased or reimbursed at economy class rates whenever possible. Persons travelling are to make all reasonable efforts to secure discounted rates where practical. Claims for reimbursement will be paid upon submission of an approved claims form and a receipt.

Travel Arrangements

Local travel agent is to be used for arranging any travel beyond Vancouver. Trips to Vancouver should be arranged without help of a travel agent, unless complications occur.

Personal Automobile Costs

Employees asked to use their personal vehicle on Library business shall be reimbursed at the rate paid by the District of Kitimat. When travelling to out-of-town events, the Association shall reimburse the cost of any required additional insurance coverage, provided the amount is confirmed and agreed to prior to travel. Parking costs will be reimbursed by the Association if receipts are kept (every reasonable effort should be made to reduce parking costs where possible). Claims for reimbursement will be paid upon submission of an approved claims form and receipts.

Note: automobile costs for routine travel to and from work are the responsibility of the individual employee.

Airport Transfers/Taxis/Buses

Airport transfers, taxi and bus costs will be reimbursed at cost upon submission of an approved claims form and a receipt.

Car Rental

Car rental will only be used where: a) it is more economic than other methods of travel; b) it is the only practical way to reach a destination. Car rental size will be dependent upon the number of people using the vehicle, but normally an economy class vehicle will be rented when available. Car rentals will be reimbursed upon submission of an approved claims form and receipt.

Per Diem

Representatives of the Library, when travelling upon the Library's business shall receive a maximum of \$60 per diem for each night away. When meals are provided, the per diem allowance will be reduced by \$15 for breakfast, \$15 for lunch, and \$30 for dinner.

Hotels/Motels

Hotel/motel costs shall include business telephone charges and personal calls home of reasonable duration. Hotel/motel accommodation should be selected on the basis of convenience to the place of business and cost

Private Residences

Library personnel using private accommodation (friend, relative, etc.) shall be reimbursed for a reasonable gift in lieu of hotel/motel accommodation (up to a maximum of \$40.00). The cost of such a gift will be reimbursed upon submission of an approved claim form and a receipt.

Laundry

Laundry expenses may be claimed at cost only if the employee is away on Library business for seven or more days. Receipts must be kept.

Taxes

The cost of all taxes will be reimbursed by the Library. If taxes are separately billed, an approved claims form and receipts must be submitted.

Business Entertainment

The costs of business entertaining are not normally covered by the Library. Exceptions must be approved by the Director and/or the Chair of the Library Board--in advance whenever possible. In general, the only Business Entertainment costs that will be considered for approval are meal costs. Business entertaining will be reimbursed at cost upon submission of an approved claims form and receipts.

Conference and Registration Fees

All conference and registration fees charged while on Library business will be reimbursed at cost. These are normally paid by the Library in advance, but if not, employees will be reimbursed at cost upon submission of an approved claims form and receipts.

Stopovers

Stopovers will be permitted when the additional costs incurred in stopping over are born by the employee or trustee when the stopover is for personal business. If the cost of stopping over increases the cost of air travel, air fare will be reimbursed at the lower rate (but note that in a case where stopping over decreases the cost of air fare, the difference between the higher and lower rate will not be reimbursed). Meals, lodging and expenses during the period of stopover will not be reimbursed.

Policy approved on: December 20, 2000

Date adopted: September 19, 2001

Date amended: November 21, 2007

Approved by:

Board chairperson

Director

9.3 Professional associations memberships

In the interest of fostering interlibrary cooperation and exchange of information, and in the belief that library associations play a strong role in advocating library use and support, as well as providing a wide range of member benefits, the Kitimat Public Library Association is committed to maintaining institutional memberships in the following library associations:

- The British Columbia Library Association
- The British Columbia Library Trustees Association
- The British Columbia Public Library Directors Association
- The North Coast Library Federation

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date revised: October 24, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

10 Personnel

10.1 Employment of Director

Under Section 39 of the Library Act (RS Chap. 264), the Kitimat Public Library Board “must appoint a Director.”

The Director is employed by the Kitimat Public Library Association and reports to the Chairperson of the Board.

The Chairperson, with approval of the Board, engages and terminates the services of the Director.

