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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.

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, 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.

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, audiobooks, CDs, DVDs, multimedia CD-ROMs, electronic books, databases, and information accessible via the Internet.

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.

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.

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

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.

1.8 Access to *Restricted/18+ Movies*

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

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.

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.

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 Library 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.

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.

All acquisitions 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
- arrangement of materials (indexes, bibliographies)
- physical and digital qualities
- 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.

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 Library 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.

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 Library 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 Library Director.

2.7 Gifts and donations

The Library 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 Library 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.

An official donation receipt will be issued for cash donations of \$10 and more to the donor upon request. Before an official donation receipt can be issued for a gift, the fair market value on the property must be determined by an individual with sufficient knowledge of the property. (See Canada Revenue Agency, Charities and giving, for further details).

2.8 Collection development guidelines

According to the Universal Declaration of Human Rights, freedom of expression is the right of every individual to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

It is the responsibility of libraries to facilitate access to all expressions of knowledge and intellectual activity even if deemed unconventional, unpopular, and unacceptable.

Some material in the library may be viewed as controversial and offensive by some people. However, library staff has a duty to uphold free expression and access to information.

Selection:

Materials are selected according to the needs and demands of the community, access to other library resources, present library collection and the budget.

Suggestions for Purchase:

Patrons are encouraged to submit suggestions for purchase using the form set out for this purpose.

Weeding:

In order to make room for new titles materials will be withdrawn from the collection. The responsibility for final weeding decisions rests solely with the Library Director.

Donations:

The library accepts used books and material from the public if clean and damage free. Material will not be accepted if water/smoke damaged, torn or dirty. Should material be left in this condition it will be thrown out if not picked up by the donor.

3 Library membership

3.1 Memberships

Kitimat Public Library memberships for residents of Kitimat, Kitimaat Village, members of the Northwest Library Federation and BC OneCard holders 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.

Members under 16 require a legal guardian membership.

Acceptable Identification

All identification must be original documents.

Preferred personal identification (name, signature and current address)

- B.C. Driver's licence
- B.C.I.D. (issued by ICBC Driver Licensing Centres for non-drivers)

If identification does not have the current address, proof of residential address documents must be shown using another document, as listed below.

If the preferred identification is not available, the applicant must provide one piece of identification from each of the following lists, one of which must show the applicant's signature and one of which must show the current residential address:

Other acceptable personal identification

- Credit card
- Bank card
- Birth certificate
- Passport
- Social Insurance Number card
- Status Indian card
- Canadian Citizenship card
- Permanent Resident card
- Student card from accredited local university or college

Proof of resident address

- Automobile registration
 - Rental agreement (officially signed), bank statement or personalized cheque
 - Utility bill
 - Personal mail with current postmark, dated no more than one month old
-

High School students need only show their student I.D. cards by high schools.

Members are limited to borrowing a maximum of 5 items the first time they use their new cards.

Kitimat and Kitamaat Village residents whose Library memberships are in good standing are entitled to vote or stand for office at the Annual General Meeting. Northwest Library Federation and BC OneCard members are not eligible to either vote or stand for office.

3.2 BC OneCard

Residents of British Columbia who reside outside of the Northwest 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. BC OneCard holders enjoy the same Internet privileges as Kitimat library members.

3.3 *Non-resident membership fees*

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 \$50 per family, except in the case of camp workers who pay a reduced rate of \$20 annually.

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.

Without parent or guardian signature then no card can be issued.

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.

Proof of membership is required to borrow any materials. Without proof one piece of identification will be required, unless the member can be identified by library staff.

A fee may be charged for replacement of a lost membership card.

Membership cards are not transferable.

4 Facilities

4.1 Opening hours

Regular hours are posted on the front doors and on the website.

The Library is closed on public holidays and Sundays unless otherwise advertised.

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 may be imposed for any CDs, DVDs, "Kids Packs" and electronic devices 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 CDs, DVDs, "Kids Packs" and electronic devices which will be checked in under the current working day's date.

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.

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. Responsibility for these actions rests with the senior staff member on duty.

