

**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

**COUNTY OF THORHILD  
MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

The policies in this manual govern the:

**Radway & District Municipal Library  
and  
Newbrook Public Library**

“Board” in this manual refers to the “County of Thorhild Municipal Library Board.”

“Library or Libraries” in this manual refers to the “Radway & District Municipal Library” and the “Newbrook Public Library”

“Trustee” refers to a member of the “County of Thorhild Municipal Library Board”

“Librarian or Librarians” refers to the Librarians of “Radway & District Municipal Library” and/or “Newbrook Public Library”

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Date to Review: July 2006

## COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 101

**Title:** Appointment to the Board

**Policy Statement:** Individuals that have a strong commitment to the ideals of library service in the community should be approached to serve on the Board.

## **Guidelines and Procedures:**

1. The Board shall consist of one representative from each of the 5 divisions of the County of Thorhild, one member of County Council and one representative from the Thorhild & District Municipal Library Board.
2. Terms shall be for a 3-year period.
3. Available positions on the Library Board will be advertised through the local newspaper to the general public.
4. Potential individuals should be approached to see if they would be interested in serving on the Board and asked to submit a letter of interest.
5. Appointments shall be in accordance with the Libraries Act.
6. A list of board members shall be submitted to County Council each year after the organisational meeting for approval of appointments or after appointments as a vacancy is filled.

Policy #101  
Appointment to the Board

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 102

**Title:** Orientation of Trustees

**Policy Statement:** All new members shall be fully versed in Board policy and will be oriented on such matters.

## **Guidelines and Procedures:**

1. Upon appointment to the Board, a trustee shall receive copies of all current and/or working documents of the Board, as well as the Board Manual that will contain:
  - Names and addresses, positions and terms of the current trustees; dates of regular meetings
  - Names and positions of staff
  - Policy manual
  - By-laws
  - Plan Of Service
  - Budget and financial reports
  - The Annual Report and minutes of three previous meetings
  - The Alberta Libraries Act and Regulation
  - The Alberta Library Trustees Association handbook
2. A member of the Board and the Librarian will spend time with the new Board member prior to their first meeting explaining the role of the library in the community and the functions of the Board.
3. Upon attendance at his or her first meeting, each new member shall be made aware of the operations of the library and such duties as he or she may be expected to fulfill.

Policy #102  
Orientation of Trustees

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board  
**Policy Number:** 103  
**Title:** Duties of the Board

**Policy Statement:** Board members shall actively participate in meetings and committees.

## **Guidelines and Procedures:**

1. Treat other Board members with courtesy, helping the chair to keep the meeting on track.
2. The Board shall follow Robert's Rules of Order
3. Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
4. Become familiar with agenda and issues.
5. Review minutes of previous meeting.
6. Board members are expected to participate actively in:
  - a) discussions and decision-making
  - b) policy development, approval, monitoring, review and evaluation.
  - c) development and review of the Plan of Service.
  - d) budgeting.
  - e) employment/evaluation of staff.
7. Make chair aware of relevant issues for next meeting.
8. Board members should be fully versed in the Alberta Libraries Act and in the Alberta Library Association Handbook.

Policy #103  
Duties of the Board

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 104

**Title:** Duties of Chairperson

**Policy Statement:** Duties of the chairperson should be clearly delineated.

## **Guidelines and Procedures:**

1. Provides leadership to the Board.
2. Ensures that the Board meets requirements of trusteeship.
3. Chairs (Board) meetings by:
  - a) ensuring that the meeting is required and necessary information is collected beforehand.
  - b) ensuring that an agenda is prepared, with input from the Board and staff, that agenda packages contain enough information about issues and that they are distributed in a timely fashion.
  - c) Starting the meeting at the scheduled time, outlining meeting's objectives.
  - d) making additions or deletions to agenda as required.
  - e) Following the approved agenda and the adopted rules of order
  - f) encouraging input from all
  - g) setting issues out clearly and summarizing discussion while guiding the problem solving process.
  - h) limiting discussion to ensure business is completed within the allotted time
  - i) ensuring that everyone is aware of tasks to be completed by the next meeting. (moved from h)
4. Sets tone and climate for Board activity.
5. Ensures proper records are kept and signs adopted minutes of meetings and approved policies.
6. Holds signing authority on Board bank accounts.

Policy #104  
Duties of the Chairperson

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 105

**Title:** Duties of Vice-Chairperson

**Policy Statement:** Duties of the vice-chairperson should be clearly delineated.

## **Guidelines and Procedures:**

1. Assumes duties of the chair in the absence of the chair.
2. Assumes active trustee recruitment and orientation.
3. Any other duties as assigned by the chair.
4. Holds signing authority on Board bank accounts.

Policy #105  
Duties of the Vice-Chairperson

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board  
**Policy Number:** 106  
**Title:** Duties of Secretary

**Policy Statement:** Duties of the secretary should be clearly delineated.

## **Guidelines and Procedures:**

1. Records minutes of the Board meetings
2. Maintains a file of original minutes, reports, policies, by-laws, etc.
3. Notifies the Board members of the time and location of meetings and ensures that members receive agenda packages.
4. Handles correspondence as directed by the Board.
5. Assists chair in developing agenda.
6. Prepares and submits the Annual Report to the Government of Alberta.
7. Hold signing authority on Board bank accounts.

Policy #106  
Duties of the Secretary

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board  
**Policy Number:** 107  
**Title:** Duties of Treasurer

**Policy Statement:** Duties of the treasurer should be clearly delineated.

## **Guidelines and Procedures:**

1. Sets up and monitors bookkeeping/accounting and is familiar with current accounting practices.
2. Submits a financial summary and status report at Board meetings.
3. Ensures that annual financial reports shall be prepared, independently audited/reviewed and submitted to the government in a timely fashion.
4. Spearheads the development of Board financial policy.
5. Holds signing authority on Board bank accounts.

Policy #107  
Duties of the Treasurer

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 108

**Title:** Continuing Education of Trustees

**Policy Statement:** Board members shall be aware of ongoing trends in the library community.

## **Guidelines and Procedures:**

1. Trustees are encouraged to attend workshops and conferences and to participate in other programs in order to become and remain informed of current and projected trends in library services and to develop specific skills in order to adequately fulfill their position.
2. Funding will be made available whenever possible, and within budget constraints, to achieve these goals.

Policy #108  
Continuing Education of the Board

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 109

**Title:** Expenses of Trustees

**Policy Statement:** Board members shall be adequately compensated for attendance at Library Board meetings, conferences and workshops or library related business.