The conditions of employment of the Director are negotiated by the Chairperson and approved by the Board.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

10.2 Evaluation of Director

The Director shall be evaluated on an annual basis.

Responsibility for the evaluation rests with the Chairperson of the Library Board, who normally consults other Board members in formulating the evaluation.

The results of the evaluation shall be communicated to the Director. The evaluation is confidential and shall be treated so by the Board.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

10.3 Duties of the Director

It shall be the duty of the Director to have general charge of the library, under the direction of the Chairperson and of the Board. The Director shall certify to all bills incurred, monitor the library's accounts, make monthly reports to the Board, attend to the purchase of books, equipment and supplies, and be responsible to the Board for the care of the library property, and for the proper discharge of their duties by all employees.

The Director shall be the Secretary of the Board, and as such, shall keep faithful record of the proceedings of the Board, shall give due notice of all meetings and shall perform such other duties as may properly belong to this office or be delegated to him/her.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

10.4 Role of Director vs. role of the Board

GENERAL

Board: Trustees are guardians of a “public trust” to ensure that the library provides relevant, comprehensive, and efficient service to the community it serves.

Director: The Director is responsible for the day-to-day operation of the library to fulfill the Library’s mission. He/she acts as an advisor to the Board. The Director is the link between the Board and the library operation.

EXECUTIVE

Board: Develops visions and dreams for the future of the library. Determines the mission of the library and sets the rate of progress to fulfill the mission. Reviews mandates, missions and values. Identifies strategic challenges and sets strategic direction.

Director: Works with staff and the Board on developing missions and dreams for the future. Plans programs and services to fulfill the library’s mission and mandate. Reviews mandates, missions and values. Advises the Board on strategic challenges.

ADVOCACY

Board: Acts as an ambassador for the library. Establishes, supports and participates in a planned public relations program. Reports regularly to governing officials and the general public. Develops relationships with key external stakeholders. Secures the community’s support and appreciation for the advancement of the library’s mission.

Director: Acts as an ambassador for the library. Maintains an active program of public relations. Reports regularly to the Board, government officials and the general public. Develops relationships with key external stakeholders. Secures the community’s support and appreciation for the advancement of the library’s mission.

POLICY AND PROCEDURES

Board: Determines and adopts written policies to govern the operation of the library. Monitors current operations.

Director: Acts as an advisor to the Board when policy is being deliberated or determined. Carries out the policies of the library as adopted by the Board. Establishes and implements day-to-day operations and procedures.

HUMAN RESOURCES

Board: Employs and evaluates a Director. Recruits, orients and supports new Board members. Develops the Board as an effective team. Evaluates the work of the Board. Provides learning opportunities for Board development. Attends Labour/Management meetings, grievances at the Step 3 level, mediation and arbitration hearings, legal proceedings involving personnel issues, and collective bargaining.

Director: Supports and advises the Board on Board development issues. Has authority to hire, manage, evaluate, promote and terminate staff. Attends Labour/Management meetings, handles grievances up to the Step 2 level, attends mediation and arbitration hearings and legal proceedings involving personnel issues, and assists with collective bargaining.

FINANCE

Board: Secures adequate funds to carry out the library's services. Assists in the preparation of the budget. Approves the budget. Presents the budget to Council. Prepares regular financial reports. Provides leadership and support for fundraising activities. Provides suitable facilities and equipment to enable the library to adequately serve the community.

Director: Advises the Board on potential funding and monitors/applies for additional grant funding. Prepares an annual budget in consultation with the Board. Assists with budget presentation. Monitors the budget. Assists with preparation of regular financial reports. Carries out fundraising programs approved by the Board. Manages the day-to-day finances of the library.

SERVICES AND PROGRAMS

Board: Develops and approves policy in relation to major new services and programs. Monitors the library's services and programs to ensure that they meet the needs of the community and fulfill the library's mission.

Director: Keeps abreast of changes/developments in the larger library world and advises the Board on the desirability of major new services and programs. Implements and monitors ongoing services and programs to meet the needs of the community and fulfill the Library's mission. Prepares regular reports on library services and programs and their use by the public.

