

# **VILNA & DISTRICT MUNICIPAL LIBRARY BOARD POLICY MANUAL**

The policies in this manual govern the:

## **Vilna & District Municipal Library**

“Board” in this manual refers to the “Vilna & District Municipal Library Board”

“Library” in this manual refers to the “Vilna & District Municipal Library”

“Trustee” in this manual refers to a member of the “Vilna & District Municipal Library Board”

“Library Manager” in this manual refers to the Library Manager of the “Vilna & District Municipal Library Board”

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## Vilna & District Municipal Library Board Policy Manual

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# Vilna & District 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 Vilna community should be approached to serve on the board.

**Guidelines and Procedures:**

1. The Board shall consist of no less than 4 representatives from the Vilna & district and no more than 9 plus one member of the Village Council.
2. Terms shall be for a 3 year period.
3. Available positions on the Library Board will be advertised locally.
4. Potential individuals should be approached to see if they would be interested in serving on the board and asked to submit an application for appointment. They will be asked to indicate on their application the area of interest in which they would like to participate, i.e., finances, public relations, program development, or fund raising.
5. Appointments shall be in accordance with the Libraries Act.
6. A list of board members shall be submitted to the Village Council each year after the organizational meeting for approval of appointments or after appointments as a vacancy is filled.

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# Vilna & District 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 orientated 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:
  - a. Names and addresses, positions, terms of the current trustees, and dates of regular meetings.
  - b. Names and positions of staff
  - c. Policy Manual
  - d. Plan of Service
  - e. Budget and Financial Reports
  - f. The Annual Report and Minutes of three previous meetings
  - g. The Alberta Libraries Act and Regulations
  - h. The Alberta Library Trustees Association Handbook
2. A member of the Board and the Library Manager 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. New members will be encouraged to attend the Library Trustee Workshop offered annually by ALTA.
3. Upon attendance at his or her first meeting, each new member shall be aware of the operations of the library and such duties as he or she may be expected to fulfil.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Board

**Policy Number:** 103

**Title:** Duties of the Board - General

**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 Roberts Rules of Order.
3. Board members are expected to attend all meetings of the Library Board. Members should inform the Chair of unexpected absences and unexplained absences of more than 3 consecutive meetings may be deemed a resignation.
4. Prepare for meetings by ensuring assigned tasks from previous meetings are completed.
5. Become familiar with agenda and issues.
6. Review minutes of previous meetings.
7. 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 and evaluation of staff.
8. Make Chair aware of relevant issues for next meeting.
9. Board members should be fully versed in the Alberta Libraries Act and in the Alberta Libraries Association Handbook.

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## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Board

**Policy Number:** 104

**Title:** Duties of the 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 the requirements of the trusteeship.
3. Chairs (Board) meetings by:
  - a. ensuring that the meeting is required and necessary information is collected beforehand (See Policy #103),
  - 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 the meeting's objectives,
  - d. making additions or deletions to the agenda as required,
  - e. following the approved agenda and the adopted rules of order,
  - f. encouraging input from all present,
  - 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 and
  - i. ensuring that everyone is aware of tasks to be completed by the next meeting.
4. Sets tone and climate for Board activity.
5. Ensure proper records are kept and signs adopted minutes of meetings and approved policies.
6. Spearhead development of Board policies 101 – 113 and 300s.
7. Holds signing authority on Board bank accounts.

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# Vilna & District 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 the duties of the Chair in the absence of the Chair.
2. Assumes active trustee recruitment and orientation (see policy #101 and #102).
3. Any duties as assigned by the Chair.
4. Spearheads the development of the Board staffing/trustee policies #500 - #513.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Board

**Policy Number:** 106

**Title:** Duties of the 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 or 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 the agenda.
6. Prepares and submits the Annual report to the Village, the NLLS, and the Government of Alberta.
7. Spearheads development and maintenance of policies #600 - #612.
8. Holds signing authority on Board bank accounts.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Board

**Policy Number:** 107

**Title:** Duties of the 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 to the Board at the monthly 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 policies #200 – 202.
5. Holds signing authority on Board banking accounts.
6. When leaving the positions, the treasurer will have the financial records up to date and review overall finances and financial position with the incoming treasurer.

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# Vilna & District 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.

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# **Vilna & District 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, conference and workshops, or library related business.

