

HARDISTY & DISTRICT
PUBLIC LIBRARY

POLICY HANDBOOK

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HARDISTY PUBLIC LIBRARY

MISSION STATEMENT

The Library is dedicated to the education, recreation, cultural enlightenment, freedom to read and information needs for all citizens.

The Library Board recognizes that the role of the Library has expanded to satisfy the growing needs of the age we live in and that the Library shall continue to expand with the needs of the future.

OBJECTIVES OF THE LIBRARY

The Library shall strive to meet the following objectives:

1. To establish, maintain and preserve, in an organized collection, books and selected material in order to promote an enlightened citizenship and enrich personal lives.
2. To serve the community as a center of reliable information.
3. To provide opportunity and encouragement for the continuous education of all the people in the community.
4. To support educational civic and cultural activities of the groups and organizations.
5. To seek continually to identify community needs, to provide service to meet such needs and to cooperate with other organizations, agencies and institutions which can provide programs or services to meet community needs.
6. To provide opportunity for recreation through the use of literature, music, films, crafts and other art forms.
7. To achieve maximum patronage and use of the services and resources by reaching out to all members of the community.

INTRODUCTION

It is the hope and the intention of the present Library Board that this handbook shall:

- 1) provide a firm foundation for the administration of the library and the basis for procedures.
- 2) provide the rationale for planning and budgeting.
- 3) provide a reference source of all current rules, regulations and procedures that govern the library.
- 4) provide continuing guidance in a written form for future boards, librarians and the local community.

It should be noted that the minutes of the Hardisty Public Library dating from February 1977 to September 1999 have been read and studied prior to the formation of this handbook. All policies made throughout that time period have been considered for inclusion in the handbook. Some policies were kept in their entirety and others were amended or deleted as the present board felt necessary.

The Alberta Library Trustees Association Handbook was consulted at length and various points taken for inclusion. Sample policies obtained from Alberta Community Development were used as well.

A. EXECUTIVE COMMITTEE

The management and business of the Library shall be invested in the executive committee according to the by-laws of the Library.

B. BOARD APPOINTMENTS AND TERMS OF OFFICE

1. Board members shall be appointed for three-year terms. A board member is eligible to be reappointed by only two (2) additional consecutive terms of office, unless two-thirds of the whole council passes a resolution stating the member may be reappointed as a board member for more than three (3) consecutive terms.
2. Vacant board positions will be advertised, with terms commencing January 1st of the following year.
3. Prospective new board members as well as board members whose terms have expired, provided that they have not already served three (3) consecutive terms on the board, may apply in writing to the Secretary of the Library Board indicating their willingness to let their names stand for possible appointments by the Town Council.
4. The Library Board will consider all applications and submit all letters of application to the Town Council with recommendations for possible board appointments.
5. The Library Board will leave the final decision of the board appointments with the Town Council.
6. The Library Board supports the Town Council's practice of appointing at least one (1) councillor to the Library Board.
7. The Library Board will have one (1) County of Flagstaff representative and one (1) Parkland Regional Library representative appointed to the board.
8. Election of officers will take place at the November board meeting.

C. MEETINGS

1. The board meetings shall be held once a month excluding July and December and must have a simple majority of (one half plus one) members present to proceed with general business and must have a quorum of at least two-thirds (2/3) members present to proceed with financial business.

2. At the request of three (3) board members, the chairperson shall call a special meeting. No subject shall be discussed or considered at any special meeting except that specified in the notice.
3. The January meeting of the board shall be the annual general meeting and it shall be advertised and open to the general public.
4. The order of business for a meeting shall be as follows:
 - a) Call to order
 - b) Approval of agenda
 - c) Approval of minutes from previous meeting
 - d) Business arising from minutes
 - e) Treasurer's report
 - f) Librarian's report
 - g) Town Representative report
 - h) New business
 - i) Adjournment

D. HIRING CRITERIA

1. LIBRARIAN

The Board will appoint a committee to hire a Head Librarian based on the following preferred criteria:

- a) enjoys working with children and the general public
- b) a Hardisty community resident
- c) has computer and office skills
- d) is organized, self-directed and works cooperatively with a board
- e) is creative and shows initiative
- f) has a high school diploma or a higher education
- g) is able to attend out-of-town meetings and workshops

2. SUMMER STUDENT

- a) Preference for summer student applicants will be given to those living in the community of Hardisty
- b) Preference will be given to applicants who are attending a post-secondary institution in the following fall term
- c) Preference will be given to an applicant with Saturday librarian experience
- d) Preference will be given to first-time applicants
- e) At the March meeting, the librarian will appoint a committee to help with the hiring of a summer student, if deemed necessary.