## **Guidelines and Procedures:**

1. Board members shall be paid or reimbursed (by receipt) for any registration fees for workshops and conferences that the board approves.
2. Board members will be paid an honorarium for attendance to regularly scheduled library Board meetings, committee meetings, conferences and workshops according to Appendix A.
3. Rates shall be reviewed at the annual organizational meeting

Policy #109  
Expenses of the Board

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 110

**Title:** Meetings of the Library Board

**Policy Statement:** The Board shall meet periodically to review and conduct the business of the Library Board.

## **Guidelines and Procedures:**

1. Board meetings shall be held on a quarterly basis during the year, dates to be decided on an annual basis.
2. The third regular board meeting of the year will also serve as the annual organizational meeting.
3. The Chairman of the Board will call special meetings when necessary.

Policy #110  
Meetings of the Library Board

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 111

**Title:** Membership in Library Associations.

**Policy Statement:** The County of Thorhild Municipal Library Board strongly believes that the library should belong to various organizations.

## **Guidelines and Procedures:**

1. The Board will pay an annual membership fee to belong to the Alberta Library Trustees Association.
2. The Board will pay an annual membership fee to belong to the Library Association of Alberta.

Policy 111  
Membership in Library Associations

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board

**Policy Number:** 112

**Title:** Membership in Northern Lights Library System

**Policy Statement:** The County of Thorhild Municipal Library Board shall belong to Northern Lights Library System.

## **Guidelines and Procedures:**

1. As per agreement, the County of Thorhild Municipal Library Board shall pay the transfer payment to the Northern Lights Library System.

Policy #112  
Membership in Northern Lights

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Board  
**Policy Number:** 113  
**Title:** Advocacy

**Policy Statement:** Advocacy should be the responsibility of the whole Board.

## **Guidelines and Procedures:**

1. . Activities which will support this policy should be:
  - 1.1 Soliciting letters from library supporters.
  - 1.2 Writing letters to the Minister of Community Development
  - 1.3 Writing letters to the M.L.A.
  - 1.4 Writing letters to the M.P.
  - 1.5 Making presentations to County Council and writing letters to councilors.
  - 1.6 Participating at election time (re: library issues)
  - 1.7 Soliciting support of the business community.
  - 1.8 Soliciting support of the public at large and service groups.

Policy #113  
Advocacy

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Finances

**Policy Number:** 201

**Title:** General

**Policy Statement:** The County of Thorhild Library Board shall keep detailed financial records of all monies.

## **Guidelines and Procedures:**

1. The Fiscal period shall be January 1 to December 31, inclusive.
2. A Petty Cash fund shall be established of up to \$150.00 for each library and replenished as needed throughout the year.
3. The board shall approve any purchase exceeding \$500.00.
4. Expenses of the staff shall be reimbursed as outlined in Policy #510 and Policy #511 of this manual.
5. The Librarians shall prepare applications for grants as directed by the Board.
6. Funds collected by each library shall be deposited in the Board's bank account at least monthly.
7. Funds collected at each library shall be kept in a secure area until deposited.

Policy #201  
Finances - General

Date Approved: July 23, 2003

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Finances

**Policy Number:** 202

**Title:** Board Financial Responsibilities

**Policy Statement:** The Board shall insure that adequate measures be taken to insure that financial records are current.

## **Guidelines and Procedures:**

1. Signing officers shall be appointed at each annual organizational meeting and shall be assigned to the Chairperson, Vice-Chairperson, Secretary and Treasurer.
2. Two signatures are required on each cheque.
3. Any changes in banking services shall be by a motion of the board.
4. Surplus funds may be invested at the discretion of the Treasurer.
5. A draft budget shall be prepared and submitted to council prior to December 1<sup>st</sup> of each year
6. Financial records shall be prepared for audit as soon as reasonably possible after year-end.
7. The Auditor shall be appointed by the board and the name submitted to County of Thorhild Council for their approval.
8. Audited financial statements shall be submitted to the board for approval.
9. A copy of the approved Financial Statements and Budgets shall be forwarded to each Board member and to each funding jurisdiction including:
  - a) County of Thorhild
  - b) Northern Lights Library System
  - c) Libraries Section, Alberta Community Development.
10. The audited statement is a public document and shall be made available to the public upon request.

Policy #202  
Board Financial Responsibilities

Date Approved: July 23, 2003

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Community Relations/Promotions

**Policy Number:** 301

**Title:** Co-operating with Community Agencies and Clubs

**Policy Statement:** The Librarian will co-operate with other agencies and organizations to promote library related events.

## **Guidelines and Procedures:**

1. Cooperation will take the form of the following:
  - 1.1 Shared planning, sponsorship or services and programs with other agencies.
  - 1.2 Agreements to share available space
  - 1.3 Consultation with other libraries in the area when developing acquisitions and loan policies.
  - 1.4 Policies to enable information and materials to be exchanged or loaned to other community libraries or agencies.
2. The Librarian shall make the community aware of the library's objectives and services by participating in community events.
3. The Library Board will encourage cultural, arts and crafts groups in and around the community to use the library for promoting their cause. Groups using the facility must consult the Librarian prior to use.

Policy #301  
Co-operating with Community Agencies and Clubs

Date Approved: July 23, 2003

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Community Relations/Promotions

**Policy Number:** 302

**Title:** Use of the Building

**Policy Statement:** The Libraries shall encourage groups to use the facilities to promote their organisation.

## **Guidelines and Procedures:**

1. The Library Board will cooperate with other groups to see that maximum use is made of the library facilities for meetings, workshops, etc.
2. The Newbrook Public Library is housed in Newbrook School. Library patrons are not allowed access to any other part of the school during the hours the library is open. Children needing to use the bathroom shall be accompanied by an adult,

Policy #301  
Use of Building

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Operations

**Policy Number:** 401

**Title:** Confidentiality of Patron records

**Policy Statement:** The library shall respect the confidentiality of its patrons and their records of membership.

## **Guidelines and Procedures:**

1. The patron records of the library are confidential.
2. The Librarian will present all requests for access to the Library's patron records to the FOIPP Head with any comments or recommendations.
3. Patrons must be advised of the purposes for which personal information is collected, at the time of registration for membership, either on the registration form or as posted at the registration desk:  
The information you give is  
"used to provide you with library services at participating member libraries of Northern Lights Library System and The Regional Automation Consortium. It may be shared with these libraries to verify membership and to collect fines or debts owing, to provide information about library services and for statistical purposes. It is collected under the authority of Section 32(c) of the Freedom of Information and Protection of Privacy Act and it is protected under this act. If you have any questions on disclosure or use of this information please ask your librarian."
4. The file containing completed application forms shall be held in a locked cabinet at all times when the library is closed.