Policy approved on: June 20, 2001
Date adopted: September 19, 2001
Date amended: October 24, 2006

Approved by: _____
Board chairperson

Director

Policy committee chairperson

10.5 Staff purchases

The Library only purchases materials for its own use. No purchases will be made for patrons wishing to use the Library as a purchasing agent or bookstore. However, staff may place personal book or audio-visual orders through the library's acquisitions channels, and thus take advantage of any applicable discounts (this privilege does not extend to Trustees).

Policy approved on: December 20, 2000

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

10.6 Recognition of Retiring Employees

The Board recognizes retiring employees in an appropriate manner.

Policy approved on: May 18, 2011

Approved by:

Board chairperson

Director

10.7 Vacation policy

As a general rule, vacation leave will not be granted to more than two employees at a time, particularly if so doing results in the necessity for call-in. Pages will not be included in this calculation, although the "no-more-than-two-at-a-time" rule will be applied to the Page pool separately.

The Director and the Assistant Librarian will avoid simultaneous vacation leave for durations of longer than two weeks whenever possible.

As a general rule, absences due to vacation will not be covered, although the possibility of covering vacation absences will be considered on an individual basis in cases where vacation leave exceeds two weeks.

Policy approved on: June 20, 2001

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

10.8 Hiring

When a family member of the library manager is an applicant for a position in the library, then the hiring process will be conducted by a member of the Personnel Committee and the Assistant Librarian. Any evaluation will be conducted by the Assistant Librarian with a member of the Personnel Committee in attendance.

Policy approved on: September 15, 2004

Date adopted: September 15, 2004

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

10.9 Criminal record check

Library staff work with children and as such is required to undergo a criminal record check every five years. The cost will be absorbed by the Library.

Policy approved on: May 18, 2011

Approved by:

Board chairperson

Director

11 Business of the Board

11.1 Monthly Board meetings

Regular Board meetings are to be held on the third Wednesday of each month, not to be moved or cancelled without public notice.

Policy approved on: September 16, 1998

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

11.2 Attendance

If a trustee of the Kitimat Public Library Association is continuously absent for a period of three (3) consecutive regular meetings, except because of illness or with leave of the Board, s/he shall be automatically disqualified from holding office the remainder of this term.

Policy approved on: November 19, 1992

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

Policy committee chairperson

11.3 Posting

For the information of all members, staff and the general public, the Director will, within fourteen (14) days and for a period of one (1) month, place on the bulletin Board the unamended minutes and reports from the Annual General Meeting, the Regular Monthly Meeting of the Board of Trustees and any Special Meetings open to the public. Amended minutes and/or reports shall be posted on the bulletin Board within one week of the meeting at which they were amended.

On the Friday prior to the Regular Monthly Meetings and one full week prior to the Annual General Meeting, the Director shall post the tentative agenda on the bulletin Board.

Delegations from the public, limited to 5 minutes each, shall be a regular agenda item.

Policy approved on: December 20, 2000
Date adopted: September 19, 2001
Date amended: September 20, 2006

Approved by: _____
Board chairperson

Director

Policy committee chairperson

11.4 Open meetings and in-camera meetings guidelines

The Kitimat Public Library Board of Directors supports the principles of openness and transparency. The Board is also mindful of its obligation to keep in confidence all matters that are related to sensitive financial information, negotiation strategies, executive performance and compensation issues and/or legitimate personal matters. The Board has the right to deal with matters in-camera at the call of the Chair and at any point during an open session, if warranted. The Board therefore sets the following criteria for those circumstances where the Board will meet in open session or when it may meet behind closed doors in isolation.

Open Session

- An open session is defined as a face to face meeting of Board members, with the public and/or guests as observers.
- The room will be of sufficient size to accommodate Board members as well as the public and/or guests who wish to attend the meeting.
- Board members will receive all documentation. The public and/or guests will receive the agenda.

In-Camera Meetings

- An in-camera meeting is defined as a meeting of the Board without the presence of the public.
- Criteria for an in-camera meeting include:
 - the performance of the Library Director is to be discussed
 - the compensation package of the Library Director is to be decided
 - personal/personnel matters
 - labour relations and collective agreement negotiations
 - other topics deemed by the Chair to warrant an in-camera session

Details of in-camera discussions will be reported.