E. LIBRARY USE

1. The Library will serve all residents of the community and the surrounding rural area. Service will not be denied or curtailed because of religious, racial, social, economic or political status.
2. The use of the Library or its services shall be limited when excessive demands of groups or individuals tend to curtail services to the general public.
3. The use of the Library or its services may be denied for due cause. Such cause may be failure to return books or other items, non-payment of membership fees, failure to pay penalties, failure to pay for damaged or lost materials, destruction of library property, disturbance of other patrons or any other objectionable conduct on library premises.

F. LIBRARY SERVICES

1. The Library will select from the whole range of available resources, and organize for ease of access those books and resources which best meet the needs of the community.
2. The Library staff will provide guidance and assistance to enable people to find the information they seek.
3. The Library will initiate programs to stimulate the use of library resources for the enlightenment of people of all ages. This may be done through publicity, displays and exhibits, story hours, book talks, summer programs, special programs, films and other appropriate means, either in the library or in conjunction with community organizations.
4. The computers may be used by the community for the purpose of internet, business reasons, games, or personal use.
5. The Library will cooperate with other community agencies and organizations to determine and meet the educational needs of the community and to assist them in their programs.
6. The Library accepts the responsibility for security information beyond its own resources, by borrowing materials which it does not own, which cannot be purchased or the demand does not justify purchase.
7. The Library will loan material to other libraries as requested. However, borrowers of this library will have priority in the use of library resources.

8. The Board recognizes that no single library can meet all the demands of its community. Librarians in different political subdivisions working together sharing their services and resources, can meet more nearly the full needs of their users. The board, and the librarian, therefore, will be alert to opportunities for cooperation with other libraries to strengthen the services and resources of the library.
9. The Library will endeavour to maintain a balance in its services.
10. The Library will endeavour to cooperate with, but cannot perform the function of school libraries or other institutional libraries, which are designed primarily to meet curricular needs.
11. Library services will be provided during the hours which best meet the needs of the community.
12. Periodic reviews will be made of library services to determine whether the needs of the community indicate that present services should be modified or new services added.
13. Resources will be shared through:
 - a) The Librarian's Cooperative in the County of Flagstaff (one rural member of the board will represent us)
 - b) Parkland Regional Library
 - c) Alberta Community Development
 - d) Interlibrary Loan
 - e) The Alberta Library Card

G. LIBRARY RESOURCES

1. The Library will provide any resources, either by purchase, or through cooperation with other libraries, which will help to meet objectives (see INTERPRETATION (e) or bylaw for definition of “library resources”)
2. Resources acquired will meet high standards of quality in content expressions and format.
3. Resources which no longer are useful in the light of stated objectives will be systematically weeded from the collection. Such materials will be discarded as necessary.
4. To safeguard access to the widest possible variety of resources, the library adopts the policy of freedom to read.

5. The library subscribes to the “Statement of Intellectual Freedom” adopted by the Canadian Library Association, as follows:
 - a) All persons have the fundamental right, as embodied in the nation’s Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian Society.
 - b) Librarians have the basic responsibility for the development and maintenance of intellectual freedom.
 - c) 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.
 - d) It is the responsibility of libraries to guarantee to the right of free expression by making available all the library’s public facilities and services to all individuals and groups who need them.
 - e) Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
 - f) Both employees and employers in libraries have a duty, in addition to their institutional responsibility to uphold these principles.
6. When requested, the library will do its best to obtain library materials in languages other than English - either through inter-library loan, purchase, the Parkland Regional Library's international collection, or community agencies.
7. We will do our utmost, with the resources available to us, to provide library materials to persons unable to use conventional print materials, (e.g) talking books, large print books.

H. PUBLIC RELATIONS

1. The Board recognizes that public relations involves every person who has any connection with the library. The board urges its own members and all staff members to realize that he or she represents the library in every public contact.