Policy #401  
Confidentiality of Patron records

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Operations

**Policy Number:** 402

**Title:** Release of Information Management

**Policy Statement:** This policy will set out the method of release of information other than patron records.

## **Guidelines and Procedures:**

1. The staff of the Library shall use the FOIPP Guidelines for Municipalities as set out by the County of Thorhild.

Policy #402  
Release of Information Management

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Operations

**Policy Number:** 403

**Title:** Records retention and disposition

**Policy Statement:** The Librarians shall keep orderly and timely records of the business of the library.

## **Guidelines and Procedures:**

1. The Librarian will maintain adequate records to compile monthly and annual activity reports.
2. The Librarian is responsible for the proper and complete retention and/or destruction of the records described in this policy.
3. The Librarian has discretion to retain records longer than, but not shorter than, the period provided for in this policy. Records shall be reviewed by complete calendar year and either destroyed or retained.
4. Permanent records shall be stored in the library.
5. Files shall be retained as per Appendix D attached as is indicated below:
  - 5.1 Items marked P shall be kept permanently
  - 5.2 Items marked D will be destroyed without any copy being retained at the end of its service life.
  - 5.3 Items marked A will be permanently held in Alberta or other Archival Center.
  - 5.4 Items marked R will be reviewed at a later date. H shall refer to hard copy; E shall refer to electronic copy.
6. Appendix E attached defines transitory records and their disposition and shall form a part of this policy.

Policy #402  
Records retention and disposition

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 501

**Title:** Job description – Librarian

**Policy Statement:** Library personnel shall be knowledgeable in library procedures.

## **Guidelines and Procedures:**

### **Responsibilities:**

#### **1. Collection Development**

- 1.1 To evaluate the library collection for purposes of addition and/or deletion of titles.
- 1.2 To select and order all library materials including reference and periodicals.
- 1.3 To maintain the collection in good repair and order.
- 1.4 To do a yearly inventory.
- 1.5 To keep an up-to-date automated catalogue.
- 1.6 To weed out materials periodically.
- 1.7 To correlate book orders to patron requests.

#### **2. Programs and Patron Services**

- 2.1 To assist patrons in locating and using library materials and services.
- 2.2 To carry out circulation services to the patrons: checking books in and out of the library, levying overdue book fines accordingly, re-shelving books, and keeping shelves clean and tidy.
- 2.3 To determine need for, plan and carry out appropriate library related programming for all ages.
- 2.4 To maintain an active public relations program, in conjunction with the board.

Policy #501  
Job description – Librarian

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## **COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL**

- 2.5 To maintain records of all library activities, both statistical and descriptive.
- 2.6 To process interlibrary loans.
- 2.7 To develop and maintain a volunteer program.
- 2.8 To train, supervise and evaluate temporary and volunteer staff.

### **3. Relations with the Board**

- 3.1. To act as technical advisor to the Board.
- 3.2. To recommend policies to the Board.
- 3.3. To carry out all approved policies of the Board.
- 3.4. To attend all Board meetings.
- 3.5. To keep the Board fully and regularly informed on all aspects of library operations and programs.
- 3.6. To consult with the Board on instances of out of the ordinary expenditures.
- 3.7. Shall present a summary of what has occurred and how projects are progressing at each board meeting.

### **4. Other responsibilities**

- 4.1 To prepare the annual report and survey and assist the board in preparing the annual budget.
- 4.2 To know provincial and local library legislation.
- 4.3 To maintain a regular program of professional development.
- 4.4 To be alert to opportunities for alternate sources of funding.
- 4.5 To submit all necessary documentation to Northern Lights Library System and Libraries Section.
- 4.6 The Librarian shall coordinate all library records as it pertains to the Freedom of Information Act.
- 4.7 Any other duties as required.

Policy #501  
Job description – Librarian

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 502

**Title:** Performance Appraisal for Employees

**Policy Statement:** All employees of the Libraries shall be evaluated at least on a biennial (every two years) basis according to the goals set out under the job requirements.

## **Guidelines and Procedures:**

1. Staff shall complete a goal setting exercise (Appendix F) and submit it to the committee at the last regular board meeting prior to her anniversary date.
2. At this board meeting, a committee of two shall be struck to fill out a performance appraisal (Appendix G) and set a date for meeting with the Librarian.
3. The committee will meet at least two weeks prior to conferring with the Librarian.
4. Their evaluation shall be provided to the Librarian at least one week prior to said meeting.
5. Any training recommended by the board will be discussed at the time of appraisal.

Policy #502  
Performance Appraisal

Date Approved: July 23, 2003

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 503

**Title:** Qualifications for Staff Positions

**Policy Statement:** The librarian shall be qualified to operate the library and must demonstrate sufficient maturity and responsibility to carry out the designated duties to the satisfaction of the Board.

## **Guidelines and Procedures:**

### **Qualifications**

1. A minimum of Grade 12 or adult equivalency, Post Secondary education preferred and a library technician certificate, if possible.
2. Library experience would be beneficial.
3. The individual should have adequate computer knowledge and skills and be willing to undergo training to become proficient in an automated library environment.
4. The selected person should have the physical stamina and capability to fulfill the job description.
5. The individual should have the following personal qualities:
  - 5.1 flexible attitude
  - 5.2 imagination
  - 5.3 neatness
  - 5.4 initiative
  - 5.5 good communication and organizational skills
  - 5.6 desire and ability to work with people
  - 5.7 possess an appreciation of literature

Policy #503  
Qualifications for Staff Positions

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 504

**Title:** Library volunteers

**Policy Statement:** Library volunteers shall be responsible to and work under the direction of the librarian

## **Guidelines and Procedures:**

### **Duties/Responsibilities**

1. To assist with maintaining the collection in good order and repair, filing materials and reading shelves(ensuring that books are in the correct order).
2. To assist in the overall operations of the library and any outreach programs.
3. Active recruitment shall be the responsibility of the Librarian but all trustees and staff should be alert to inquiries that indicate an interest in volunteering.

Policy #504  
Library Volunteers

Date Approved: July 23, 2003  
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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 505

**Title:** Working Hours and Conditions of Employment

**Policy Statement:** The librarian shall have the hours of work designated to meet the demands of the reading public and the clerical duties associated with the working of the library.

## **Guidelines and Procedures:**

1. The Board in conjunction with the librarians shall review the number of hours of opening/employment of each library annually.
2. The librarian is required to open the library to the public according to Appendix B.

Policy #506  
Working Hours and Conditions of Employment

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 506

**Title:** Lateness and Absenteeism

**Policy Statement:** Employees are expected to report to work on time and if absent, verify why they are absent.

## **Guidelines and Procedures**

1. If the librarian is unable to report for work as scheduled, he/ she shall make every effort to find a suitable replacement or make other arrangements. He/she shall make up any hours lost.
2. Employees unable to report for work shall notify the librarian and arrange to make up any hours lost as soon as possible.