Policy approved on: May 16, 2007

Date adopted: May 16, 2007

Approved by:

Board chairperson

Director

12 Multipurpose room

12.1 Multipurpose room - Reservations and conditions of use

Maximum attendance for the multipurpose room is 59 people.

Reservations will be confirmed for up to four (4) months in advance.

The library reserves the right to cancel reservations without warning.

The library reserves the right to refuse to accept bookings.

Refreshments may be brought in but responsibility for clean - up and garbage collection is up to the group or organization using the room. Users of the multipurpose rooms are expected to leave them clean and orderly.

Use of the multipurpose rooms by a group or organization should not disturb other's use of the library. The multipurpose rooms are available during regular library hours. Note: 9-10 a.m. and Weds. morning may be available, depending upon library staffing and plans for use of the room during this period (confirm with Director).

Any damage to library property is the responsibility of the group or organization using the room. Failure to conform to the regulations established for the multipurpose rooms and the library will result in a group or organization being denied use of the rooms.

Fees

<u>Group Type</u>	<u>1st 4 hours</u>	<u>5th hour to full day</u>
Children, Youth Groups, Not-Profit, Self Help, Volunteer	\$10	(\$10) + \$5/hr. max. \$30
All others	\$40	(\$40) + \$10/hr. max. \$100

Fees may be waived at the discretion of the Library Director.

Policy approved on: May 10, 1995

Date amended: October 19, 2011

Approved by:

Board chairperson

Director

13 Friends of the Library

13.1 Friends of the Library

The Kitimat Public Library Association is fully supportive of the Friends of the Kitimat Library Society, an organization of dedicated volunteers whose objectives are:

- To form an association of persons interested in libraries;
- To focus public attention on the library and needs of the library;
- To stimulate the use of the library's resources and services;
- To receive and encourage gifts, endowments and bequests to the library in developing library services and facilities for the community;
- To lend legislative support where needed; and;
- To support the Freedom to Read, as expressed by both the Canadian Library Association and the British Columbia Library Association.

The Library Board is elected by association members (library cardholders in good standing) and given a special mandate; the Friends of the Kitimat Library is an organization of volunteers with its own constitution. Each has a distinct and different role to play within the community. Operational expenses of the public library are provided through the allocation of public funds approved by Municipal Council. Monies obtained through fundraising activities organized by the Friends cannot be integrated into the library budget, except as gifts for specific purchases approved by the Director.

For effective public relations and/or library promotion, it is essential that good communication and cooperation be maintained between the executive of the Friends of the Library, the Director, and the Library Board. The Director and the Library Board appreciate being kept informed about Friend's meetings, officers, plans and activities. For this reason, the Director attends meetings of the Friends of the Library and acts in an advisory capacity to the executive. Likewise, Executive members of the Friends of the Library are encouraged to attend Library Board meetings, and may request that the Friends of the Library be added as an agenda item to any regular meeting of the Library Board.

Policy approved on: November 19, 1992

Date adopted: September 19, 2001

Date amended: September 20, 2006

Approved by:

Board chairperson

Director

14 Finance

14.1 Tangible capital assets

The Kitimat Public Library organizes its tangible capital assets according to three major categories:

- Library Collection
- Office Furniture/Equipment
- Computer/Software and Hardware

The useful lives of all tangible capital assets are assumed to be five years and are depreciated using the straight-line method. All tangible assets have a residual value of zero at the end of five years.

If deemed to be a part of a pool, tangible capital assets below the capitalization threshold, presently set at \$1,000, can be lumped together and capitalized and amortized in these pools over the five year period (eg. Library material and/or computer networks). Donations of capital assets would be assigned a fair market dollar value.

Purchases under \$1,000 are to be expensed in the year of acquisition (eg. periodicals which include both magazines and newspapers).

All tangible capital assets and the related accumulated depreciation would be disclosed on the Statement of Financial Information (SOFI). Depreciation expenses calculated each year would be recorded as an expense.

Policy approved on: January 24, 2011

Policy adopted on: September 21, 2011

Approved by:

Board chairperson

Director

14.2 Fiscal year

The fiscal year is January 1 to December 31.

Policy approved on: May 18, 2011

Approved by:

Board chairperson

Director

14.3 *Signing authorities*

The Chair, the Library Director and the Treasurer are signing authorities on cheques, contracts and other business documents for the Library.