2. The Board recognizes the importance of vibrant library image and is committed to presenting such an image to the public.
3. The Board recognizes that relations with the community are most effective if they are regular, consistent and persistent.
4. The board and the librarian are expected to participate in community activities and give talks to groups or individuals about library services as required.
5. The two prime aims of the library's public relations program are:
 - a) to make governing leaders, civic officials and the general public aware of the library's objectives and services and to promote understanding of these goals and services.
 - b) to encourage active participation by people of all ages in the varied services of the library.

I. LIBRARY ORGANIZATIONS

1. The Board recognizes the importance of supporting the Alberta Library Trustees Association (ALTA) the political voice and lobbying force of Alberta Public Library Trustees, as well as the Library Association of Alberta (LAA) the provincial association dedicated to the development of all types of libraries in Alberta.
2. The Board will show their support by being a member of both associations.

J. BOARD ORIENTATION AND CONTINUING EDUCATION OF BOARD AND STAFF

New board members shall be given the following items for purposes of orientation: - Bylaws and policy handbook of Hardisty Public Library - The Libraries Act. - The Alberta Library Trustees Association handbook - Map of PRL service area - Library history - List of Board members and committees - Board member job description - Event calendar - Service agreement between Town of Hardisty and Parkland Regional Library - Copy of Goals & Objectives
New board members shall be partnered with an existing board member to assist them in their orientation.

The Board shall support ongoing education for its members and staff as itemized in the budget. The board shall encourage its members to attend workshops and training. Staff evaluation may be used to determine what further training or courses are needed.

K. INTERNET

1. The Library will house at least two public internet access computers in the library.
2. Training for staff and volunteers helping with the internet is the responsibility of the librarian.
3. Computer users must sign in at the circulation desk before use. The internet terminals may be reserved for one hour per day, booked by library personnel.
4. Any person using the internet or computers shall follow library rules. The Board will not monitor and has no control over information accessed through the internet and cannot be held responsible for its contents. It is the users responsibility to determine the accuracy of the information retrieved from the internet.
5. Illegal activities or any other activities intended to disrupt network services or equipment are prohibited. Users of the library's internet connection must specifically agree not to submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
6. Misuse or abuse of a computer or its intended use will result in suspension of privileges.
7. Chat lines and adult sites may not be accessed on our computers.
8. Materials on the internet may be subject to copyright laws which users are responsible for upholding.

L. PERSONAL INFORMATION BANKS

1. Personnel Performance Records
Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB 1V0
Information contained: Employment contracts, performance evaluations, reprimands and commendations, and training certificates obtained.
Individuals: Permanent and part-time staff at Hardisty Public Library.
Legal Authority: Freedom of Information and Protection of Privacy Act, section 32(c)
2. Human Resources Records
Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB 1V0

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

Personal information contained would include employee name, address, phone number, birth date, employment commencement date, salary grid placement, emergency contact, payroll deductions, benefit plans, vacation status and sick leave.

Individuals: Permanent and part-time staff at Hardisty Public Library.

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

3. Library Contact Information File

Location: Hardisty Public Library, 5027 - 50 Street Hardisty, Alta. TOB 1V0.

Information contained: Names, addresses and home phone numbers of librarians and board members.

Individuals: Current librarian and board members of Hardisty Public Library

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

4. Patron Database

Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB IVO

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

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

Individuals: All patrons registered with Hardisty Public Library.

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

5. Staff Directory

Location: Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB IVO

Information contained: Employee name, address and home phone number. Individuals: Permanent and part-time staff at Hardisty Public Library.

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

M. PUBLIC INFORMATION HELD BY HARDISTY PUBLIC LIBRARY

1. Minutes of board meetings
2. Hardisty policy handbook and bylaws
3. Audited financial statements
4. Annual report
5. List of board members and staff

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

N. FEE SCHEDULE

The fee schedule for Freedom of Information and Protection of Privacy Act requests, as defined by the legislation, is as follows:

Fees may be assessed regarding general records for

- locating, retrieving and producing the record
- computer and programming time for producing electronic records.
- preparing the record for disclosure.
- copying records for release.
- supervising the inspection of records.
- shipping charges.

When an applicant is requesting personal information about him/herself, there will be no charge for providing the applicant's information unless the copying charges exceed \$10.00.