Policy 506  
Lateness and Absenteeism

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 507

**Title:** Salary, Wages and Benefits

**Policy Statement:** All employees shall be adequately compensated for performing their duties in the library.

## **Guidelines and Procedures:**

1. Upon commencing employment, the Board shall determine the librarian's salary and after a 6-month probationary period shall review the salary.
2. The following are declared as general holidays:
  - a) New Year's Day January
  - b) Family Day February
  - c) Good Friday March/April
  - d) Easter Monday March/April
  - e) Victoria Day May
  - f) Canada Day July
  - g) Heritage Day August
  - h) Labour Day September
  - i) Thanksgiving Day October
  - j) Remembrance Day November
  - k) Christmas Day December
  - l) Boxing Day December
3. When a holiday falls on a Saturday or Sunday, the following workday(s) shall be declared a holiday in lieu.
4. If an employee is required to work on a general holiday, a day off in lieu shall be granted
5. As hourly paid personnel, librarians shall be paid general holiday pay providing they have worked thirty (30) days prior to the statutory holiday in the pre-ceding fifty-two (52) weeks. Holiday pay shall be paid at an employee's regular rate for the number of hours usually worked on that day.

Policy 506  
Salary, Wages and Benefits

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## COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

6. The Board will consider an annual cost of living increase.
7. The Board shall review the librarian's salary in conjunction with his/her biennial performance appraisal.
8. In the absence of the Librarian, a volunteer may perform his/her duties. The Library Board may pay that volunteer an honorarium.
9. All employees shall be covered under the Workers Compensation Board, Canada Pension Plan and the Employment Insurance Plan.

Policy 506  
Salary, Wages and Benefits

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 508

**Title:** Orientation of Staff

**Policy Statement:** Upon commencement of employment, a new staff member shall receive orientation.

## **Guidelines and Procedures:**

1. The librarian and/or a library Board member shall perform the orientation of a new staff member.
2. The new staff member shall be made aware of all library procedures and duties relevant to that position.

Policy 508  
Orientation of Staff

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 509

**Title:** Continuing Education of Staff

**Policy Statement:** All library staff shall endeavour to keep abreast of new library developments in the field.

## **Guidelines and Procedures:**

1. The staff shall be given reasonable time to attend workshops, seminars, conferences and other library related functions as schedules in the library permits.
2. All staff members will be encouraged to take educational courses to upgrade their library knowledge.

Policy 509  
Continuing Education of Staff

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 510

**Title:** Expenses for Attending Board Meetings, workshops, Conferences and other Meetings.

**Policy Statement:** Staff shall be compensated for attending library conferences, workshops, and meetings

## **Guidelines and Procedures:**

1. The Board will pay registration fees for workshops and conferences.
2. Staff will be remunerated for attending the above at their regular salaried hourly rate as follows
  - a) up to 4 hours will be considered as ½ day or 4 hours pay
  - b) over 4 hours will be considered as a full day or 8 hours pay
3. Compensation for subsistence (meals, hotels and other incidentals) will be receipted and paid by the Library Board.
4. Staff shall be paid for mileage and attendance at Board meetings according to Appendix C.

Policy 510  
Expenses for Attending Meetings

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 511

**Title:** Expenses for Educational Courses

**Policy Statement:** Library staff shall be encouraged to enrol in and complete courses that will upgrade their skills to work more efficiently in the library.

## **Guidelines and Procedures:**

1. The staff member shall enroll in the course of his/her choice with approval from the Board. The registration expenses are borne by the staff member enrolling.
2. The Board will pay for the cost of the course upon written evidence of its successful completion by the staff member. An example of written evidence would be a transcript or certificate from the educational body.
3. When the board requires that the librarian take a course, the board shall pay for the course.

Policy 511  
Expenses for Educational Courses

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Personnel

**Policy Number:** 512

**Title:** Grievances

**Policy Statement:** Employees/volunteers shall have a means of presenting their grievances.

## **Guidelines and Procedures:**

1. An employee/volunteer having a grievance arising from the interpretation, application, operation or alleged violation of the Conditions of Employment, or other matter(s) relating to his/her employment, should first discuss the subject of the proposed grievance with the Librarian in an attempt to resolve the matter. If it is the Librarian who has a grievance, then he/she should discuss the matter with the Board Chairperson.
2. If the employee/volunteer and the Librarian or the Librarian and the Chairperson cannot resolve the grievance, a full written record of the complaint should be made to the Library Board within 5 days of the discussion. The Library Board shall then act as the Grievance Committee. A written decision shall be forwarded within 10 days to the aggrieved party upon receipt of the written grievance.
3. Should the employee/volunteer fail to comply with any time limits in the grievance procedure, the grievance will be considered conceded and shall be abandoned, unless the parties have agreed in writing to extend the time limits.
4. If an employee/volunteer is not satisfied with the decision received from the Grievance Committee, he/she has the right to appeal to the Alberta Labour Relations Board.

Policy 511  
Grievances

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 601

**Title:** Materials Normally Lent

**Policy Statement:** The library will make available for loan, with a few exceptions, a variety of informational and recreational materials to those who hold a current library membership.

## **Guidelines and Procedures:**

1. All books, pocket books, magazines, and audiovisual materials normally considered part of the library collection shall be loaned to the public free of charge and within the rules and regulations as established in the Library Board's bylaws.
2. The only exceptions to the above lending policy are as follows:
  - 2.1 dictionaries
  - 2.2 atlases
  - 2.3 encyclopedias
  - 2.4 reference materials that are labeled as such
  - 2.5 newspapers
3. Seasonal, school and in-demand items may have a limited borrowing period.
4. Holiday and extension loans are available.
5. Interlibrary loans are lent for a period determined by the lending library.

Policy 601  
Materials Normally Lent

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 602

**Title:** Selection, Acquisition and Purchase of Materials

**Policy Statement:** Selection, acquisition and purchase of materials for the collection in the library are an important and integral part of the operation of the library. The libraries shall provide popular current fiction, non-fiction books, videos, audio books & magazines for ALL ages.

## **Guidelines and Procedures**

1. The library subscribes to the "Statements of Intellectual Freedom" adopted by the Canadian Library Association as put forth in Appendix H.
2. The responsibility for the selection and ordering of materials is delegated to the librarian who will take direction from the Board as well as requests made by patrons.
3. Materials for purchase are considered on the basis of:
  - 3.1 Overall purpose
  - 3.2 Timeliness
  - 3.3 Importance of subject matter
  - 3.4 Quality of production
  - 3.5 Readability and appeal
  - 3.6 Authoritativeness
  - 3.7 Reputation of publisher
  - 3.8 Reputation of author/artist/composer/producer
  - 3.9 Format and price
4. In selecting materials for purchase, the librarian shall evaluate the existing collection and consult reputable,

Policy 602  
Selection, Acquisition of Materials

Date Approved: July 23, 2003

Date to Review: July 2006

## COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

unbiased professionally prepared selection aids and/or examine the material

5. Librarian shall consult with NLLS Public Services Librarian annually to ensure that a high standard of materials is maintained.
6. Selections are made on the basis of content without regard to the author's race, nationality, political or religious views. If a patron objects to a library material, he shall fill out a Request for Reconsideration of Library Materials form (Appendix I) before the material will be reconsidered by the library board
7. The library accepts responsibility for securing information beyond its own resources by borrowing materials which it does not own, and which cannot be purchased, or for which the demand does not justify purchase.