Policy approved on: May 18, 2011

Approved by:

Board chairperson

Director

14.4 Auditor

The Board appoints an auditor at its annual general meeting.

Policy approved on: May 18, 2011

Approved by:

Board chairperson

Director

15 Health and Safety

15.1 First Aid

The Kitimat Public Library Association is committed to providing first aid services which meet the minimum required standards as per WCB Regulations. As such, employees are expected to possess a current Standard First Aid Certification and training in Cardiopulmonary Resuscitation (CPR).

Policy approved on: October 19, 2011

Approved by:

Board chairperson

Director

Access to materials by juveniles	1.7	Donated materials.....	2.5, 2.7
Access to materials in various media and formats.....	1.3	Donations	2.7
Access to restricted movies.....	1.8	Duplications of materials	2.5
Accessibility.....	4.3	DVDs.....	5.2, 5.3, 5.4
Audio-visual materials	4.2, 6.4	Emergency closure.....	4.5
BC OneCard	3.2	Exclusion from the collection	2.5
Bankrupt patrons.....	6.8	Exhibits.....	8.1
Board		Extended loans	5.1
meetings	11.1	Faxes.....	6.2
members, privileges and responsibilities .	3.6	Filtering.....	7.2
role of.....	10.4	Finance	14.2, 14.3, 14.4
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Bookdrop.....	4.2	Fines	3.1, 3.6, 6.1, 6.3, 6.6, 6.8
Borrower's cards.....	3.5	First Aid.....	15.1
Building security	4.6	First time borrowers	5.5
Cancellation of patron privileges	6.6	Free access for basic library service.....	1.2
Charge schedule	3.6, 6.2	Friends of the Library.....	13.1
Children and young adults.....	2.2	Gifts.....	2.7
Children with a contagious ailment/infectious disease	6.10	Hacking	7.1
Circulation of materials.....	5.1	Hiring	10.8
Collection development guidelines.....	2.8	Human resources.....	10.4
Collection maintenance.....	2.6	Inclement weather	4.4
Computer diskettes.....	6.2	Intellectual freedom.....	1.1, 8.4
Computer printouts.....	6.2	Interlibrary Loan Items.....	6.3
Conference attendance	8.4, 9.1	Interlibrary loans	5.6
Criminal Record Check.....	10.9	Internet use	6.1, 6.3, 7.2
Criteria for selection.....	2.4	Interviews.....	8.3
Damaged materials.....	6.5	Invigilation of exams.....	6.9
Delegations from the public	11.3	Juveniles	
Director		Internet access	7.2
duties	10.3	materials for.....	2.2
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evaluation	10.2	memberships.....	3.4
role	10.4	privacy.....	6.1
vacation	10.7	Keys.....	4.6
Disaster plan.....	4.7	Kitamaat Village	
Displays.....	8.1	membership.....	3.1
		Laminating	6.2
		Length-of-service recognition.....	10.6

Library as a purchasing agent or bookstore	2.3	Posting.....	8.2, 11.3
Library employees.....	3.6	Posting public information.....	8.2
Library Services Branch.....	2.8, 5.6	Privacy.....	6.1
Loan limits.....	5.2	Professional associations memberships ...	9.3
Lost and found.....	8.5	Programming.....	1.5
Lost materials.....	6.4	Public computer use.....	7.1
Material reconsideration procedure.....	1.6	Purpose of material selection.....	2.1
Media coverage.....	8.3	Reference Service.....	1.4
Multi-media CD ROMs.....	5.3	Renewals.....	5.4
Multipurpose room		Reserves.....	5.3
conditions.....	12.1	Revocation of Internet privileges.....	7.4
use for partisan agendas.....	8.4	Scented products.....	1.10
Music CDs.....	5.2, 5.3, 5.4	Selection of library materials.....	2.3
Non-resident membership.....	3.3	Special collections.....	2.5
Northcoast Libraries Association.....	9.1, 9.3	Staff.....	1.7, 3.6, 10.5
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Partisan agendas.....	8.4	Travel.....	9.1, 9.2
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Popular materials.....	5.1	Wireless laptop/handheld computer access to internet.....	7.3