If an applicant is required to pay fees for services, the public body must provide an estimate of those fees before providing those services. The request will be processed when the applicant agrees to pay the fee and deposits 50% of the estimated fee. The balance is payable when information is available for delivery to the applicant.

The head of the public body or the Commissioner may excuse an applicant from paying all or part of the fee where:

- the applicant cannot afford to pay, or
- for any other reason it would be fair to excuse the fee; or
- the record relates to a matter of public interest including the environment public health or safety.

Overall, fees charged may not exceed the actual costs of the services provided.

O. RECORDS RETENTION

1. Background

The Hardisty Public Library keeps orderly and timely records of the business of the library. This policy outlines the procedures that comply with federal rules and regulations, and with the needs of our library.

2. Conditions

- 2.1 The Income Tax Act of Canada is used as the authority for the retention of records.
- 2.2 The library retains records as outlined in Schedule A.
- 2.3 The record, as set out in Schedule A, are:

- a) Destroyed - the records shall be destroyed without any copy being retained.
 - b) Permanent - the original record shall be preserved and never destroyed.
- 2.4 Permanent copies are kept as Hardcopy.

3. Procedures

- 3.1 Authority for destruction of records is given to the Head Librarian by the board
- 3.2 The Head Librarian is responsible for the proper and complete destruction of the records required to be destroyed under this policy.
- 3.3 The Head Librarian reports the destruction of the records to the board.
- 3.4 Permanent records are stored at the Hardisty Public Library, 5027 - 50 Street, Hardisty, Alta. TOB 1V0 in metal filing cabinets.

SUBJECT		DESCRIPTION			YEARS	ACTION
Accounts		Receivable, Paid Invoices			7	D
Alta. Corn. Dev.		Public Library Statistics			7	D
Annual Report		Local Boards			p	H
Architectural Drawings		Building			p	H
Audit		Monthly financial statement			7	D
		Final			p	H
Bank		Deposit books			7	D
		Memos (Debit & Credit)			7	D
		Reconciliations			7	D
					7	D
Board		Membership			7	H
Briefs/Rep		To Government			7	D
Budgets		Final			7	D
Bylaws		All			p	H
Cash		Receipts Journal			7	D
Cheques		Paid (cancelled)			7	D
		Register			7	D
		Stubs			7	D
Circulation		Statistics only			7	D
Contracts		All			p	H
Correspondence		General			7	D
Employee Benefits		WCB Claims			p	H
Employees		Job Applications			2	D
		Personnel File			p	H
Grant Applications		General			7	D
Income Tax		Deductions			7	D
		TD1 Forms				Replace
		TD4 Slips/Summaries			p	H
Insurance		Claims			p	H
Inventory		After superseded			7	D
Leases		After Expiration			7	D
Ledgers		General			p	H
Legal		Opinions and Procedures			p	H
Legislation - Acts		After superceded			1	H
Minutes		Board and Committee			p	H
Payroll		Garnishes			3	D
		Earnings Records/Pa 11			p	H
Policy		Current i				
Project Applications	li t,	STEP, PEP, etc.			7	H
Receipts		Books			7	D
Special Events		Non-Historic			7	D
Summer Reading Pro.		Materials (samples and files)			7	go thru
Supplies		Invoices			7	D
Termination		Employees			p	H
Tenders		Files			7	D
Training & development		Reports			p	H

Workshops		Reports				5	D
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P. THE ALBERTA LIBRARY CARD

1. Any borrower in good standing of a member library of The Alberta Library is eligible to participate in reciprocal borrowing through The Alberta Library.
2. The borrower is responsible for materials borrowed and fines incurred.
3. An Alberta Library Card will be issued by the home library to any borrower in good standing. Participating libraries may add a local bar code to The Alberta Library Card. The card will include an expiry date.
4. Alberta Library Card holders will not be charged a fee when borrowing materials from participating libraries outside their home library.
5. All local library policies and rules take priority and will apply to all persons using The Alberta Library Card. Restrictions may apply.
6. A maximum of five items may be on loan at any time from each participating library system.
7. Materials can be returned to any participating library. The receiving library will note the date returned and will make every reasonable effort to forward the item by its next business day.

Procedures

A participating library is a library that participates in The Alberta Library Card Program. This includes issuing and honouring The Alberta Library Card and receiving returned items.