**Guidelines and Procedures:**

1. Board members shall be paid or reimbursed (by receipt) for ant registration fees for workshops and conferences that the board approves.
2. Board members will be paid mileage according to Appendix A.
3. Rates shall be reviewed at the annual organizational meeting.

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# Vilna & District 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 meeting shall be held on a monthly basis during the year and meeting dates shall be decided monthly.
2. The first regular meeting of the year (January) will serve to announce the date of the annual general/organizational meeting. The AGM will be held on the February meeting date. At this meeting the following will be reviewed and changes adopted:
  - a. Library fee structure
  - b. Mileage and expense reimbursement rate
  - c. Signing authority
  - d. Audited financial statement and budget approval
  - e. Executive elections
  - f. Committee assignment

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# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Board

**Policy Number:** 111

**Title:** Membership in Library Associations

**Policy Statement:** The Vilna & District Municipal Library Board strongly believes that the library should belong to professional and education 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.

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## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Board

**Policy Number:** 112

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

**Policy Statement:** The Vilna & District Municipal Library Board shall to the Northern Lights Library System.

**Guidelines and Procedures:**

1. As per agreement, the Vilna & District Municipal Library Board shall pay the transfer payment to the Northern Lights Library System.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Board

**Policy Number:** 113

**Title:** Advocacy

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

## **Guidelines and Procedures:**

1. Activities will support this policy should be:
  - a. soliciting letters from library supporters,
  - b. writing letters to the Minister of Community Development,
  - c. writing letters to the MLS,
  - d. writing letters to the MP,
  - e. making presentations to the Village Council, County Council, and writing letters to councillors,
  - f. participating at election time (re: library issues),
  - g. soliciting support of the business community and
  - h. soliciting support of the public at large and service groups.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Finances

**Policy Number:** 201

**Title:** General

**Policy Statement:** The Vilna & District 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 \$50 for the library and replenished throughout the year.
3. The board shall approve any purchase over the amount designated for petty cash.
4. Expenses of the staff shall be reimbursed as outlined in Policy #510 and Policy #511 of this manual.
5. Funds collected by the library shall be deposited in the Board's bank account at least monthly.
6. Funds collected at the library shall be kept in a secure area until deposited.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Finances

**Policy Number:** 202

**Title:** Board Financial Responsibilities

**Policy Statement:** The Board shall insure that adequate measures are 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, Secretary, and treasurer.
2. Two signatures area 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 board.
5. A draft budget shall be prepared and submitted to village 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 village council for their approval.
8. Audited financial statements shall be submitted to the board for approval.
9. A copy of the financial statements and budgets and the Annual Survey shall be forwarded to each board member and to each funding jurisdiction including:
  - a. Village of Vilna
  - 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.

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## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Community Relations/Promotions

**Policy Number:** 301

**Title:** Co-operating with community agencies and clubs.

**Policy Statement:** The library manager 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:
  - a. Shared planning, sponsorship or services and programs with other agencies,
  - b. agreements to share available space,
  - c. consultation with other libraries in the area when developing acquisitions and loan policies and,
  - d. policies to enable information and materials to be exchanged or loaned to other community libraries or agencies.
2. The library manager 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 craft groups in and around the community to use the library for promoting their cause. Groups using the facility must consult the library manager prior to use.

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## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Community relations/Promotions

**Policy Number:** 302

**Title:** Use of the library facility buildings

**Policy Statement:** The library shall encourage groups to use the facility to promote their organization.

**Guidelines and Procedures:**

1. The library board will cooperate with other groups to see that maximum use is made of the library facilities. User groups will be requested to make a donation to the library for the use to assist in operational costs.
2. The Vilna & District Municipal Library is housed in the Vilna & District Cultural Center. Library patrons are not allowed access to any other part of the building during the hours the library is open. Children needing to use the bathroom shall be accompanied by an adult.

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## **Vilna & District 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 library manager will present all requests for access to the library patron records to the FOIPP Head with any comments or recommendations.
3. Patrons must be advised of the purpose of 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 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 the library manager.
4. The file containing completed application forms shall be held in a locked cabinet when the library is closed.