Policy 602  
Selection, Acquisition of Materials

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 603

**Title:** Disposition of Library Materials

**Policy Statement:** Periodic evaluation of the library inventory shall be completed and a weeding of materials be based on de-selection criteria.

## **Guidelines and Procedures:**

1. Physical condition – Items that are worn-out, shabby, dirty, damaged, ragged binding, missing or torn pages or of poor appearance shall be weeded from the collection.
2. Subject matter – Information which is no longer accurate, theme or styles that are out-dated, superseded editions, duplication in little-used areas shall be weeded from the collection.
3. Age – Indexed periodicals shall be removed after five years, unindexed periodicals after one year.
4. Lack of use – any item not used within the preceding three-year period shall be removed at the discretion of the librarian
5. Items weeded according to guidelines 1-4 above may at the discretion of the librarian, be:
  - 5.1 exchanged with or donated to another library
  - 5.2 given to any organization which sponsors paper drives
  - 5.3 given to schools for classroom use
  - 5.4 sold to the public
  - 5.5 destroyed
6. Items that will not be removed are books that are out of print and still being used on a regular basis and resources, which would bias the representation of a controversial subject if they were removed.
7. The library will not be guilty of lowering the standards of other public collections by giving away soiled, damaged, mediocre or obsolete materials.

Policy 603  
Disposition of Library Materials

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials  
**Policy Number:** 604  
**Title:** Gifts and Donations

**Policy Statement:** The library will consider accepting gifts and donations.

## **Guidelines and Procedures:**

### **Monetary Donations**

1. Gifts of money will be used in accordance with the wishes of the donor unless such use contravenes Board policy
2. Persons requiring income tax deduction receipts shall be directed to the pertinent library or society.

### **Donations of Furniture, Art, Equipment, etc.**

3. The librarian, in consultation with the Library Board, reserves the right to reject donations that are not needed or that could quickly become obsolete.
4. The librarian, in consultation with the Library Board, reserves the right to remove donated items when they become obsolete.

### **Donations of Books and Library Materials**

5. The Library Board welcomes donations of materials to the library provided that such donations enhance the library collection.
6. The Librarian shall not accept books that have little chance for resale (textbooks) or books that have had their covers removed.

### **For all of the above:**

7. The Library Board reserves the right to refuse any items that do not enhance the collection.
8. The Library Board reserves the right to use and dispose of gifts as it sees fit.
9. Donors shall be acknowledged in an acceptable manner.

Policy 603  
Gifts and Donations

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 605

**Title:** Provision of Library Materials to Persons Unable to Use  
Conventional Print

**Policy Statement:** The Board believes that those persons unable to read or handle conventional print materials in a normal manner are entitled access to library and information services.

## **Guidelines and Procedures:**

1. The library shall provide “talking books” for patrons who are legally blind, visually handicapped, physically handicapped or suffer a reading disability upon request.

Policy 605  
Provision of Library Materials to Persons  
Unable to Use Conventional Print

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 606

**Title:** Library Services for Special Needs

**Policy Statement:** The library shall provide access to library materials and information services for those patrons with special needs.

## **Guidelines and Procedures:**

1. The library will endeavor to provide an outreach service, upon request, to any patron in the community who, by reason of health, age, or unusual circumstance, is unable to visit the library and use its regular services.
2. Whenever possible, the library will attempt to provide, through its own collection and/or regional resources and subject to availability, reasonable access to high interest, suitable vocabulary materials for all age levels.

Policy 606  
Library Services for Special Needs

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 607

**Title:** Provision of Non-English Material

**Policy Statement:** The library shall provide materials to library patrons in languages other than English.

## **Guidelines and Procedures:**

1. Should any ethnic group or individual desire certain books to meet their ethnic and cultural needs, books will be borrowed through a block loan.
2. Orders shall be placed through Northern Lights Library System.

Policy 607  
Provision of Non-English Material

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 608

**Title:** Interlibrary borrowing

**Policy Statement:** The needs of our community can be met more effectively by sharing resources and services through Northern Lights Library System and the TRAC Consortium.

## **Guidelines and Procedures:**

1. The library will provide an Interlibrary Loan service to its patrons.
2. The library will provide information services to its patrons. If local resources do not provide the needed information, the library accepts the responsibility for securing the information through the Northern Lights Resource Center
3. Interlibrary loans and other resource sharing arrangements as they arise shall be made in keeping with the Alberta Libraries Act.
4. The Board is prepared to cooperate with Library Boards throughout the province and particularly within Northern Lights Library System and the TRAC Consortium.
5. Interlibrary loan materials will be obtained for registered patrons only.
6. Interlibrary loan materials borrowed by patrons are subject to the loan procedures of the lending Library, as outlined in their respective bylaws, unless it is otherwise stipulated by the lending library.
7. The borrowing library shall pay the lending library for any lost or damaged Interlibrary loan books. We in turn can pass these costs including fines to the patron that borrowed the material.
8. Some libraries charge a fee for interlibrary loans. If this is the case, a patron must be advised. The item will only be ordered if the patron is willing to pay the charges.

Policy 608  
Interlibrary Borrowing

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 609

**Title:** Interlibrary lending to other Libraries

**Policy Statement:** The County of Thorhild Municipal Library Board agrees to lend books and videos to other libraries of Alberta.

## **Guidelines and Procedures:**

1. Books lent to other libraries through interlibrary loans shall be lent for a period of up to three weeks use over and above the time spent in transit (coming and going).
2. Videos will be lent for a period of one week's use over and above the time spent in transit.
3. Postal charges shall be covered by the Northern Lights Library System.
4. The borrowing library shall be held accountable for any items lost or damaged and shall pay the Library for same.

Policy 609  
Interlibrary lending to other Libraries

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Materials

**Policy Number:** 610

**Title:** The TAL Card

**Policy Statement:** The County of Thorhild Municipal Library Board will issue The Alberta Library (TAL)/The Regional Automation Consortium (TRAC) card.

## **Guidelines and Procedures:**

### **Membership:**

1. Patrons will be issued The Alberta Library Card. They must first complete the TAL application and show proof of identification. A TRAC barcode will be attached to the card.
2. Should a card be lost or stolen, its loss should be immediately reported to the home library
3. Any change of address should be reported to all libraries being used.