If the decision to close is made by other than the Library Director, the Library Director must be informed immediately. If contact cannot be made with the Library 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.

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. Responsibility for these actions rests with the senior staff member on duty.

If the decision to close is made by other than the Library Director, the Library Director must be informed immediately. If contact cannot be made with the Library 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 Library Director, when available, or to the Trustee who has assumed responsibility during the emergency.

4.6 Building security

Library keys are signed out to staff members and maintenance/cleaning personnel by the Library 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 Library 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 Library 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 Library Director.

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 Library Director.

4.8 Requests for voluntary assistance by law enforcement

Requests for information, documents or video surveillance by law enforcement should be directed to the Library Director. If the Library Director is able to respond within 24 hours then the Acting Director may do so without further pre-authorization. In all cases, the officer's identification should be recorded from an identity card. If possible, a work colleague should be present during the interview with the officer.

If a request is made for voluntary assistance or warrantless searches staff are to explain that information, documents or video surveillance about Library users and staff are not made available to law enforcement agencies unless a proper court order in good form has been presented to the Library. Local law enforcement does not have the authority to compel cooperation with an investigation or require answers to questions other than the name and address of the person speaking to the officer. If the officer persists, staff are to explain that, in conformity with professional ethics, they will not respond to informal requests for confidential information in the absence of a court order.

If an officer employs force to take possession of Library records or other Library property, staff are not to obstruct the search in any way. They are to submit an incident report to the Library Director the day of the occurrence.

4.9 Video surveillance

General

Video surveillance at the Library must be used in compliance with BC's Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection Act (PIPA).

The Library Director has the overall responsibility for administration of this policy including any requests related to records that the Library collects via its surveillance system.

A log must be maintained for the operation of the system, showing the dates and times of operation, the location and field of view of the cameras, and the position titles of those that have access to the information.

Privacy and Transparency

The Library will exercise a high degree of care when using video surveillance systems in order to protect privacy rights.

As a general rule, FIPPA requires the Library to notify individuals when their personal information may be collected.

The public is notified of the existence of video surveillance with prominently displayed signage at the entrance of the Library.

“To ensure a safe environment for patrons and staff and protection of property, video surveillance may be in use at various locations in the Library as well as around the exterior of the building. Questions - please contact the Library Director.”

Cameras will be easily visible to the public.

Collection of Personal Information

A surveillance system that collects or may collect personal information may be used only when it is directly related to and necessary for a Library program or activity, such as maintaining the safety or security of individuals, assets or property or to maintain public safety. This means that no less intrusive method can reasonably meet the requirements of the program or activity.

If the original purpose for which a surveillance system was approved is no longer applicable or the system no longer meets the above criteria, it must be discontinued.

Installation and Placement

Installation and placement of cameras must minimize any potential invasion of privacy. In particular, the following considerations must guide the installation and placement of video monitoring equipment:

- Cameras must be installed in such a way that they only monitor those areas that have been identified as requiring video monitoring.
- Adjustment of camera positions and field of view must be restricted, if possible, to ensure only designated areas are being monitored.
- Video monitoring must be restricted to those time periods when the system is serving its intended purpose, as set out in the Privacy Impact Assessment.
- Where operationally feasible, access to areas in which video systems may be monitored must be restricted to authorized employees.

Use and Disclosure

Information recorded by a surveillance system may only be used or disclosed for the purpose for which it was collected or as otherwise authorized by law.

Access requests must be directed to the Library Director who may authorize disclosure of information recorded by the video surveillance system. In order to enable a proper audit trail, logs must be kept of any such instance of disclosure.

The Library will not disclose personal information to third parties except in accordance with PIPA and FIPPA.

FIPPA recognizes that there are occasional circumstances where a disclosure of personal information to third parties is in accordance with an enactment of British Columbia, other than FIPPA, that authorizes or requires its disclosure and that is necessary for the protection of the health or safety of an employee or a member of the public.

Unauthorized access to, use of, or disclosure of information from a surveillance system that collects personal information is a breach of this policy.