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## **Vilna & District 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 the Municipality as set out by the Village of Vilna.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Operations

**Policy Number:** 403

**Title:** Records retention and disposition

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

## **Guidelines and Procedures:**

1. The library manager will maintain adequate records to compile monthly and annual activity reports.
2. The library manager is responsible for the proper and complete retention and/or destruction of the records described in this policy.
3. The library manager 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 in 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 part of this policy.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Personnel

**Policy Number:** 501

**Title:** Job Description – Library Manager

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

## **Guidelines and Procedures:**

1. Collection Development
  - 1.1. To evaluate the library collection for the purposes of addition and/or deletion of titles and report to the board.
  - 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 in a timely fashion.
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.
  - 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 a 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 meeting and present report
  - 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 expenses.
  - 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 NLLS and Libraries Section.

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## **Vilna & District Municipal Library Board Policy Manual**

- 4.6. The library manager shall coordinate all library records as it pertains to the Freedom of Information Act.
- 4.7. Petty cash report as part of the monthly library manager report at each board meeting.

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## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Personnel

**Policy Number:** 502

**Title:** Performance Appraisal for Employees

**Policy Statement:** All employees of the library 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 the Library Manager's 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 a meeting with the Library Manager.
3. The committee will meet at least two weeks prior conferring with the Library Manager
4. Their evaluation shall be provided to the Library Manager at least one week prior to the said meeting.
5. Any training recommended by the board will be discussed at the time of the appraisal.

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# Vilna & District Municipal Library Board Policy Manual

**Category:** Personal

**Policy Number:** 503

**Title:** Qualifications for Staff Positions

**Policy Statement:** The Library Manager 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:**

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 fulfil the job description.
5. The individual should have the following personal qualities:
  - a. Flexible attitude
  - b. Imagination
  - c. Neatness
  - d. Initiative
  - e. Good communication and organizational skills
  - f. Desire and ability to work with people.
  - g. Possess an appreciation of literature

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# **Vilna & District 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 Library Manager.

**Guidelines and Procedures:**

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 Library Manager but all trustees and staff should be alert to inquiries that indicate an interest in volunteering.

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# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Personnel

**Policy Number:** 505

**Title:** Working hours and conditions of employment

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

**Guidelines and Procedures:**

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

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## **Vilna & District 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 Library Manager is unable to report to 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 Library Manager and arrange to make up any hours lost as soon as possible.

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## **Vilna & District 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 library manager'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
  - b. Family day
  - c. Good Friday
  - d. Easter Monday
  - e. Victoria Day
  - f. Canada Day
  - g. Heritage Day
  - h. Labour Day
  - i. Thanksgiving Day
  - j. Remembrance Day
  - k. Christmas Day
  - l. Boxing Day
3. When a holiday falls on a workday, the employee shall receive a day off with pay.
4. If an employee is required to work on a general holiday, a day off in lieu shall be granted.
5. As an hourly paid employee, the library manager shall be paid general holiday pay providing they have worked thirty (30) days prior to the statutory holiday in the preceding 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.
6. The board may consider an annual cost of living increase.
7. The board may review the library manager's salary in conjunction with his/her biannual performance appraisal.
8. In the absence of the Library Manager, a volunteer may perform his/her duties. The library board may pay that volunteer an honorarium.
9. All employees shall be covered under the Worker's Compensation Board, Canada pension Plan, and the Employment Insurance Plan.

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## **Vilna & District 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 library manager 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.

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# **Vilna & District 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 permit.
2. All staff members will be encouraged to take educational courses to upgrade their library knowledge.

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## **Vilna & District 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 all registration fees for workshops and conferences.
2. Staff will be reimbursed for attending the above at 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 reimbursed by the Library Board by receipt.
4. Staff shall be paid for mileage and attendance at Board Meetings according to Appendix C.

**Date Approved: May 10, 2011**

**Date to be Reviewed: May, 2014**

## **Vilna & District 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 effectively in the library.

### **Guidelines and Procedures:**

1. The staff member shall enrol 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 Library Manager take a course, the Board shall pay for the course.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# Vilna & District 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 Library Manager in attempt to resolve the matter. If it the Library Manager who has the grievance, then he/she should discuss the matter with the Board Chairman.
2. If the employee/volunteer and the Library Manager, or the Library Manager and Board Chairman 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 a 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.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Personnel

**Policy Number:** 513

**Title:** Bereavement Leave

**Policy Statement:** All employees of the library are entitled to bereavement leave.

**Guidelines and Procedures:**

1. If there is a death of an employee's immediate family member, the employee will be entitled to 1 day's pay of normal working hours, of paid bereavement leave.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# Vilna & District 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 audio-visual 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 following exceptions to the lending policy are as follows:
  - 2.1 Dictionaries
  - 2.2 Atlases
  - 2.3 Encyclopaedias
  - 2.4 Reference materials labelled 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.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# Vilna & District 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 and current fiction, non-fiction books, videos, audio books, and magazines for all ages.