A home library is a library at which an individual is a borrower in good standing.

A lending library is the library that lends items under The Alberta Library Card Program.

A receiving library is a library that receives returned items and returns them to the lending library.

Issuing Cards

The Hardisty Public Library will issue The Alberta Library Card to primary clients in good standing. Clients must be 18 years of age.

Q. FINANCIAL MANAGEMENT

1. The board shall establish budget and financial systems.
2. Gifts and Donations:
 - a) The library will accept as gifts, new or used materials only, on the condition that the librarian and/or library board has the authority to make whatever disposition they deem advisable.
 - b) Gifts of money, real property and/or stock will be accepted if conditions attached thereto are acceptable to the library board. Tax receipts will be issued.
 - c) The library will not accept, for deposit, materials which are not outright gifts.
3. The board shall participate in and oversee fund raising events.
4. The board shall ensure adequate insurance, building maintenance and replacement, and capital needs are met and/or planned for.
5. The librarian shall be authorized to spend up to the budgeted amount dealing with purchasing library material.

Signing Officers

The Chair, Treasurer and Head Librarian shall be the signing officers of the Board with two signatures necessary on cheques.

Fiscal Year

The fiscal year of the Board shall be January 1 to December 31.

Budget

The Treasurer and Head Librarian shall develop an annual budget based on the current plan of service. The budget is to be approved by the board in November so it can be submitted to Hardisty Town Council by December for their approval. Budgets are also to be submitted to Parkland Regional Library System and Alberta Community Development - Libraries Branch. Capital Expenditures (over \$300) not outlined in the budget must be approved by the board.

Audit

The financial records of Hardisty & District Public Library will be prepared for audit as soon as is reasonably possible after year end. The audit will be done by a board approved auditor. Audited financial statements are to be distributed to Hardisty Town Council, Parkland Regional Library, Alberta Community Development - Libraries Branch, and Canada Customs and Revenue Agency (Charity Information Return).

Expenses for Board and Staff

1. Membership to The Alberta Library Trustee's Association shall be paid by the library.
2. The library will pay trustee and staff expenses for board approved courses and workshops. These expenses may include mileage, accommodation and registration fees.
3. The library will reimburse trustees and staff for telephone calls made from home while conducting library business.

4. Occasionally, trustees and staff must pick up library materials, supplies and equipment where billing to the library directly is not possible. The library will reimburse for these items, plus mileage if deemed necessary.
5. Mileage shall be paid at the current town rate.

Parkland Regional Library Board - Town Representative

The library will pay mileage at the current town rate for all meetings attended, plus the amount of \$50.00 for a one-half day meeting and \$100.00 for a full day meeting.

Banking

From time to time the Treasurer and Head Librarian will review the banking service provided to Hardisty Public Library and make recommendations for change to the board. Any change in banking service shall be by motion of the board.

R. DUTIES OF BOARD EXECUTIVE AND READ LIBRARIAN

The **BOARD CHAIRMAN** is the executive officer responsible for:

1. Ensuring that the board affairs are conducted according to the policies of the board and The Library Act.
2. Coordinating all business affairs of the board.
3. Planning and conducting regular and special meetings of the board. The board chairman for all the meetings shall prepare an agenda with copies made for all the board members one (1) week prior to each meeting.
4. Supervising the activities of all other positions to ensure that their duties are being properly fulfilled.
5. Serving as an ex-officio member of all committees of the board, giving assistance as required.
6. Keeping board members informed of all correspondence and presenting a summary of information to the board at monthly meetings.

The **SECRETARY** is the executive officer responsible for:

1. Preparing and maintaining on file the minutes of all meetings of the board as official documents which record the affairs and decisions of the board.
2. Preparing, receiving and maintaining on file all correspondence for the board and reply as requested.
3. Accepting responsibility for other designated duties: provide a copy of the board minutes to Town Council.

The **TREASURER** is the executive officer responsible for:

1. Ensuring financial accounts, contracts and agreements are conducted according to sound accounting and business practice.
2. Maintaining on file stall employment documents.