Logs and audits

A log must also record all instances of personal information being viewed in a video recording, the start and end times viewed in the recording, the date and time of viewing, and identities of those present, and the location of the cameras.

Audits of systems that collect personal information will be conducted on a regular basis in order to confirm compliance with FIPPA and adherence to this policy and the associated procedures. Those viewing a surveillance system must be made aware that each system is subject to random auditing and that they may be called upon to justify the method and details of use of the system.

Service Providers

The Library Director is responsible for ensuring the service provider engaged to work on a Library surveillance system is made aware of this policy and any applicable procedure and agrees to be bound by them.

System Security

The Library is responsible for securing all surveillance systems and all personal information they collect, to protect against risks such as unauthorized access, collection, use, disclosure or disposal of any personal information.

Reporting

The Library Director will report in writing to the Library Board immediately following the investigation of any significant breaches of this policy which could materially impact an individual or the Library.

Surveillance System Procedures

Video recordings are automatically erased on or around day 36 for exterior building footage and on or around day 15 when both the interior and exterior are recorded, unless:

- the recorded information reveals an incident that contains personal information about an individual and the Library uses this information to make a decision that directly affects the individual, in which case the CCTV records must be retained for one year after the decision is made in accordance with the FIPPA;
- a request is made by the Kitimat Police Department to preserve the recorded information on the basis that the recorded information is relevant to contemplated or current litigation, in which case the surveillance records must be retained until:
 - 10 days after the expiry of the applicable limitation period for the commencement of a legal action, where a legal action is contemplated but no legal action is commenced
 - 10 days after the expiry of the applicable appeal period, where a legal action has been commenced, the matter has been adjudicated upon by the Court or an administrative tribunal, and no appeal has been filed
 - 10 days after the settlement or other resolution of the litigation
- the Library requires the video recordings to be preserved for an additional period of time in order to complete the business purpose for which the video recordings were created, and the Library Director has approved the written request for preservation;
- an individual requests access to recordings that contain their personal information, under FIPPA.

Breach of Policy

Complaints about breach of this Policy must be made to the Library Director who will carry out an investigation. After the investigation, the Library Director will prepare a written report and determine the course of action.

Non-Compliance Consequences

Consequences flowing from a contravention of this Policy will be determined on a case-by-case basis, taking into account the relevant circumstances. However, in general Library employees who contravene this Policy may be subject to discipline up to and including termination of employment.

Contractors performing work or providing services on behalf of the Library who contravene this policy may be subject to termination of their contract.

Breach of this policy or of any procedure created pursuant to it by any person may result in legal proceedings, including criminal prosecution.

5 Circulation procedure

5.1 Circulation of materials

The majority of material is available for circulation, however there are exceptions. The following may not be circulated unless express authorization has been granted by the Library Director:

- Reference, special and archival materials
- Furniture and electronic equipment

Some material may not be lent outside of Kitimat/Kitamaat Village membership due to format or where there is exceptionally high demand by our community.

The regular loan period is three weeks. Shorter loan periods may be applied to material in high demand. Extended loans will be granted if requested unless a hold has been placed on the item or it is a high-demand item. New items (less than 12 months old) are not to be checked out by non-Kitimat/Kitamaat members unless authorized by the Library Director.

Non-Kitimat/Kitamaat Village members are limited to five items as well as subject and format limitations.

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

	<u>Kitimat/Kitamaat Village</u> per person or per family	<u>Other</u>
Games	2	0
Toys	2	0
“Kids Packs”	3	1
Juvenile book/CD kits	3	1
Audiobooks/Playaway	3	3
Movies	3 / 5 (only 1 new)	3
Music	3	0
Seasonal books	3	3
Same subject/series/author	3	3
Total loan limit (including books)	15 / 20	5

5.3 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:

Kitimat Public Library Members

<u>Material</u>	<u>Renewal Limits</u>
Interlibrary Loan	On Request
Games	On Request
Toys	On Request
Movies	On Request
Books/Magazines	2
Audiobooks	2
Kids Packs	2
Music	2

BC OneCard

<u>Material</u>	<u>Renewal Limits</u>
Interlibrary Loan	On Request
Books/Magazines	2
Audiobooks	0
Kids Packs	0
Movies	0

5.4 *First time borrowers*

First time borrowers are limited to a maximum of 5 items.