## **Guidelines and Procedures:**

1. The library subscribes to the "Statement of Intellectual Freedom" adopted by the Canadian Library Association as put forth by Appendix H.
2. The responsibility for the selection and ordering of materials is delegated to the Library Manager, 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 Library Manager shall evaluate the existing collection and consult reputable, unbiased professionally prepared selection aides and/or examine the material.
5. The Library Manager 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/she shall fill out a Request for Reconsideration of Library Materials form (Appendix I) before the material will be considered by the library board.
7. The library accepts responsibility for securing information beyond it's own resources by borrowing materials, which it does not own, and which cannot be purchased, or for which the demand does not justify purchase.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# Vilna & District 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 out of materials 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, themes and 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 5 years, un-indexed periodicals removed after 1 year.
4. Lack of Use – any item not used within the preceding 3 year period shall be removed at the discretion of the Library Manager.
5. Items weeded according to guidelines 1-4 above may at the discretion of the Library Manager, be:
  - 5.1 exchanged 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.

**Date Approved: May 10, 2011**

**Date to be Reviewed: May, 2014**

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

### **Donation of Books and Library Materials**

5. The Library Board welcomes donations of materials to the library provided such donations enhance the library collection.
6. The Library Manager shall not accept books that have little chance for resale 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.

**Date Approved: May 10, 2011**

**Date to be Reviewed: May, 2014**

## **Vilna & District 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.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

## **Vilna & District 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 endeavour to provide an outreach service upon request, by 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.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Materials

**Policy Number:** 607

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

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

**Guidelines and Procedures:**

1. Should any ethnic group or individuals desire certain books to meet their ethnic and cultural needs; books will be borrowed through a block loan.
2. Orders shall be placed through NLLS.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# Vilna & District 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 NLLS 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 responsibility for securing information through NLLS.
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 NLLS 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 loan procedures of the lending library, as outlined in their respective by-laws, 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 materials. We in turn can/will pass these costs including fines to the patron that borrowed the material.
8. Some libraries charge 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.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Materials

**Policy Number:** 609

**Title:** Interlibrary Lending

**Policy Statement:** The Vilna District & 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 3 weeks use, over and above transit time.
2. Videos will be lent for 1 weeks use, over and above transit time.
3. Postal charges shall be covered by NLLS.
4. The borrowing library shall be held accountable for any lost or damaged materials and shall pay the Library for same.

**Date Approved: May 10, 2011**

**Date to be Reviewed: May, 2014**

# Vilna & District Municipal Library Board Policy Manual

**Category:** Materials

**Policy Number:** 610

**Title:** The TAL Card

**Policy Statement:** The Vilna District & Municipal Library Board will issue The Alberta Library (TAL)/ The Regional Automaton Consortium Card (TRAC).

## **Guidelines and Procedures:**

### **Membership:**

1. Patrons will be issued the TAL card. They must first must complete the TAL application and show proof of identification. A TRAC card 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 TAL card may be used to borrow materials at any participating library at no 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 5 items on loan at any time from each participating library. Renewals will not normally be permitted.
6. The borrower will be 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 TAL program. Costs of returning items will be reimbursed by NLLS.

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

8. Patrons hold a TAL card should request extended reference services and interlibrary loan services at their home library.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# Vilna & District Municipal Library Board Policy Manual

**Category:** Technology

**Policy Number:** 701

**Title:** Computer 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 from 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 on a first-come first-served basis.
2. Availability shall be restricted only by the hours of opening of the library.
3. Recognizing 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. The Library will however, discontinue any patron's access to the computer and internet, if they have been observed accessing or using the internet inappropriately: for example but not limited to: bullying online, gambling, or pornographic sites.
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 websites accessed by the public.
5. Not all internet information sources provide accurate, complete, or current information. Patrons need to be careful information consumers and question the validity of such information.
6. Only parents/guardians may restrict the access of their children to internet resources. Parents are required to supervise their child's/children's use of public access computers and the internet. The Library will not be responsible for the supervision of minors on the computer or internet.
7. Use of the public access computers is at the sole risk of the patrons. The Library will not be responsible for damage to a patron's diskette, flash drive, or computer, or for any loss of data, or 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.
9. Downloading of files to printer or diskette/disk/flash drive is permitted.
10. Downloading of any file to the public access computer is not permitted.