3. Keeping a detailed record of all moneys received and expended.
4. Balancing financial books and preparing a bank reconciliation statement each month.
5. Presenting a monthly financial report to the board, including income and expenses, year to date, and percent of budget spent.
6. Maintaining a file of all receipts or vouchers for which funds were paid out.
7. Maintaining a file of all cancelled cheques.
8. Preparing grant forms along with the Head Librarian.
9. Preparing the annual budget along with the Head Librarian, for adoption by the board and submitting it to Alberta Community Development and Town Council and Parkland Regional Library.
10. Submitting the annual audited financial statement to Town Council, Alberta Community Development, Parkland Regional Library and Canada Customs and Revenue Agency (Charity Information Return).

The **HEAD LIBRARIAN** is responsible for the following:

1. A librarian shall be hired to manage the daily affairs of the library, hereby ensuring consistency of the operations in order that the best service possible shall be provided.
2. The librarian shall attend all board meetings, and in matters of salary, performance and employment the librarian shall arrive at the meeting at a prearranged time. If these meetings should occur outside the regular working hours, they shall be paid at the regular hourly wage.
3. The librarian shall be required to give a written report at each meeting.
4. The duties and responsibilities of the librarian, as outlined in Section P, shall be reviewed annually in the month of October.
5. The librarian's annual evaluation will be carried out in the month of October by a committee of at least two board members.
6. The librarian shall use seasonal themes to decorate the library in an appealing manner, and done in a timely way: i.e. two weeks before the event and removed immediately after the event.
7. Update Policy Handbook when changes occur.
8. The librarian will be responsible for carrying out the budget as implemented by the board and work closely with the Treasurer to facilitate this. The librarian will receive moneys payable to the Board and deposit cash and cheques promptly. The librarian will also be responsible for the monthly payment of incoming invoices.
9. The librarian will sit on all committees and act as a reference when requested.
10. The librarian will bring to the Board Chair's attention any concerns or problems.
11. If the librarian has a grievance, the first person to address would be the Board Chairperson. If results were unsatisfactory, the next option would be to address the Board.
12. The librarian will hire and oversee all additional staff, such as Saturday and summer students.

HEAD LIBRARIAN - ADDITIONAL DUTIES

1. Maintain the library in an orderly state.
2. Operate the circulation desk and reshelve books.
3. Issue membership cards and receipts for dues.
4. Maintain records of memberships and issue renewal notices.
5. Share responsibility for ordering new materials.
6. Process new books and materials and donated items.
7. Maintain old books with minor repairs on a regular basis and repair library materials as necessary.
8. Keep all card cataloguing files neat and orderly.
9. Administer the reference and interlibrary loan service.
10. Pick up, open and read all incoming mail, drawing the Chairperson's attention to matters of prime importance.
11. Attend workshops at the Board's discretion, the expenses and mileage will be paid by the board at the current Town rates.
12. Prepare, with the treasurer, a proposed annual book budget to be presented to the board.
13. Extra hours may be necessary at times. These hours will be paid at the regular hourly wage.
14. Record hours worked daily.

S. DUTIES OF THE SUMMER STUDENT

1. Pick up the mail (General Delivery) from the post office daily. Open and sort bringing to the attention of the librarian anything of importance.
2. Check bulletin board for directions on how to check books in and out.
3. Record overdue material and keep a record of notices sent. Fines are paid through a conscience jar.
4. Keep track of all memberships, whether new or renewals. See *How To Do a Membership* at back of circulation binder.
5. Be responsible for running the summer programs.
6. At the end of each day, record the daily circulation in the circulation book and file cards from the day's circulation according to the date due, in the date file on the desk. The cards will be filed alphabetically according to the author's last name. All materials, other than books should be placed at the front.
7. When leaving, lock the centre drawer of the desk and the library doors. Check doors after locking to make sure the lock has caught, including side and back exit doors. Make sure all windows are closed and locked.
8. Treat the library as a work place. Do not have the radio playing loud and do not have visitors on a regular basis or in the work area.

9. The librarian will be stopping in at the library throughout the summer to make sure that you are not having any problems carrying out your duties.
10. There is a small box and an envelope in the middle desk drawer, with petty cash written on it. If you have to purchase supplies for the library, you will use this money and obtain a receipt.
11. If you have any problems or concerns, please phone the librarian, Trudy Vickerman, at 780-888-2108.