### **Borrowing Rights:**

4. The Alberta Library Card may be used to borrow materials at any participating library at no additional charge. It is the patron's responsibility to become familiar with the loan conditions of the borrowing library and conform to their policies and rules.
5. There will be a limit of five items on loan at any time from each participating library. Renewals will not normally be permitted.
6. The borrower is responsible for any materials borrowed and for any fines incurred. Loss or damage should be reported to the lending library.
7. Borrowed items may be returned to any library that participates in the Alberta Library Card program. Costs of returning items will be reimbursed by Northern Lights.

### **Extended Reference Services and Interlibrary Loans:**

8. Patrons holding an Alberta Library Card should request extended reference services and interlibrary loan services at their home library.

Policy 610  
The TAL Card

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Technology

**Policy Number:** 701

**Title:** Availability to the Public

**Policy Statement:** The Library will endeavour to provide a Public Access Computer and Internet Services to the Public. The Internet, as an information resource, enables the library to provide information beyond the limits of its own collection and provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources.

## **Guidelines and Procedures:**

1. All public access computers, and the Internet provided by the Library are available equally to all library patrons and the public. Access will be made available on a first-come first served appointment basis.
2. Availability shall be restricted only by the hours of opening of the library.
3. Recognising that the Internet offers unrestricted and unlimited access to information, the Library makes no attempt to monitor, control, or restrict the content and type of material available therein.
4. The Internet is largely an unregulated medium and there is little international, federal, provincial or municipal control on its users or its content. While it offers a wealth of information that is personally, professionally and culturally enriching, it also enables access to some material that may be offensive. The library will not be held responsible for content of web sites accessed by the public.

Policy 701  
Computer Availability to the Public

Date Approved: July 23, 2003

Date to Review: July 2006

**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

5. Not all Internet information sources provide accurate, complete or current information. Patrons need to be careful information consumers and question the validity of the information received.
6. Only parents or guardians may restrict the access of their own children to Internet resources. Parents are requested to supervise their children's use of the public access computers and the Internet.
7. Use of the public access computers is at the sole risk of patrons. The Library will not be responsible for damage to a patron's diskette or computer, or for any loss of data, damage or liability that may occur from a patron's use of these computers, whether from computer virus infection, or otherwise.
8. Downloading of files if permitted shall not contain copyright material.

Policy 701  
Computer Availability to the Public

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Technology

**Policy Number:** 702

**Title:** Use of the computer

**Policy Statement:** The library shall place certain rules on the use of the public computer and the Internet.

## **Guidelines and Procedures:**

1. The user must register or sign-in prior to each use of the computer, providing his correct name.
2. Time at the Internet terminal shall be by advance booking.
  - 2.1 Bookings shall be reserved up to one hour per session.
  - 2.2 Advanced bookings may be made by calling the library ahead of time and are made on first come first served basis.
  - 2.3 Advanced bookings can be made for a maximum of two hours per week.
  - 2.4 Time slots may be extended if there is no demand for the terminal.
  - 2.5 Booked appointments will be held up to 10 minutes only.
3. Anyone under the age of 18 who wishes to use the Internet must have a completed permission form signed by his or her parent/guardian or be accompanied by them. Library personnel can request proof of age.
4. Only two people are allowed at a computer terminal at any one time.
5. Access to news groups is limited to those subscribed to through TAL and NLLS.

Policy 702  
Use of the computer

Date Approved: July 23, 2003

Date to Review: July 2006

## COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

6. Individuals who appear to be unable to use the computers or access the Internet without help will be asked to stop using the equipment.
7. Absolutely nothing is to be downloaded onto the hard drive of the Public Computer. This is in order to minimize the potential for the introduction of computer viruses.
8. The Library and its staff cannot control the availability of access to the Internet or to a specific information site you may wish to visit.
9. IBM formatted diskettes for saving files will be provided at cost by the library.
10. Customers are responsible for any damage they have caused to Library's equipment. Any misuse of the computer or Internet access will result in loss of privileges.
11. Access to e-mail will be allowed as long as there is no charge to the library.

Policy 702  
Use of the computer

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

**Category:** Technology

**Policy Number:** 703

**Title:** Training/Staff duties

**Policy Statement:** Library staff cannot provide in-depth training on the Internet, computer hardware/software use or computer jargon.

## **Guidelines and Procedures:**

1. Library staff will assist with basic training as stipulated by APLEN.

Policy 703  
Training/Staff duties

Date Approved: July 23, 2003  
Date to Review: July 2006

**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

**APPENDIX A  
Expenses of Trustees  
(Policy 109)**

- a) a daily honorarium of \$35.00 per day
- b) \$.30 per km mileage
- c) Compensation for subsistence (meals, hotels and other incidentals) will be receipted and paid by the Library Board.
- d) Executive (Chairperson, Secretary and Treasurer) or anyone filling in for their position shall be paid an additional honorarium of \$15 per board meeting.

**APPENDIX B  
Policy 505  
HOURS OF OPERATION**

<b>Newbrook</b>	<b>Radway</b>
<b>Hours</b> Mondays: 3 p.m. to 8 p.m. Thursdays: 3 p.m. to 8 p.m.	Tuesdays/Thursdays: 9 a.m. to 4 p.m., 7 p.m. to 9 p.m. Monday/Wednesday/Friday: 9 a.m. to 4 p.m. Closed 12-1 for lunch

\*Additional summer hours are dependent on extra staff being available.

**APPENDIX C  
Policy 510  
Expenses of Librarians**

- 1. Mileage will be paid by the Library Board at the rate of \$.30 per km.
- 2. Staff will be paid \$35.00 plus mileage expenses for at Board meetings.