**Date Approved: May 10, 2011**

**Date to be Reviewed: May, 2014**

## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Technology

**Policy Number:** 702

**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 ALPEN.

**Date Approved:** May 10, 2011

**Date to be Reviewed:** May, 2014

# Vilna & District Municipal Library Board Policy Manual

## **APPENDIX A**

### **Expenses of Trustees**

#### **(Policy 109)**

1. No honorariums shall be paid.
2. \$0.45 per km shall be paid.
3. Compensation for subsistence (meals, hotels, and other incidentals) will be paid on receipt by the Library Board.

## **APPENDIX B**

### **Hours of Operation**

#### **(Policy 505)**

Tuesday	3:30pm to 7:30pm
Wednesday	12pm to 4pm for administrative duties only. Not open to public.
Thursday	3:30pm to 7:30pm
Saturday	12pm to 4pm

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

## **APPENDIX C**

### **Expenses of Library Manager**

#### **(Policy 510)**

1. Mileage will be paid by the Library Board at the rate of \$0.45 per km.

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## Vilna & District Municipal Library Board Policy Manual

### APPENDIX D

#### Policy 403

#### RETENTION AND DISPOSITION OF RECORDS

SUBJECT	DESCRIPTON	RETENTION PERIOD (in years)	ACTION	STORAGE SITE
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 Statements (audited)	P	H	
	Financial Statements (Final)	P	H	
	Financial Statements (Interim)	7	D	
	Financial Statements (working copy)	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)	7	D	
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 FINANCE			
BANK	See FINANCE			
BOARD	Authority & Structure	P	H	
	Minutes	P	H	
BUDGET	See FINANCE			
BY-LAWS	ALL	P	H	
CALENDARS	Work schedules, meetings,	7	H	

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## Vilna & District Municipal Library Board Policy Manual

	events, all-in-one			
CASH	See FINANCE			
CHEQUES	See FINANCE			
COMMITTEE	Notes	7	D	
CONFERENCES / WORKSHOPS	Notes, handouts, information	1	D	
CONTRACTS/ AGREEMENTS	Library system, other boards, village	Current	H	
	Copies (after superseded)	7	D	
CORRESPONDENCE	General	7	D	
	Historical	P	H & A	
DISBURSEMENTS	See FINANCE			
EQUIPMENT	Manuals, warranties, proof of purchase	Current	D	
FINANCIAL STATEMENTS	See FINANCE			
GRANTS	See FINANCE			
G.S.T.	See ACCOUNTS			
INQUIRIES FROM PUBLIC	See PATRONS			
INVENTORY	Records, year end	7	D	
	Anniversary years	P	H	
INVESTMENTS	See FINANCE			
LEDGERS	See FINANCE			
LIBRARY LEGISLATION	Acts, regulations	Current		
	After superseded	7	D	
MINUTES	See BOARD			
PAID INVOICES	See FINANCE			
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 FINANCE			
REPORTS	See ADMINISTRATIONS			

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# Vilna & District Municipal Library Board Policy Manual

## APPENDIX E

### Transitory Records

#### (Policy 403)

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

Transitory records are records such as memos, letters, reports, computer files, voice mails, 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 on paper 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 might be stamped on them. A telephone message slip may have to be filed as 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. 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 this document.

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## Vilna & District Municipal Library Board Policy Manual

**Draft Documents and Working Material:** This includes material used in the preparation of document and earlier versions of final documents. Usually drafts and working materials, whether paper or electronic, do not have long-term value 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 is "junk mail" and can routinely be destroyed.

**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. For example blank forms.

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

1. Sensitive or confidential information was previously stored.
2. Where that information was erased according to an approved records retention and disposition schedule.
3. 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 2 factors:

1. Whether or not the records are confidential and
2. The physical format or medium of the records.

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## **Vilna & District Municipal Library Board Policy Manual**

**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 material. 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. For example: purchase orders.