T. SATURDAY LIBRARY STUDENT

1. Saturday librarians shall undergo a three months probationary period from the start of employment.
2. Saturday librarians who do not satisfactorily complete duties will be given two warnings. The first will be verbal, the second written, and a third will result in dismissal.
3. The Saturday librarian is expected to complete the following duties:
 - a) check books in and out
 - b) reshelve books
 - c) collect money for memberships, have the patron fill out the New Member/Renewal Form. Receipts and cards will be done by the librarian.
 - d) record daily circulation
 - e) file book cards alphabetically by author's last name under date due. All other materials are filed in front of the book cards under date due.
 - f) read shelves and check off the ones you complete. Do as many as you have time for and in order so that they will all get done before starting over. To "read" a shelf go through a section book by book, putting the books in proper order.
 - g) fill out and sign time sheet
 - h) turn thermostat down to 15 degrees before leaving
 - i) lock centre desk drawer
 - j) check answering machine for incoming messages and turn on before leaving
 - k) turn on/off neon sign
 - l) turn on/off all lights, leaving outside light on when you leave
 - m) turn computers on/off, except main which remains on
 - n) lock the doors and windows, including side and back exit doors

U. LIBRARY RESOURCES AND BOOK SELECTION

1. This task shall be entrusted to the acquisitions committee composed of up to two board members and the librarian.
2. This committee shall operate within the proposed budget limitations when purchasing library resources.

3. Materials may be selected using selection guides such as booklists, catalogues, collection surveys, needs assessment, outdated or discarded titles, public requests, grants or donations, and personal shopping.

V. CIRCULATION OF LIBRARY RESOURCES

All catalogued resources such as books, cassettes, videos, CD ROMS, music CDs, games and magazines are available for circulation as according to Schedule C of the bylaws. The exceptions will be encyclopedias, dictionaries, thesaurus, atlases, consumer reports, education /job related materials and any other reference materials. These may, however, be signed out overnight at the discretion of the librarian.

W. PETTY CASH FUND

1. The librarian shall receive \$150.00 at one time to be used for petty purchases and disbursements necessary for the daily operations of the library.
2. The sum shall be replaced monthly.
3. The librarian shall keep receipts for all purchases.

X OTHER SERVICES

Book Covering - the library will offer a book covering service to the public. The charge shall be \$3.00 per regular book and \$3.50 for extra large books.

Y. CITIZENS REQUEST FOR RECONSIDERATION OF AN ITEM

If a citizen makes a complaint about the subject matter, language or other area of a particular item, they shall be required to complete the *Citizen's Request for Reconsideration of An Item* form. (Library form #5)

Z HOURS OF SERVICE

Tuesday	11:00 a.m. to 5:00 p.m.
Wednesday	11:00 a.m. to 5:00 p. m. 7:00 p.m. to 9:00 p.m.
Thursday	11:00 a.m. to 5:00 p.m.
Saturday	1:00 p.m. to 4:00 p.m.
Summer Hours	July and August Tues. to Fri. 9:00 a.m. to 5:00 p.m.

AA. CONFIDENTIALITY OF USER RECORDS

All user records will be kept in confidence, unless requested in writing as required by law.

BB. YEARLY EVENTS

January - Annual Meeting

- a) welcome new members
- b) start annual report
- c) implementation of new budget
- d) set up committees:
 - i) County Representative
 - ii) Policy Handbook
 - iii) Summer programming
 - iv) Public relations/phoning
 - v) Acquisitions
 - vi) Needs assessment goals & objectives/plan of service
 - vii) PRL Representative
 - viii) Performance appraisal
 - x) Fund raising
- e) Bylaw changes and readings voted on

February

- a) apply for STEP grant
- b) finish annual report

March

- a) Librarian appoints summer student hiring committee

April

- a) begin advertising for summer student

May

- a) begin planning summer program
- b) hire summer student

June

- a) finalize summer program. Send out information to school and set up ads

July

- a) summer student begins work
- b) summer programs run

September

- a) plan for awards night

October

- a) begin work on next budget
- b) start watching for Needs Assessment, Goals & Objectives or Plan of Service
- c) assess funding required for following year’s capital projects in preparation for Alberta Culture and Recreational Grant due in January
- d) evaluation committee does Librarian's performance appraisal
- e) review Librarian's duties and responsibilities

November

- a) advertise for new board members
- b) submit letters of application and recommendations for new board members to Town Council
- c) nominate new executive
- d) Board appreciation supper
- e) approve finalized budget
- f) review bylaws
- g) Policy Handbook committee to update Policy Handbook

December

- a) advertise annual meeting

CC. LIBRARY FORMS AND LETTERS

Membership Renewal Notice

Membership Renewal Notice

for: _____

Once again it is time to renew your library membership. The date of expiry was _____ Membership fees for residents for one year are as follows: Junior \$4.00, Adult \$7.00, Family \$12.00.

