

# **Stewart Public Library**

## **Policy Manual**

**The Mission of the Stewart Public Library is to enrich the life of every person in our community by providing access to the world's ideas and information**

## **Revised 2022**

**The Constitution of the Board of the Stewart Public Library is to be effective from the Sixteenth day of February 2012.**

**Passed by the Association on the Sixteenth day of February 2012.**

**Chairperson**

Billie Belcher

**Vice Chairperson**

Peggy Lister

**Treasurer**

Patricia Lynn

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## **100 Philosophy and Purpose**

### **101.1 Stewart Public Library Mission Statement**

The Mission is to enrich the life of every person in our community by providing access to the world's ideas and information.

Adopted 2003

### **102.1 Goals of the Stewart Public Library**

1. To build and deliver a diverse collection of print, electronic, video and audio collection which will meet the community's needs and support our users growing informational needs.
2. Create effective communication channels with the library users and use technology as an opportunity to engage patrons.
3. Provide an open and inviting space with customer focused staff where every individual can meet its informational needs.
4. Create a strong relationship with educational, early learning and government organizations and secure funding for the library.
5. To pursue the opportunity for a new library building
6. Foster professional development for staff and the board members

Adopted February 2018

### **103.1 Objectives of the Stewart Public Library**

1. To update our collection continuously: encourage borrowing ILL (interlibrary loans) and requests for specialized information and to maintain an active policy of weeding and withdrawal annually.
2. To survey patrons and find innovative ways to meet their needs: discussion groups, book clubs, drama, puppet shows, reading programs, movies, author visits, and workshops.
3. To pursue grant opportunities to obtain funding for additional programs.
4. To participate in community events when appropriate.
5. To poll patrons every 2 years as to suitability of the library's open hours.

Adopted February 2018

## **200 Policy and Planning**

### **201.1 Policy on Policy**

The Board is responsible for developing its own Policy regarding governance issues.

The approval of policy is the responsibility of the Board. In policy resides the power and authority of the Board. It is the only body that can legally establish and approve policy on behalf of the Library.

Policy development and evaluation will be initiated by the Board annually in October.

Policy writing will be undertaken by the Policy Committee of the Board of Stewart Public Library.

Policies will be approved by the Policy Committee and presented to the Board for approval prior to adoption at the next Annual General Meeting.

Adopted April 2011

### **202.1 The Strategic Planning Process**

The Stewart Public Library Association will annually revisit our Mission, Goals and Objectives.

This process will enable our Library to provide continuously appropriate levels of service to our community.

Adopted April 2011

## **300 Constitution of the Board, Stewart Public Library Association**

### **301.1 Mandate of the Library Board**

The Stewart Public Library operates as a Public Library Association under the provisions of the Library Act of British Columbia (Part 4) and its amendments. The Library Board, constituted under the terms of the Library Act is a legal entity and holds the legal responsibility for the Library. The Library shall be an institutional member of the BCLTA British Columbia Library Trustees Association (BCLTA) and British Columbia Library Association (BCLA) and the North Coast Library Federation (NCLF).

Adopted: February 2018

### **301.2 Objectives**

To promote and regulate Public Library Service in the District of Stewart, under the authority of the Library Act, specifically Part 4 and Part 5: Public Library Association.

Adopted: April 2011

### **301.3 Membership of the Library Association**

Members of the Stewart Public Library Association are eligible for election to the Board of Trustees. The election of officers will take place at the Annual General Meeting, on a date set by the Board, at least 14 days in advance during the first quarter of the calendar year. The members elected shall hold office for two years or the remainder of the year during which he or she is appointed and shall be eligible for re-election. No member shall hold office for more than eight (8) consecutive years.

### **301.4 Composition of the Board**

The Board shall consist of five members, (4) members of the association and one representative from the Municipal Council. A majority of the board (three members) shall constitute a quorum. The Library Director will be the recording secretary to the Board and be without voting privileges.

Adopted: February 2018

### **301.5 Duties and Responsibilities of the Board**

#### **A. Executive of the Board**

The Executive shall be elected from within the Board of trustees and shall consist of:

- Chair
- Vice Chair
- Treasurer

and shall be elected at a Special Meeting of the Board to be held immediately following the Annual General Meeting and will be called by the outgoing Chair.