5.5 Interlibrary loans

The Kitimat Public Library Association participates in and supports the province-wide interlibrary loan program coordinated by the Library Services Branch as well as the client-directed ILL Connect program.

Each cardholder is permitted up to 5 items at a time, with an annual limit of 70 items per year at no charge. Afterwards a fee of \$2 per item will be charged.

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 of \$5.00 may be charged for interlibrary loan items not picked up after patrons have been notified of their availability.

6 Library privileges and penalties

6.1 Privacy statement

Introduction

The Kitimat Public Library (KPL) is committed to protecting the privacy of its patrons. Any personal information collected, used or disclosed by the KPL is in accordance with the B.C. Freedom of Information and Protection of Privacy Act (FOIPPA).

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). FOIPPA's definition of personal information does not include work contact information (including library staff) 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.

Collection of personal information

When collecting personal information KPL will advise the patron of the purpose for its recording.

Information automatically collected when visiting our website

Some information is automatically collected when browsing the library's website, including;

- the domain name and/or IP address of the Internet provider
- the Internet browser being used
- the geographic region browsing from
- the date and time the website is accessed
- what pages were visited
- what website the traffic visited from, if applicable

KPL collects this information to help make the library's website useful by assessing its web services and system performance, as well as learning how many people are visiting the site and how they are using it. No attempt is made to use this information to identify visitors, unless it is necessary for an investigation or it is required by law.

KPL uses cookies to monitor how the library's website is used. Cookies are small files that are saved to a computer and used to store information that is communicated back to the website being accessed. It is possible to change the settings in a browser so that cookies will be denied or so that the browser will notify the user before cookies are saved on the computer.

Personal information collected via email and web forms

Personal information is collected by KPL when a library web form is filled in or an email is sent to the library.

Personal information sent to the library by email or by web forms will only be used by authorized staff for the purpose for which it was collected or for a consistent purpose, unless otherwise consented to or authorized or required by law.

Personal information collected when using our Internet stations

Patrons are required to sign in with their first name in order to use the public computer stations. There is no additional personal information attached to the list. This information is collected in order to gather usage statistics.

Wireless service

The library provides wireless access to the Internet. It is the patron's responsibility to protect equipment against potential abuse such as viruses, malware and breach of privacy as well as from physical theft and damage. KPL assumes no responsibility for equipment or for any direct or indirect damages arising from the use of its connection to Internet services.

The library's wireless access points are unsecured. Users should be aware that third parties may be able to obtain information about activities when using the service to connect to the Internet. In addition, any wireless transmission is capable of interception, even if sending data through a secure website (an "https" URL). The library is not responsible or liable for any such loss or corruption of data, or from data interception or other consequences of use, of unsecured wireless communications services.

The library network (computers connected together using the same connection device) provides access to the catalogue and Internet only. It is not permitted to run a server (a computer used to provide access to a centralized resource; ex. webserver and email server), to use the library's network for illegal purposes or to seek access into unauthorized areas. Infringement of copyright is prohibited. KPL provides basic instructions on how to connect to the network but may not be able to provide further technical assistance.

The library reserves the right to terminate a connection at any time without further notice.

When is personal information disclosed?

KPL does not sell or rent personal information. Personal information is disclosed only in accordance with FOIPPA and the library's privacy policies.

When is personal information disclosed? (Continued)

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 and
- to contact a person's next of kin in the case of an emergency while that person is visiting the library.

How personal information is kept secure

KPL 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. KPL's security cannot protect information while it is in transit over the Internet. Information sent to KPL in email messages is not secure.

Links to other sites

KPL strives to provide a wealth of resources from its website, including links to sites outside of the library. KPL has no control over the management of these websites and is not responsible for their privacy policies. KPL encourages individuals to review those policies before using the service or providing any personal information.

How long is personal information kept?

KPL keeps personal information only for the length of time necessary to fulfill the purposes for which it was collected. Personal information is securely destroyed when no longer needed.