*APPENDIX A,B,C*

Date Approved: July 23, 2003  
Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

## APPENDIX D

### Policy 403

#### RETENTION AND DISPOSITION OF RECORDS

<i>SUBJECT</i>	<i>DESCRIPTION</i>	<i>RETENTION PERIOD (in years)</i>	<i>ACTION</i>	<i>STORAGE SITE</i>	
ACCOUNTS	Asset Ledger	P	H		
	Bank (Deposit Books)	7	D		
	Bank (Memos debit and credit)	7	D		
	Bank (Statements and reconciliations)	7	D		
	Budget (Final Operating & Capital)	P	H		
	Cash Receipts Journal	7	D		
	Cheque stubs	7	D		
	Cheques (pd and cancelled)	7	D		
	Disbursement Journal	7	D		
	Duplicate Receipts	7	D		
	Financial statement (audited)	P	H		
	Financial Statements (Final)	P	H		
	Financial Statements (Interim)	7	D		
	Financial Statements (Working papers)	7	D		
	G.S.T. (Applications for refund)	7	D		
	Grant Applications (Employment)	7	D		
	Grant Applications (other)	7	D		
	Grant Applications (Provincial operating)	P	H		
	Investments	7	D		
	Ledgers (General)	P	H & E		
	Paid Invoices	7	D		
	ADMINISTRATION	Reports (not part of minutes)	7	D	
		Reports (part of minutes)	P	H & E	
ADVERTISING	General	2	D		
AGENDAS	Agendas (part of minutes)	P	H		
AGREEMENTS	See CONTRACTS/AGREEMENTS				
AB COMMUNITY DEVELOPMENT	Annual Reports	P	H		
	Public Library Statistics (published)	7	D		
ASSETS	See ACCOUNTS				
BANK	See ACCOUNTS				
BOARD	Authority & Structure	P	H		
	Minutes	P	H		
BUDGET	See ACCOUNTS				
BY-LAWS	All	P	H		
CALENDARS	Work schedules, meetings, events, all-in-one	7	H		
CASH	See ACCOUNTS				
CHEQUES	See ACCOUNTS				
COMMITTEE	Notes	7	D		
CONFERENCES/ WORKSHOPS	Notes, handouts, information	1	D		

APPENDIX D

Date Approved: July 23, 2003

Date to Review: July 2006

## COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

<i>SUBJECT</i>	<i>DESCRIPTION</i>	<i>RETENTION PERIOD (in years)</i>	<i>ACTION</i>	<i>STORAGE SITE</i>
CONTRACTS/ AGREEMENTS	Library System, other boards, Village	Current	H	
	Copies (after superseded)	7	D	
CORRESPONDENCE	General	7	D	
	Historical	P	H & A	
DISBURSEMENTS	See ACCOUNTS			
EQUIPMENT	Manuals, warrantees, proof of purchase	Current	D	
FINANCIAL STATEMENTS	See ACCOUNTS			
GRANTS	See ACCOUNTS			
G.S.T.	See ACCOUNTS			
INQUIRIES FROM PUBLIC	See PATRONS			
INVENTORY	Records, year end	7	D	
	Anniversary years	P	H	
INVESTMENTS	See ACCOUNTS			
LEDGERS	See ACCOUNTS			
LIBRARY LEGISLATION	Acts, Regulations	Current		
	After superseded	7	D	
MINUTES	See BOARD			
PAID INVOICES	See ACCOUNTS			
PATRONS	Registration Forms	Current		
	After expiration	1	D	
	Reference questions	Current		
	After statistics complete	1	D	
	Interlibrary Loans	Current		
	After statistics complete	1	D	
PHOTOS	Albums, historical	P	H & A	
	General	P	H & A	
PLANNING	Needs Assessment/Plan of Service	Current		
	After superseded	7	D	
POLICY	Manual	Current	H & E	
	After superseded	7	D	
PROGRAMS	Plans, reports, evaluations	7	D	
	Registrations	1	D	
	Samples	P	H	
	One-of-a-kind (anniversary, etc.)	P	H & A	
RECEIPTS	See ACCOUNTS			
REPORTS	See ADMINISTRATION			

### APPENDIX D

Date Approved: July 23, 2003  
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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

## **APPENDIX E** **Policy 403**

### **TRANSITORY RECORDS**

#### **Definition of Transitory Record:**

Transitory records are records such as memos, letters, reports, computer files, voice or e-mail messages, etc that you create or receive while doing your job that have only short-term, immediate or no future value to the municipality.

Transitory records can legally and routinely be destroyed

There are no firm rules as to what is and is not a transitory record. The decision will be based on the judgment of each employee.

If the information in a record will have some future administrative, financial, legal, research or historical value to the municipality then it is *not* transitory and should be filed. (refer to "Schedule A" of this Bylaw). For example, e-mail messages that record approvals, recommendations, opinions, decisions or government business transactions. These have future value and are *not* transitory.

#### **Categories of Transitory Records:**

##### **Temporary Information**

This includes telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (either paper, voice or electronic) where the information has only immediate or very short-term value. Once they have been used to perform the required activities, the records have no further value.

On occasion, records such as these must be kept. Envelopes might be kept because the time and date of receipt are stamped on them. A telephone message slip may have to be filed as it provides evidence of an individual calling at a certain time and date. If there is any doubt as to whether recorded information will have any future reference value, file the record.

##### **Duplicates**

This includes exact reproductions of a master document. Common examples are photocopies, or extra copies printed from a computer system or by a commercial printer.

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

After the master version has been filed, the duplicate may be destroyed. Clearly identify duplicates that are circulated strictly for reference purposes, so they are not filed.

A duplicate can sometimes be altered by someone adding handwritten comments, notes or initials to it. This action creates a new record. If this added information will have future value to the municipality, file the document.

## **Draft Documents and Working Material**

This includes source material used in the preparation of documents and earlier versions of final documents. Usually, drafts and working materials, where paper or electronic, do not have long-term value and can be destroyed as transitory records.

Some exceptions include drafts and working papers related to the preparation of legislation, legal documents, budgets, policies, standards, guidelines and procedures. These documents may not be transitory if the municipality was primarily responsible for their creation. This information may have some future value to the municipality that warrants filing it.

## **Publications**

This includes books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation obtained from sources *outside* the municipality. If they have no future value and their usefulness is finished, they can be discarded in accordance with the municipality's guidelines.

Master copies of publications produced by or for the municipality are *not* transitory and should be filed. Extra copies are transitory once the publication is obsolete and may be destroyed. If it is believed that an obsolete publication has some historical significance, the Provincial Archives of Alberta or the local Archives may be contacted.

## **Direct Mail**

This includes solicited or unsolicited information received from organizations or individuals advertising their products or services. If it is directly relevant to the operation of the municipality, this material may be filed for future reference. The vast majority of these types of documents are "junk mail" and can routinely be destroyed.

*APPENDIX E*

Date Approved: July 23, 2003

Date to Review: July 2006

# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

## **Blank Information Media**

This includes anything that was created or acquired for the purpose of collection or storing information but which has not been used and has become obsolete. Example: blank forms.

This category can be used when storage media information must be physically destroyed such as videos, audio or dictation tapes, diskettes, magnetic tapes, disk drives, or optical disks, where:

- Sensitive or confidential information was previously stored
- Where that information was erased according to an approved records retention and disposition schedule; and
- Where it is possible that someone could recover the erased information by technical means.

## **Process for Transitory Records Disposal:**

Disposal of transitory records depends on two factors:

- Whether or not the records are confidential, and
- The physical format or medium of the records.

## **Confidentiality**

Many transitory records do not contain confidential information, but some include personal information about individuals, third-party business information, cabinet confidences, or other sensitive information. Section 15 – 28 of the Freedom of Information and Protection of Privacy Act provides guidance on what could be considered sensitive or confidential.