Signing officers for the general account shall be any two of the following:

- Chair
- Vice Chair
- Treasurer
- One additional Board Member

No member of the Board by virtue of his/her office may exercise administrative responsibilities with respect to the library, nor as an individual may command or direct the services of any Library employee or volunteer.

Adopted April 2011

#### **B. Duties and Responsibilities**

##### **1. Chairperson**

- a. Represents the Board in matters of political and public relations.
- b. Ensures the implementation of the policy.
- c. Determines that motions passed by the Board that affect the operations of the Library are carried out by staff.
- d. Calls and presides at meetings of the Association and the Board, approves the agendas for meetings
- e. Ensures liaison is maintained with the District of Stewart.
- f. Meets with the Library Director regularly to deal with general management items.

- g. Casts the deciding vote in case of a tie.
- h. May act as a signing officer.
- i. May sit on all committees except the nominating committee.
- j. Responsible for preparation and presentation of a year-end report at the Annual General Meeting.

**2. Vice Chairperson**

- a. Acts as Chair in the absence of the Chairperson, and in the event of a vacancy in the office of the Chairperson, shall succeed to that position.
- b. Serves on the nominating committee.
- c. May act as a signing officer.

**3. Secretary to the Board is the Library Director who shall:**

- a. Record minutes of the proceedings of all Annual and General Meetings of the Association and of Regular, Special and Executive meetings of the Board.
- b. Ensures that copies of the minutes are distributed to the Trustees prior to the meetings.
- c. Ensures that a copy of the minutes is available in the Library.

**4. Treasurer**

- a. Is responsible for ensuring that the Library's financial records are in good order.
  - b. Chairs the Budget and Finance Committee, and oversees the budget.
  - c. Ensures that a monthly statement is prepared for each Board meeting.
  - d. Ensures that all year-end financial statements and reports are completed and filed appropriately.
  - e. Ensure that a financial statement is completed annually for the Annual General Meeting.
  - f. May act as a signing officer.
- Adopted April 2011

**B. Duties and Responsibilities of the Library Board**

- a. To perform duties according to the Library Act.
- b. To attend Board Meetings regularly.
- c. To prepare and submit an annual budget for the operation of and maintenance of the library.
- d. To formulate and administer policies including decisions on: hours of operation, staff benefits and salaries, loan periods of library materials, non- resident fees, charges for damaged or lost books, rental fees and meeting room use for library sponsored functions.
- e. To be responsible for the appointment of the Library Director, and for the appointment, in consultation with the Library Director of other professional and semiprofessional staff not including clerical staff. To meet the third Thursday of each month at 7:00 p.m, with the exception of legal holidays and with the option to recess 3 months per year.
- f. To encourage Trustees to attend provincial library conferences and workshops whenever possible.
- i. To approve expenditures from the operating budget.
- j. To determine acceptance, use, or expenditures of donated funds or property in accordance with the terms and wishes of the donor.
- k. To publicize and promote the Library and its services.



Adopted February 2018

### **301.6 Meetings**

Regular meetings of the Board of Trustees will be held each month with a minimum of six (6) meetings per year.

The Annual General Meeting shall be held in the first quarter of the New Year.

Adopted April 2011

### **301.7 Committees**

There shall be an Executive and such Standing Committees as the Board deems necessary for the proper conduct of business.

Standing Committees shall be appointed-from the full membership of the Library Association, by the Chairman at any meeting that considers the appointment of committees necessary to coincide with the term of that current board.

Persons other than members of the board may be appointed by the board to serve on standing committees.

Adopted April 2011

### **301.8 Finance**

Two signatures are required on all cheques. The Chairperson, Vice- Chairperson, Treasurer and one other Board Member shall be authorized to sign financial instruments, with the preference being given to the Chairman and Treasurer.

The board shall not authorize the disbursements of any funds for the purpose of gain for its members. Any surplus to the Stewart Public Library Association shall be used in promoting its objectives.

Upon dissolution of the Stewart Public Library Association, the Council of the District of Stewart shall assume all assets and liabilities of said Association except for those listed in Part 4, Section 45 of the Library Act.