Children's personal information

Because the library recognizes that responsibility for monitoring library materials borrowed or used by juveniles rests with the parent/guardian of the child, 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. Other adults requesting information about the child's library use (ex. teachers and grandparents) are not entitled to that information.

Children have the same rights as adults with respect to their personal information under FOIPPA. Where a child is incapable of exercising their right to access, or consent to the

Children's personal information (Continued)

correction of his personal information, the child's parent/guardian may do so on his behalf. KPL assumes that youth 16 years and older 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.

Video surveillance

KPL employs a video surveillance system.

Legislation

The website of the Information Policy and Privacy Branch of the Ministry of Labour and Citizens' Services contains a wealth of information about FOIPPA and the guidelines and policies that govern the legislation.

6.2 Charge schedule

There is no charge for basic library service. Charges for other services for personal use by public and staff are as follows:

Faxes: Outgoing/Incoming: \$0.50 per page

Photocopies: \$0.25 each for less than 50 copies
\$0.20 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

Scanning: \$1.00 per page

Charges are waived for Kitimat and Kitamaat Village resident members (in good standing) for up to five (5) black & white copies of work resumes per month as well as black & white copies of government forms (ex. for EI, welfare, bankruptcy purposes).

6.3 Fine schedule

Overdue material

The Kitimat Public Library will waive late fees for Kitimat and Kitamaat residents for Kitimat Library material (books, movies, audiobooks, comics, etc .) However, should items become significantly overdue, the system will block additional borrowing as well as issue bills for replacement.

ILL/lost/damaged material

Processing fee for lost items borrowed by KPL residents:	\$0.00
Processing fee for lost items borrowed by other libraries:	As per lending library policy
Ill items not picked up:	\$5.00
Kids packs:	Items individually charged at replacement cost
Library card replacement:	\$1.00
Processing fee for repeat damaged items by Kitimatans:	\$10.00/item
Processing fee for lost or damaged items by non-Kitimatans:	\$10.00/item
Placing DVDs, CDs, Multimedia CD-ROM and Kids Packs in bookdrop:	\$1.00/item may be charged

6.4 *Lost materials*

Patrons are responsible for paying for the retail replacement cost of lost materials. Non-Kitimatans may also be charged an additional fee to cover the cost of processing each lost item.

Patrons are given a date-stamped receipt for the amount paid.

6.5 Damaged materials

Patrons returning damaged books will be charged the retail replacement cost of the material. Non-Kitimatans may also be responsible to pay an additional processing fee. Patrons willing/able to do so will pay immediately, but they will not be allowed to take the book until the Library Director has seen it. If it is deemed an acceptable discard, the patron will be called to pick up the book. If the Library Director 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.

Damaged material will be held at the library for six (6) months, except in the case where damage is due to water/mold/extreme filth in which case it will be disposed of immediately. This gives ample time for the public to inspect the damage and to pick up the material once paid for. After that time the library will dispose of the material.

6.6 Cancellation of patron privileges

Borrowing privileges (including the right to place reserves and to request interlibrary loans) are suspended, for any patron owing \$5.00 or more in fines. Adults with bans may not use another family member's card to check out material in keeping with library policy that cards are not transferable.

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

The Library 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 Library Director is authorized by the Board to institute library bans up to one year in length. The Board may institute bans from one year onwards.

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 Library 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
- Eating or drinking by electronic equipment
- Harassment, physical, sexual, or verbal abuse of other library patrons or library staff
- Intoxication resulting from alcohol or drugs
- No personal items / pets to be left in the entrance way (eg. bikes, dogs)
- Obscene language
- Smoking
- Unacceptably loud behavior
- Use of rollerblades, skateboards or scooters

6.8 *Bullying/Cyberbullying*

Any intentional written, electronic, verbal or physical act or actions against another that will create a hostile, threatening, humiliating or abusive and unsafe library environment is prohibited.