**Physical Format:** The two most common record formats are paper and electronic. 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 Safety Services: "A Guide to Identifying and Disposing of Transitory Records" brochure.

**Date Approved: May 10<sup>th</sup>, 2011**

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# Vilna & District Municipal Library Board Policy Manual

## APPENDIX F Goal Setting Questionnaire (Policy 502)

To be completed in conjunction with Performance Appraisal

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

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

Please take time to answer the following questions. Be as honest as you can giving each item serious thought.

What do you like most about your job?

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What do you like least about your job?

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What is most important to you in your current position?

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## Vilna & District Municipal Library Board Policy Manual

Complete the following sentence: "If I were the Board Chairperson I would....."  
(List changes you would make)

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List some personal goals you will strive to accomplish in the upcoming year (these should related to your Library position)

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

Indicate what training you feel you need to become more effective at your job?

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## Vilna & District Municipal Library Board Policy Manual

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

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List what you see are your strengths as they related to your job?

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Employee

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Chairperson

**Date Approved: May 10<sup>th</sup>, 2011**

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# Vilna & District Municipal Library Board Policy Manual

## APPENDIX G Policy 502 Performance Appraisal

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

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

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

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: Performance levels are above expectation.
4. Superior: Performance levels are *well* above expectations.
5. Outstanding: Performance levels are exceptional.
6. N/A: Not applicable.

While the following is not a complete list of all 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.

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# Vilna & District Municipal Library Board Policy Manual

## Performance of Duties:

- \_\_\_ completes assigned duties in a timely manner.
- \_\_\_ plans and organizes work with an effective use of time.
- \_\_\_ works with minimum supervision.
- \_\_\_ performs work accurately.
- \_\_\_ initiative, thinks constructively and makes suggestions.
- \_\_\_ creativity, has new ideas , finds new and better ways to do things
- \_\_\_ receptive to suggestions.
- \_\_\_ ensures work area is orderly and clean.

Comments:

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## Job Knowledge/Skills:

- \_\_\_ demonstrates knowledge to operate Polaris
- \_\_\_ understands and complies with accepted operational methods and procedures
- \_\_\_ demonstrates operational knowledge of required tools/machinery/equipment
- \_\_\_ typing/word processing skill: accuracy and neatness
- \_\_\_ composition skills, letters, reports, minutes
- \_\_\_ filing skills, storage and retrieval
- \_\_\_ telephone skills: efficiency and manner
- \_\_\_ statistics and record keeping
- \_\_\_ basic computer and internet knowledge

Comments:

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**Date Approved: May 10<sup>th</sup>, 2011**

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## Vilna & District Municipal Library Board Policy Manual

### **INTERPERSONAL SKILLS:**

- responds to Board's direction
- 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, businesslike manner)

Comments:

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### **PERSONAL & GENERAL CONDUCT:**

- attendance (is faithful in coming to work 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 is appropriately dressed for the position

Comments:

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**Date Approved: May 10<sup>th</sup>, 2011**

**Date to be Reviewed: May, 2014**

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## **TRAINING & DEVELOPMENT**

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

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

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## **OVERALL COMMENTS:**

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

Rated by: \_\_\_\_\_ Date: \_\_\_\_\_

**Date Approved: May 10<sup>th</sup>, 2011**

**Date to be Reviewed: May, 2014**



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## APPENDIX H Policy 602 Statement on Intellectual Freedom

*Approved by Executive Council June 27, 1994. Amended November, 17, 1983 and November 18, 1983.*

All persons in Canada have the fundamental right, as embedded 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 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 the entire 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.

**Date Approved: May 10<sup>th</sup>, 2011**

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## APPENDIX I Policy 602 Reconsideration of Materials

### Request for Reconsideration of Materials

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

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

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

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

### ENTIRE FORM MUST BE COMPLETED FOR MATERIAL TO BE RECONSIDERED

Please use complete sentences. Use the back of sheet if necessary.

1. To what in the material do you object? 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
6. Are you aware of the judgement of this material by literary critics?
7. What do you believe is the theme of this material?
8. What would you like the Library Manager 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: May 10<sup>th</sup>, 2011**

**Date to be Reviewed: May, 2014**