Adopted February 2018

### **301.9 Duties of the Library Director**

See Appendix I: Job Description of the Stewart Public Library Director

### **301.10 Trustee Recruitment**

A Public Library Association is managed by a Board elected at the Annual General Meeting. When filling a Board vacancy, the nominating committee will take steps to ensure that the Board is a reflection of the community at large. Various age groups, both genders, and a variety of interest groups should be represented. The Board will advertise when a Trustee position becomes vacant.

Criteria for Consideration of new Trustees:

- Interest in the library, the community, and in the library's relationship to the community
- Readiness to devote time and effort to carrying out the duties of trusteeship
- Recognition of the library's importance as a centre of information, of community culture, recreation and continuing education

- Acquaintance with community social and economic conditions, and with groups within the community
  - Ability to work well with board members, Library Directors, staff members, and the public served by the library
  - An open mind, intellectual curiosity, respect for the opinion of others, and a commitment to intellectual freedom
  - An ability to establish and follow policies for successful operation of the library that provide impartial service to all its patrons
  - Courage to plan creatively, to carry out plans effectively, and to withstand pressures, and prejudices
  - A commitment to the library operating in a fiscally responsible manner
  - Ability to envision library development including internal improvement and external expansion
  - Devotion to the library, its welfare and progress
  - Ability and desire to act as an effective advocate for libraries
  - Personal skills and experiences that will benefit the library and meet its Mission, Goals and Objectives
- Adopted: April 2011

### **301.11 Amendments to the Constitution**

Amendments to the Constitution and the Bylaws may be made, amended, or repealed at an Annual General Meeting by a two-thirds vote of members over 18 in good standing at the meeting provided that the notice of motion to so amend, or repeal has been circulated in by posting or advertisement to all members of the Association not less than thirty (30) days before the Annual General Meeting.

The Constitution of the Board of the Stewart Public Library is to be effective from the Seventh day of April, 2011.

Passed by the Association on the Seventh day of April, 2011.

#### **Chairman**

Billie Belcher

#### **Vice Chairman**

Patty Lister

#### **Treasurer**

Patricia Lynn

## **400 Membership**

### **401.1 General**

1. Membership is free to residents of, or whose mailing address is Stewart, BC, Meziadin Lake, BC or Hyder, Alaska.

2. Upon application and with one piece of identification (showing his or her current address), an adult individual will be considered a member of the Stewart Public Library Association, will be registered in the Stewart Public Library computer system and will be issued a North Coast Library Federation (NCLF) card.
3. Youths 12 years of age and over are eligible for adult borrowing privileges. Under 12 years of age must be accompanied by or authorized by an adult. North Coast Library Federation cards are issued to children, (persons under the age of 12) for use in all areas of the Library on receipt of the signature of the parent or guardian accepting responsibility for the choice of books and materials, as well as for the loss, fines or damage to items borrowed on the card.

See Appendix # II Parental Signature Form.

The free use of the Public Library is a right of every library member. To meet the informational needs of children today, all library materials in the adult area must be available regardless of the child's age or grade. The responsibility for the type of materials, as well as for the materials themselves, must be taken by the parent. Item's restricted by Censor's board of Canada will not be loaned to children.

Adopted April 2011

#### **401.2 Service to Visitors and Non-Residents**

1. Visitors to Stewart Public Library are welcome to use the library facilities, the internet, browse the collection, and use the public access computer according to library policy.
2. Under the B.C. One Card system, visitors will receive a One Card membership when they show a card from their home library. These members are limited to five books at one time and 1 item from the Recreation Library.
3. Identification requirements are the same as those for a regular membership.
4. Out of Province/Country visitors or BC residents without a One Card membership shall be charged a non-refundable fee of \$20.00. Recreation equipment will not be lent to those without a BC One Card or non-resident unless a deposit of the full value of equipment is made.

Adopted February 2021

#### **401.3 Cancellation of Borrowing Privileges**

1. Borrowing privileges may be cancelled or suspended if:
  - a. the patron's status becomes delinquent (in arrears for overdue books or fines, or lost and damaged books)
  - b. there is a violation of the Respectful Workplace Policy – Conduct Section 702.1

Adopted April 2011

#### **401.4 Confidentiality Statement**

1. All records, formal or informal, in the Stewart Public Library relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

2. In order to prevent an invasion of personal privacy, the contents of registration and circulation records, or information inquiries made by patrons, shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to proper legal process or subpoena.
3. Names, addresses and telephone numbers of Stewart Public Library patrons and volunteers shall be considered to be confidential, and for library use only and shall not be made available either gratis or by sale to any other agency or to the general public.