7 Electronic information and computer technology

7.1 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 or wireless service, patrons must comply with the following responsibilities:

- | | |
|----------------------------|--|
| Illegal use: | Patrons are prohibited from using the Internet terminals or wireless service for illegal or criminal purposes. Criminal law forbids the display or dissemination of hate, child pornography, illicit drug, or obscene material. |
| 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: | The 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 computer equipment or for any loss of data, damage, or liability that may occur from the patron's use of library terminals or wireless service. |
| Procedure and Limitations: | Patrons may be limited to 30 minutes per day on a public terminal. There are no time restriction on using the libraries wireless service. |

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.

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 Library 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.

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 Library 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.

8.3 Public relations and media relations

The Library is committed to providing accurate and effective information to the public in a positive and cooperative manner. All media (TV, radio, newspapers and web) requests are to be directed to the Library Director or Library Chair who may in turn designate another to respond. No other person may issue statements unless pre-authorization has been granted.

When dealing with the media, disclosure restrictions imposed by the Freedom of Information/Protection of Privacy Act must be observed.

Neither staff nor Board may write “Letters to the Editor” in any format, to any publication. Those authorized to write to Editors on behalf of the Library are the Library Director and the Library Board Chair or authorized designate.

Neither staff nor Board are permitted to take part in radio call-in shows, social or media blogs, or to approach media outlets with story ideas, unless they have been designated to do so by the Library Director.

Further all materials being released or published (such as posters, brochures, newsletters and reports) must receive prior approval by the Library Director.

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. The library reserves the right to deny partisan groups use of the program room, display areas, exhibits and posting space where it is in violation of the Canadian Charter of Rights and Freedoms.

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.

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.

9 Conference attendance and travel

9.1 Travel

All travel must be conducted at the lowest means possible within reason.

Personal Automobile

Employees who use their personal vehicle for Kitimat Library business shall be reimbursed at the following rates:

Kitimat Library to Recycling return: \$5

Kitimat Library to Dump return: \$10

Kitimat Library to Kitamaat Village return: \$20

Kitimat Terrace Airport Return: \$70

Kitimat Terrace Return: \$75

Kitimat Prince Rupert Return: \$150

Employees/trustees who are asked to use their personal vehicle for NWLF business (meetings/conference) are expected to carpool and gas shall be reimbursed directly by NWLF. Anyone preferring to take their private vehicle and not carpool may do so but reimbursement for gas may not be forthcoming.

Proof of valid driver's license and insurance must be submitted to the Library director prior to transporting others.

Per Diem

Employees/trustees, when travelling upon the Library's business shall receive a maximum of \$65 per diem. When meals are provided, the per diem allowance will be reduced by \$17 per breakfast, \$18 for lunch and \$30 for supper. Receipts are required.

Flight 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.

9.2 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 Association of British Columbia Public Library Directors (ABCPLD)
- The Northwest Library Federation

10 Personnel

10.1 Duties of the Library Director

It shall be the duty of the Library Director to have general charge of the library, under the direction of the Chairperson and of the Board. The Library 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 Library 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.

10.2 Role of Library 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.

Library Director: The Library 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 Library Director is the link between the Board and the library operation.

EXECUTIVE

Board: 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.

Library Director: 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.

Library 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.

Library 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 Library 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.

Library 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 grievance 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.

Library 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.

Library 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.

10.3 Recognition of Retiring Employees

The Board recognizes retiring employees in an appropriate manner.

10.4 Hiring

When a family member of the Library Director 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 Library Director. Any evaluation will be conducted by the Assistant Library Director with a member of the Personnel Committee in attendance.

10.5 Criminal record check

The Library Director and staff members are required to undergo a criminal record check every five years. The cost will be absorbed by the library.

10.6 Dress code

The dress code is Business Casual for all staff* in order to provide a safe, comfortable and professional looking workplace for everyone.

Skirts, dresses, capris and dress shorts of appropriate length (must cover to mid-thigh when seated), dress pants, shirts, running shoes, low/no heels are all appropriate wear. Dress jeans are permitted but should not have fashionable rips nor tears. Pants must not be rolled nor dragged on the floor. Muddied and wet footwear are not to be worn inside the Library. Leggings/jeggings are only to be worn when a shirt/tunic covers to mid-thigh. No sweat pants/shirts are to be worn. Clothing shall be free of writing and graphics.