Thank you for supporting your local library.

Hardisty Public Library
General Delivery
Hardisty, Alta.
TOB 1V0
Ph. 780-888-3947

Yours sincerely,

Librarian

HARDISTY PUBLIC LIBRARY
GENERAL DELIVERY
HARDISTY, ALTA- TOB IVO
780-888-3947

Date

REVOKING OF LIBRARY MEMBERSHIP NOTICE

Dear

Our records show that:

_____you have failed to pay for damaged or lost items within two weeks of final notice.

_____you have failed to return library items as requested.

It is the policy of the library to withdraw borrowing privileges until such time as the above matter is dealt with.

Please drop into the library or call if you have any concerns regarding this matter.

Sincerely,

Librarian

HARDISTY PUBLIC LIBRARY
GENERAL DELIVERY
HARDISTY, ALTA. T0B 1V0
780-888-3947

Date

DAMAGED OR LOST ITEM NOTICE

Dear _____

Our records show that you have an item(s) that is/are eight weeks overdue or is/are damaged beyond repair.

Author	Title	Type	Date Due
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It is the policy of the library to consider items eight weeks overdue as lost unless we have been notified otherwise.

THE LOST ITEM POLICY is as follows:

- a) Where a list price is available, patrons shall be charged the full list price.
- b) Where a list price is not available, patrons shall be charged the replacement cost.
- c) When an item is out of print or cannot be obtained for some other reason, the library reserves the right to choose an item of similar value to replace it and the patron shall be charged the full replacement cost.
- d) If a lost item is returned after the final notice has been mailed and before the library has purchased a replacement, the item shall be accepted in lieu of payment.
- e) If a lost item is returned after the final notice has been mailed and a replacement has been purchased by the library, the patron shall be required to pay for the replacement according to a), b) and c) of the Lost Item Policy. The patron may keep the found item if he/she wishes.

The total amount now owing for the above-mentioned damaged or lost book(s) is _____ . It would be appreciated if you would give this matter your immediate attention.

Sincerely,

HARDISTY PUBLIC LIBRARY
GENERAL DELIVERY
HARDISTY, ALTA. T0B 1V0
780-888-3947
email: hardp@telusplanet.net

NEW MEMBER/RENEWAL APPLICATION

Name: _____ Card No. _____
Address: _____ Expiry Date: _____

Type: _____

Phone No. _____ Email: _____

Other Family Members: _____

- I, the undersigned, agree to be responsible for all library materials taken out on the above mentioned library card.
- I agree to return all materials on time and in good condition.
- I agree to pay for all materials that have been lost or damaged beyond repair.
- I agree to be responsible for any minors that may take out library materials on this membership card.

Authorized Signature

Date

The information on this form is collected under the authority of the *Libraries Act* and the *Freedom of Information and Protection of Privacy Act*. The information provided will be used to issue a library card, contact you about requested or borrowed library resources, calculate administrative statistics, provide information on library program and update administrative records. If you have any questions

about the collection and use of the information, please contact the Hardisty Public Library, at 780-888-3947.

CITIZEN'S REQUEST FOR CONSIDERATION OF AN ITEM

Date _____

This form is to be completed outside the Library premises and returned within seven days from the date of issue.

Author/Performer _____

Type of Item _____

Title _____

Request initiated by _____

Address _____ Telephone _____

Complainant represents: Self ___ Other (please name person) _____

Organization or Group _____

To what in the item do you object? (please be specific: cite pages)

What do you feel might be the result of reading this item?

Is there anything good about this item?

Did you read the entire item? If no, what parts? _____

What do you believe is the theme of this item?

What would you like your Library to do about this item?

Date Issued: _____

Date Returned: _____

Librarian's Signature: _____

Complainant's Signature: _____