Adopted April 2011

## **500 Library Services Policies**

### **501.1 Circulation**

1. Reference items are non-circulating.
2. Library materials become overdue unless renewed or returned by the due. Most items may be renewed in person, by phone or online, unless they have a reserve placed upon them.

<b>MEDIA</b>	<b>LOAN PERIOD</b>	<b>QUANTITY LIMIT</b>
Books	3 weeks	20
Videos/DVDs	1 weeks	4 per member
Audio Cassettes	2 weeks	4 per member
Newspapers	31 weeks	No limit
Magazines	3 weeks	No limit
Recreation Equipment	3 days	No limit

Adopted February 2020

### **501.2 Overdue Fines**

1. No fines will be accrued for over-due materials. Materials that are not returned after 30 days will be considered lost and the patron will be responsible for financial reimbursement to the library.
2. Recreation equipment that is not returned after 3 days will begin incurring a fine of \$5.00 per day per item borrowed. Items not returned after one week will be considered lost and full replacement value will be added to the patron's account. Failure to replace the item or pay for its replacement will be considered theft and law enforcement will be contacted.

Adopted February 2021

### **501.3 Placing Holds**

1. A reservation may be placed if an item is not available for immediate loan.
2. The patron will be notified by phone or email when the item becomes available.
3. The item will be held for seven (7) days.

Adopted February 2018

### **501.4 Interlibrary Loans (ILL)**

1. Books can be ordered from other public libraries and colleges throughout the province and country at no charge.
2. Request forms are available from the Library Director or by ordering online.

3. A maximum of 5 books may be ordered.
4. New ILL book requests will not be processed, until overdue books previously borrowed from ILL through the Stewart Public Library, are returned to the Stewart Public Library.

Adopted February 2018

### **501.5 Outreach Services**

The Library will provide free delivery of books and materials for anyone who is confined, for medical reasons, to his or her home. The borrower's signature is required confirming acceptance and date of receipt of the borrowed articles.

### **501.6 Donations**

Gifts of books or other materials are accepted on the condition that the Board (with the Library Director's guidance) will determine the use or expenditure of donated funds or property in accordance with the terms and wishes of the donor.

### **501.7 Library Computer Use and Internet Service**

The Stewart Public Library will provide access and use of the general public computer during the library's open hours at no charge to any patrons of the library. In response to advances in technology and the changing needs of the community, the Stewart Public Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of the library's diverse community.

#### **1. Disclaimer of Responsibility**

The Stewart Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet may contain inaccurate material or material of a controversial nature. The Stewart Public Library cannot censor access to material nor protect users from inaccurate or offensive information. Parents of children under the age of 16 must assume responsibility for their children's use of the Internet. Parental Signature Form Appendix II

#### **2. Misuse**

Anyone misusing or damaging the computer, reprogramming the library's computer, tampering with the equipment or software or using the Internet for illegal or unethical purposes will have his/her Internet access privileges suspended, may be prosecuted and will be financially liable for any damage. The Internet access computer are located in public areas which must be shared by library users of all ages, backgrounds and sensibilities. Individuals are asked to be respectful when accessing potentially offensive information and images. The Library reserves the right to ask individuals to discontinue the display of information and images which cause a disruption.

#### **3. Services Provided**

Stewart Public Library is committed to offering a full range of electronic services in the library given the limitations of space. These include:

- a. Internet – this service is free as access to information is a core library service.
- b. Printing – there is a fee for this service.
- c. Stewart Public Library website with online databases.
- d. Online Public Access Catalog.