All clothing must be clean, wrinkle free and hemmed.

Scented products are restricted (ex. perfume, hairspray, body spray, deodorant, creams and soap) as well as dangling jewelry and scarves.

*Shelvers are to wear pants/dress shorts and closed toe shoes; all other guidelines apply above.

10.7 Employee Code of Conduct

Below is a list of standards for workplace behaviour for all staff and management. All employees will:

- act with reasonable care, integrity, and diligence in the performance of their duties and responsibilities
- establish a working relationship with other employees that recognizes and respects the diversity of opinions
- respect and use information obtained in the course of duties in a careful and lawful manner
- provide courteous, competent, and responsive service to Library users and other employees
- respect other employees' personal privacy, work areas and property
- not bring weapons of any kind or any instrument designed to look like a weapon into the workplace
- not harass, threaten, intimidate, bully or make malicious comments to others
- not perform job duties and responsibilities while under the influence of alcohol or recreational drugs
- adhere to Library policies and procedures

11 Multipurpose room

11.1 Multipurpose room - Reservations and conditions of use

Maximum attendance for the multipurpose room is 59 people.

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 room are expected to leave it clean and orderly.

Use of the multipurpose room by a group or organization should not disturb other's use of the library. The multipurpose room is available during regular library hours up to 30 minutes prior to closing.

Any damage to library property is the responsibility of the group or organization using the room.

Any movies to be shown on behalf of a group to the public must prove public performance rights (license).

Marketing promotion should clearly indicate the sponsoring group. The library name is solely to be used as an indicator of location/venue.

Fees : \$25.00/Hour – Room
 \$25.00 Fee - If staff clean-up of room is required

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

12 Finance

12.1 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.

12.2 Annual financial review

The Board appoints an accounting professional to review its annual financials at its Annual General Meeting.

13 Health and Safety

13.1 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).

13.2 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.

13.3 No sitting/standing/child seats on countertops, tables and furniture in the library

For health and safety reasons no one is permitted to sit, stand or place child seats on any countertop, table (except the change table provided in the family washroom) or furniture in the library. Staff has a duty to alert anyone seen breaking this policy immediately.

13.4 *Breastfeeding in the library*

The library supports a mother's right to breastfeed anytime, anywhere in the library. Nursing mothers may request a private space if one is available.

13.5 Unattended Children

1. Children under nine (9) years of age

Children under nine (9) must be accompanied at all time by an adult/caregiver (16+). However during children's programming, the adult/caregiver (16+) 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 nine – eleven (9 – 11)

Children nine – eleven (9 – 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 and caregivers 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.”

13.6 Contagious ailments/infectious diseases

Patrons with contagious ailments/infectious diseases will be asked by a staff member to leave the library premises until all health concerns are resolved.

During periods of pandemic (ex. COVID-19) the Library may be closed temporarily or operate at reduced hours. Enhanced health and safety protocols would come into effect immediately and would be communicated to staff and the public. Guidelines would address the need for social distancing, enhanced cleaning, and the wearing of masks when inside the Library in order to decrease the risk of transmission. No masks would be required for curbside service because this service would be provided without human contact. Areas of the Library, events, programming and space rental may be unavailable until all risks are eliminated.

14 Board of Trustees

14.1 Legal status

The Kitimat Public Library Association is a corporate body created under Part 4 of the British Columbia Library Act. The Public Library Board is the governing body whose duties and responsibilities are outlined in the Library Act of British Columbia.

14.2 Power and duties

To hold a minimum of six Board Meetings with quorum per year.

To prepare and submit an annual budget for the operation and maintenance of the Library.

To formulate and administer policies.

To be responsible for the appointment of the Library Director.

To approve expenditures from the capital and operating budget.

To determine acceptance, use, or expenditure of donated funds or property in accordance with the terms and wishes of the donor, in consultation with the Library Director.

To determine and review strategic goals of the Library according to the needs of the community.

To perform an annual evaluation of the Library Director if necessary.