Obsolete blank forms that could be misused should be treated as confidential transitory records. Example: purchase orders.

## **Physical Format**

The two most common record formats are paper and electronic media. Paper records can be recycled, pulped or shredded. Records on electronic media can be deleted through a specific action or erased automatically after a specified period of time.

Information obtained from Alberta Public Works, Supply and Services: "A Guide to Identifying and Disposing of Transitory Records" brochure.

*APPENDIX E*

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**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

**APPENDIX F  
Policy 502  
Goal Setting Questionnaire  
(To be completed in conjunction with Performance Appraisal )**

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

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

Position: \_\_\_\_\_

Please take the time to answer the following questions. Be as honest as you can giving each item serious thought. Bring this form to your performance appraisal.

What do you like the most about your job?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What do you like the least about your job?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

What is most important to you in your current position?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*APPENDIX F*

Date Approved: July 23, 2003  
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## COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

Complete the following sentence: “ If I were the Board Chairperson I would...”  
(list changes that you would make )

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List 6 personal goals that you will strive to accomplish in the upcoming year (these must have some relation to your position with the Library)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Indicate what training you feel you need to be more effective at your job.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*APPENDIX F*

Date Approved: July 23, 2003  
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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

Identify any areas of improvement you see in yourself and method of corrections.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

List what you see to be your strengths as they relate to your position.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Board Chairperson

*APPENDIX F*

Date Approved: July 23, 2003  
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**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

**APPENDIX G  
Policy 502  
PERFORMANCE APPRAISAL**

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

Position: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_ to \_\_\_\_\_

Evaluation of an employee's performance must be conducted in an atmosphere of trust, confidence and support. They are to be open, honest and concise. The evaluation shall be used to assist in any wage negotiations or grid movement, disciplinary action or promotion.

**PERFORMANCE LEVEL DEFINITIONS:**

1. **Unsatisfactory:** Potential for improvement must be evident.
2. **Acceptable:** Reasonable results in general, but obvious room for improvement.
3. **Fully Satisfactory:** General level of performance substantially meets expectations
4. **Superior:** Results well above those expected in this position - *superior contribution to improve operations, cost savings and/or quality of service*
5. **Outstanding:** Extraordinary and exceptional accomplishments - *results achieved obviously far in excess of normal requirements of the position*

N/A: Not Applicable

While the following is not a complete list of all the criteria which constitutes an effective employee, it is intended to provide guidelines. These guidelines should assist employees in determining performance expectations. The criteria are not in rank order.

*APPENDIX G*

Date Approved: July 23, 2003

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**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

**PERFORMANCE OF DUTIES**

- \_\_\_ completes assigned duties
- \_\_\_ plans and organizes work
- \_\_\_ works with minimum supervision
- \_\_\_ adapts to changing work demands
- \_\_\_ performs work accurately
- \_\_\_ completes duties in a timely fashion
- \_\_\_ initiative (thinks constructively and makes suggestions)
- \_\_\_ creativity (has new ideas and finds new and better ways of doing things)
- \_\_\_ receptive to suggestions
- \_\_\_ ensures work area is orderly and clean

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JOB KNOWLEDGE/SKILLS**

- \_\_\_ demonstrates knowledge required to perform primary functions
- \_\_\_ understands and complies with accepted operational methods and procedures
- \_\_\_ demonstrates operational knowledge of required tools/machinery/equipment
- \_\_\_ typing/word processing skills: accuracy and neatness
- \_\_\_ composition skills, letters, reports, minutes
- \_\_\_ filing skills, storage and retrieval
- \_\_\_ telephone skills: efficiency and manner
- \_\_\_ stats and record keeping

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*APPENDIX G*

Date Approved: July 23, 2003  
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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

## INTERPERSONAL SKILLS

- \_\_\_ responds to board's directions
- \_\_\_ delegates to other staff effectively
- \_\_\_ communicates effectively to and with Board
- \_\_\_ communicates effectively to and with other staff
- \_\_\_ communicates effectively to and with the public (able to respond in an appropriate, clear concise, business like manner)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PERSONAL & GENERAL CONDUCT

- \_\_\_ attendance (is faithful in coming to work daily and conforms to work hours)
- \_\_\_ reliability (follows through on assignments and instruction)
- \_\_\_ stability (able to withstand pressure and remain calm in crisis situations)
- \_\_\_ is progressive in attitude and action
- \_\_\_ efforts towards self improvement
- \_\_\_ displays good grooming and appropriately dressed for the position

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TRAINING & DEVELOPMENT

What training and development has the employee undertaken to improve his/her skills since the previous evaluation and what would be beneficial in the future?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*APPENDIX G*

Date Approved: July 23, 2003  
Date to Review: July 2006

**COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD  
POLICY MANUAL**

Identify any outstanding qualities and/or areas of improvement not indicated elsewhere in this report. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**OVERALL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This rating is based on my observation and/or knowledge of this employee's work and represents my best judgment of this person's performance.

Rated by: \_\_\_\_\_ Date \_\_\_\_\_  
Name & Signature

**Employee's Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have been made aware of the Board's comments and recommendations. My signature on this document does not mean I agree or disagree with the information but appears as a matter of record that I have been made aware of this information. I have the right to add any additional information I wish to this appraisal. A copy of the completed form is available to me upon request. I confirm that the "Questionnaire Goal Setting Session" has been completed in conjunction with this performance appraisal.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*APPENDIX G*

Date Approved: July 23, 2003

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

## Appendix H Policy #602

### Statement on Intellectual Freedom

*Approved by Executive Council ~ June 27, 1994; Amended November 17, 1983; and November 18, 1985*

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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.

*Appendix H*

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# COUNTY OF THORHILD MUNICIPAL LIBRARY BOARD POLICY MANUAL

## ***APPENDIX I*** **Policy #602**

### Reconsideration of Library Materials ***Request for Reconsideration for Library Materials***

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

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Use back of sheet if necessary. ENTIRE FORM MUST BE COMPLETED FOR MATERIAL TO BE RECONSIDERED.  
Please use complete sentences.

1. To what in the material do you object? Please be specific.
2. What do you feel is the result of reading or viewing this material?
3. For what age group would you recommend this material?
4. Is there anything good about the material?
5. Did you read or view the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_  
If not, which parts did you examine?
6. Are you aware of the judgment of this material by literary critics?
7. What do you believe is the theme of this material?
8. What would you like the librarian to do about this material?
9. What do you see as the purpose of this material?
10. What other material, serving substantially the same purpose, would you recommend in place of this item?

Date \_\_\_\_\_ Signature of Complainant \_\_\_\_\_

Date Approved: July 23, 2003

Date to Review: July 2006