4. **Computer Users**  
Computer users are not required to be members of the library. Therefore, the following requirements have been established:
  - a. Registration to use a computer is mandatory and the posted policy must be read.
  - b. Compliance with the Internet Policy is mandatory.
  - c. The Internet computer is available during the hours that the library is open to the public. Patrons may access the computers for a maximum of one hour per day or at the Library Director's discretion.
5. **Cancellation of User Privileges**  
Computer user privileges may be cancelled or suspended for due cause, such as:
  - a. Destruction of Library property.
  - b. Disturbance of other patrons and/or objectionable conduct on Library premises.
  - c. Inappropriate and/or abusive treatment of staff.
6. **Security**  
**WARNING:** Although the library uses a virus checker on the Internet Access computer, this may not completely protect against the chance of getting a virus. The Stewart Public Library is not responsible for damage to a patron's memory stick or computer or for any loss of data, damage or liability that may occur from patron use of the library's computer. In addition it is the patron's responsibility to ensure his/her private information is protected.
7. **Software**  
Patrons may not use their own software programs on the Library computers. This will help prevent computer viruses that are common on public computers.  
  
The Stewart Public Library will not allow downloading of programs or file transfer protocol (FTP) privileges for the public.
8. **Staff Help**  
Staff will assist in initially signing on to the Internet and will instruct on Internet use as time provides. Because of library scheduling, trained staff will not always be available to help.

Adopted February 2018

#### **501.8 Other Services:**

1. Time permitting, Library staff may provide black and white photocopying or printing of patron's word processing pages.

#### **501.9 Discarding of Library Materials: See Appendix # III**

### **600 Library Collections**

#### **600.1 Statement of Guiding Principles for Library Collections**

1. Intellectual Freedom

The Stewart Public Library Board endorses the Statement on Intellectual Freedom of the Canadian Library Association. It does not interpret its function nor that of its administrators to be the supervisor of public morals, nor does it act “in loco parentis” because it is the prerogative of parents to develop, interpret and enforce their own code of acceptable conduct upon their own household members.

2. The Canadian Library Association Policy on Intellectual Freedom

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

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

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

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

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

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

### **601.1 Collection Development**

1. Material Selection Criteria

The Stewart Public Library provides a wide range of library materials as efficiently and as economically as possible, with requests by patrons being taken in account and at the discretion of the Library Director.

2. Discards

Materials which are no longer useful in the light of the objectives of the Stewart Public Library will be systematically weeded from the collection according to accepted professional practices. See Appendix III.

3. Book Sales

Books discarded from the Stewart Public Library may be sold through the book sales.

4. Canadian, British Columbia and Stewart Public Library Materials

The Stewart Public Library recognizes a special obligation to purchase and preserve materials which convey detailed information about Canada, the Province of British Columbia, the District of Stewart and its residents.

Adopted April 2011

## **700 Human Resources**

### **700.1 Statement of Guiding Principles for Human Resources**

The Board of the Stewart Public Library Association is committed to selecting the best possible staff and providing them with a working environment that supports and encourages individual commitment to continuous learning and professional development. As well, the Board is committed to providing a safe and secure workplace for its staff.

Adopted April 2011

### **701.1 Employment of the Library Director**

#### **Hiring of the Library Director**

Upon being advised that the position of Library Director is becoming vacant, the Board Chair will appoint a Hiring Committee. This committee will advertise the vacancy; short list the qualified applicants, interview the applicants and will then recommend a candidate to the Board.

#### **Qualifications and Duties of the Library Director**

The Hiring Committee shall review the list of qualifications of the Library Director, based on the job description attached in Appendix #I, SPL Library Director Job Description.

#### **Evaluation of the Library Director**

The Stewart Public Library Board will conduct an annual performance evaluation of the Library Director as soon as possible in the new calendar year.

See Appendix IV, Evaluation of the SPL Library Director

Adopted April 2011

### **701.2 Other Staff – Relief Library Director and Volunteers**

- a. Hiring shall be done by the Library Director.
- b. Duties will be as set out in Appendix V.
- c. Evaluation to be done by the Library Director as soon as possible in the new calendar year. Appendix VI
- d. Relief Staff and Volunteers are not entitled to Extended Health and Dental Plans.

Adopted: February 2018

### **701.3 Employee Development**

In order to encourage the development of employees within the organization, the library will:

1. Identify and make known the qualifications which are required for every position.
2. Encourage employees to maintain and improve their library skills and knowledge in order to provide a professional level of service. It is the responsibility of the employee to exercise initiative, to self-pay, and to be financially responsible for any costs incurred.