To prepare an Annual Report for submission at the Annual General Meeting.

14.3 Board organization

Membership:

The Library Board shall consist of nine members and appointed representatives from local government, as per the requirements of the Library Act. The usual term of office is two years. A Library Board member may serve for a period of eight consecutive years. A waiting period of one year is required before re-election to the Board.

Annual General Meeting:

The Annual General Meeting and election of officers of the Board of Trustees must take place before the end of February.

Officers of the Library Board are Chair, Vice-chair and Treasurer.

These officers are elected for a term of one year and shall be eligible for re-election.

Appointments:

If a vacancy arises in midterm, the Board may appoint a replacement until the next Annual General Meeting.

The District of Kitimat will appoint a Library representative annually.

14.4 Officers of the Library Board and their responsibilities

The Chair

Chairs the meetings of the Board.

Leads and directs the work of the Board.

Acts as a liaison between the Board and the Library Director.

Represents the Board in the community.

The Vice Chair

Substitutes for the Chair as necessary.

The Treasurer

Presents a monthly budget report to the Board.

Secretary

Initiates or answers correspondence as directed by the Board or the Chair.

Board Committees

Will be appointed as needed by the Chair.

14.5 Meeting procedures

Regular Meetings:

Regular Board Meetings shall be open to the public with delegations being heard at the beginning of the regular meeting.

Special Meetings:

Meetings shall be held “in camera” with no delegations to be heard.

Quorum:

Quorum will be the majority of Board members excluding the Council Representative.

Rules of Order:

Robert’s Rules of Order will be followed.

Electronic Voting Policy

Voting:

Voting may be by show of hands, secret ballot, or electronic means. The Chair votes to break a tie. The Chair does not have the power to veto a decision determined by a vote.

Electronic Voting:

For matters of an urgent nature or when it is not feasible for the Board to meet in person, electronic voting may be used to help facilitate decisions of the Board.

Minutes:

The Library Director will be recording secretary to the Board. The Library Director is not a Board Member and cannot vote.

Finance:

Signing officers shall be the Library Director, Board Chair, Vice-Chair and Treasurer. All cheques must be signed by one person from management and one Board member (as named above).

14.6 Board communication with staff

The primary line of communication with staff will be through the Library Director.

14.7 Board member code of conduct

Introduction

Members will serve the community in a conscientious and dignified manner. Members will treat Library users, volunteers, staff and fellow Board members with respect. Members will not abuse, bully or intimidate others and, as well, members will ensure that the Library is free from discrimination and harassment.

Public servants

Members will respect the role of Library staff as public servants who provide professional and politically neutral advice to the Board.

Privacy and confidentiality

Members will respect the privacy of others, will not share information acquired by virtue of their role at the Library, while on the Board or after they leave the Board.

Improper use of Influence

Members will not use their role on the Library Board to improperly influence others for private gain or to gain preferential treatment for family, friends or organizations with which members are associated.

Use of Library property and resources

Members will only use the facilities, equipment, supplies and staff for the business of the Library.

Accountability

The Kitimat Public Library Board is accountable for the implementation of this Policy.

14.8 Reimbursement of Childcare Expenses for Meeting Attendance

The District of Kitimat allows for reimbursement of childcare expenses for the attendance of meetings for members of the Kitimat Public Library Board. Reimbursable childcare expenses are considered to be those over and above the recipient's regular childcare expenses and is not intended to reimburse normal childcare expenses.

For meetings held in Kitimat, reimbursement will be considered for childcare costs associated with the time required to attend the meeting as well as up to one half hour of travel time per meeting. For meetings held outside of Kitimat, reimbursement will be considered for childcare costs associated with the time required to attend the meeting as well as up to two hours of travel time per meeting.

Childcare expenses provided by the member's partner or immediate family members (grandparents, children, grandchildren, siblings, in-laws, or the children's parent) are not eligible for reimbursement. Childcare expenses will be reimbursed at an hourly rate not exceeding BC's minimum wage nor shall the annual total exceed \$600. Reimbursement forms are on hand at the Kitimat Public Library or the District of Kitimat upon request.