Adopted: April 2011



## **702.1 Respectful Workplace Conduct**

### **1. Harmful/Disruptive Behaviour**

In the event of a patron exhibiting harmful behaviour, or potentially harmful behaviour, the following steps shall be taken:

- a. Removal from Premises  
If members of the staff feel that anyone in the library is in danger of physical harm the staff will call the police immediately.
- b. Reporting of Incidents  
An incident report should be filled out and submitted to the Board for review.  
See Appendix VII, Incident Report

Examples of disorderly or offensive behaviour in the library are:

- i. Leaving young children unattended
  - ii. Abuse/vandalism/theft of library property, facilities or equipment
  - iii. Eating and drinking, except when provided by the library
  - iv. Exhibitionism/flashing
  - v. Harassment – physical, sexual or verbal abuse or other library users or of library staff
  - vi. Intoxication resulting from alcohol or drugs
  - vii. Loitering, including refusal to leave at closing
  - viii. Obscene language
  - ix. Smoking
  - x. Soliciting for any purpose
  - xi. Disruptive behaviour
  - xii. Bringing pets, except guide/helper dogs
- c. Appeal Procedures  
A patron evicted by the Library Director may appeal in writing to the Board for re-admittance to the Library.

### **2. Loss Prevention**

Reasonable security measures will be taken to protect the library against loss of property. If a theft is suspected or observed, the Library Staff will contact the RCMP, record the incident and report it to the Board.

### **3. Workplace Harassment**

The Stewart Public Library is committed to providing a working environment in which all staff and volunteers are treated with respect and dignity. The Library also recognizes its responsibility to support and assist staff and volunteers who may have been subjected to workplace harassment. This policy is to ensure a positive and healthy work environment and to

insulate the Library from liability. This policy covers all employees, volunteers, summer students and members of the board.

- a. Workplace harassment includes, but is not limited to, any form of discrimination based on gender (including sexual harassment), race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, age or sexual orientation. Any conduct in the workplace which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group of persons will not be tolerated.
- b. A library employee or volunteer who believes that he/she has been subjected to workplace harassment is encouraged to report the alleged incident as soon as possible in writing to the Board. To protect the interests of the complainant, the alleged harasser, and persons who may report incidents of workplace harassment, confidentiality will be maintained throughout the investigative process. Information relating to the complaint will only be disclosed to the extent necessary to resolve the situation.
- c. In the case of an unsubstantiated complaint, all records of the complaint shall be shredded. Where the complaint has been found valid, the harasser's personnel file shall contain only the details of disciplinary action taken. A separate, confidential file shall be kept for a period of two (2) years unless new circumstances dictate that the file should be kept for a longer period of time. This file should contain all details of the allegations, evidence, and disposition of the matter, and must not be made available to the harasser.
- d. All incidents of harassment should be brought to the attention of the Board. If the Board agrees that an incident has occurred, they will tell the harassing individual that the behaviour will not be tolerated. Suggestions for remedying behaviour will be discussed and depending on the severity of the complaint, appropriate action will be taken or a letter of disciplinary action may be placed in their personnel file.
- e. If a second incident of harassment by the same patron occurs, he/she will be suspended indefinitely. A letter signed by the Chairperson of the Board will be sent to the patron to inform him/her of this suspension. They will be informed at this time that application for reinstatement must be made to the Board in writing. The Library Patron may not necessarily be reinstated.

#### **4. Criminal Records Checks**

All library staff as well as volunteers who assist with children's programming at the library will submit to criminal record checks in accordance to the Criminal Records Review Act. Criminal Records Checks are available free of charge from the RCMP. Applicant can apply online or in person.

Checks will be performed at the start of employment or volunteer work and will be renewed every five years. These records will be kept in confidential personnel files with copies available to employees upon request.

#### **5. Requests for Personal Information**

The Library will not give out personal information except where required by the Freedom of Information Act, and only then upon receipt of legal documents requesting that information. This applies to information on employees, trustees, volunteers and patrons.

**702.2 Stewart Public Library Workplace Safety – PLEASE POST**

**a.. Stewart Public Library Health & Safety Policy**

Stewart Public Library is committed to providing a safe and healthy environment for its employees, volunteers and the public; while recognizing that safety is everyone's responsibility.

Stewart Public Library's Board Responsibilities:

- To establish and maintain a health and safety program which includes the appropriate worksafe standards, procedures and regulations.
- To ensure that the Library Director, Library Staff and Volunteers have been trained in safe working practices.
- To enforce worksafe procedures and regulations.
- To correct unsafe practices.

Stewart Public Library Director's Responsibilities:

- To comply with established worksafe standards, procedures and regulations.
- To ensure that the Library Staff and Volunteers are trained in safe working practices.
- To enforce worksafe procedures and regulations.
- To correct unsafe activities.
- To report any potential safety or health hazards to the Board.

The Public's Responsibilities:

- To observe the posted rules and use the Library in a safe and responsible manner.

**b. Stewart Public Library Health & Safety Program**

1. Stewart Public Library Health and Safety Policy posted in the Safety Corner
2. Violence in the workplace assessment completed: Low Risk
3. First Aid Attendant not required on site: usually only one person working per shift, and fewer than 20 minutes surface time to Health Centre
4. Fully equipped personal First Aid Kit, including Accident Record Book and Signage, located in or near Safety Corner
5. Incident Report Forms available
6. Work Alone Policy and Procedures posted in Safety Corner

7. Emergency telephone #s posted by the phone, with the address of the Library and a list of the Board's contact telephone #s
8. Library Director to conduct and post monthly Health and Safety Inspections and to include the report in the Regular Board Meeting Agenda
9. Library Director to ensure that Staff and Volunteers have read and understood Stewart Public Library's Health and Safety Policy and the Health and Safety Program
10. Library Director to implement Staff and Volunteer training in ergonomics and safe lifting practices
11. Library Director to conduct a yearly Safety Audit and report to the Board to identify the effectiveness and deficiencies of the Health and Safety Program. This audit can include any topics, incidents, training issues or worksafe procedures included in Safety Inspections throughout the year

### **703.1 Staff and Trustee Travel Policy**

#### **1. Staff**

- Staff representing the Library at conferences and workshops shall receive leave of absence with pay unless otherwise specified by the Library Board.
- Guidelines of the Library Board are that no employee shall lose pay through attending a conference during normal working hours.
- The employee shall be encouraged to bank time off in lieu of overtime pay for attending a conference or workshop which may include sessions occurring during the employee's regular time off, and for which hours he/she are entitled to be paid.
- Employees will be reimbursed for travel costs which have not been prepaid by the Library, including gas, accommodation and meals at District of Stewart rates.
- In order to keep expenses to a minimum, whenever possible Employees and Trustees are encouraged to car pool, etc to events and conferences.
- The Library Director is expected to present the Library Board with brief reports on all conferences that they attend.
- Stopovers will be permitted when the additional costs incurred in stopping over are born by the employee or trustee when the stopover is for personal business. If the cost of stopping over increases the cost of travel, air fare will be reimbursed at the lower rate (but note that in a case where stopping over decreases the cost of air fare, the difference between the higher and lower rate will not be reimbursed). Meals, lodging and expenses during the period of stopover will not be reimbursed.

See: Appendix # VIII: Leave of Absence Form

See: Appendix # IX Travel Expense Form

## 2. **Trustees**

- Trustees are entitled to be reimbursed for travel costs including gas, accommodation and meals at District of Stewart rates.
- Trustees attend conferences as Volunteers and as such receive no honorarium.
- In order to keep expenses to a minimum, whenever possible Trustees and Employees are encouraged to car pool, etc to events and conferences.
- Trustees are expected to present the Library Board with brief reports on all conferences that they attend.
- Stopovers will be permitted when the additional costs incurred in stopping over are born by the employee or trustee when the stopover is for personal business. If the cost of stopping over increases the cost of travel, air fare will be reimbursed at the lower rate (but note that in a case where stopping over decreases the cost of air fare, the difference between the higher and lower rate will not be reimbursed). Meals, lodging and expenses during the period of stopover will not be reimbursed.  
See: Appendix # IX Travel Expense Form

### 704.1 **Employment**

#### **Hiring of the Library Director:**

- Probation period of employment will be 3 (three) months.
- Evaluation of the employee shall be done by the Hiring Committee prior to the end of the 3 month probationary period.
- The recommendation of the Hiring Committee shall be presented to the Board for approval.
- Upon approval by the Board, an employment contract will be signed by both parties.
- Terms of the Employment Contract are confidential and shall be filed in the personnel file at the Library.

#### **Hours:**

- The normal work week for the Library Director is 36 (thirty-six) hours.
- Each employee is entitled to an unpaid meal period of one hour, approximately halfway through an eight hour day. Each employee is entitled to a 15 minute break for each 4 hours worked.
- Part time employees on duty for less than 4 hours are not entitled to a break.
- Hours of work shall be paid in accordance with the Employment Standards Act.

#### **Vacation:**

- Vacation Leave shall be in accordance with the Employment Standards Act.
- As much as practicable, all employees shall be granted the vacation period of their choice. These dates shall be mutually agreed upon with the Board.
- Paid and benefited vacation shall be earned by staff as per the Employment Standards Act which are currently up to 5 years 4%, or 2 weeks; after 5 years of service 6%, or three weeks.

#### **Leave of Absence:**

- All requests for Leave of Absence shall be forwarded to the board in writing or email, and shall be granted at the Board's discretion. The Leave of Absence form (see Appendix VIII) shall be signed by the Chair or Acting Chair and kept in a permanent file.

- A Medical ROE will be issued in the case of illness. Leave of Absence shall be limited to 6 (six) months unpaid leave. At the end of 6 months, if the employee is unable to return to work, an ROE for termination of employment will be issued. The Board would then be in a position to formalize the employment of another person.

#### **Sick Leave:**

- Full time employees shall be entitled to 4 hours paid sick leave per semi-monthly pay period to a maximum of 96 hours per calendar year.
- Sick Leave can only be accrued to a maximum of 96 hours and can be carried forward to the next calendar year, in order to provide a reasonable reserve of 96 hours. For example: If the employee has 80 hours accrued sick leave at December 31<sup>st</sup>, the 80 hours are carried forward into the next calendar year and can be used in that next year, in addition to any other hours that have been accrued, up to a maximum of 96 hours.
- After 3 consecutive days of absence, the Board may require an employee to provide a written statement from their health care provider, in order to verify eligibility for the use of sick leave.
- When Worker's Compensation is payable to an employee, the sick leave benefit is not payable.
- Sick days may not be taken as vacation days or any other type of leave that is listed above as unpaid leave in the Employment Standards Act.
- Sick days will not be payable as a retirement or termination gratuity.
- In the case of short or long term illness, an employee who has exhausted his/her sick leave credits and is not able to return to work will be issued an ROE. Leave of Absence shall be limited to 6 (six) months unpaid leave. At the end of 6 months, if the employee is unable to return to work, an ROE for termination of employment will be issued. The Board would then be in a position to formalize the employment of another person.

#### **Bereavement Leave:**

- An employee is entitled to take up to three days of paid leave on the death of a member of the employee's immediate family. This leave may be for purposes other than to attend a funeral.
- Employees may be granted, with mutual consent between the employee and the Board, up to 5 (five) additional working days without pay.

#### **Wage Administration:**

- As much as possible within budget restrictions, the Board wishes to maintain a compensation system that reflects internal and external equity within and among libraries.
- Wages will be paid on a semi-monthly basis and shall be reviewed as part of the budget process.
- Each employee shall keep documentation of hours worked (regular, overtime, banked/in lieu time) on a semi-monthly sheet provided by the Treasurer of the Board.
- Each employee shall be presented with a monthly statement of earnings and deductions.
- Overtime should be avoided. If overtime is necessary, it shall be pre-approved by the Board.
- Employees shall be encouraged to bank time in lieu of overtime pay. Banked in lieu time shall be calculated at the rate of overtime pay.

#### **Benefits Plan:**

- Fulltime Library employees are eligible for an Extended Health and Dental Plan. The coverage will become effective on the first day of the month following the employee's 3 (three) month probationary period.
- The Library pays the entire premium for coverage for our current employee, except for an extended leave of absence period initiated by the employee.

### **Fuel Allowance for Library Director's Daily Duties:**

- When a personal vehicle is used for daily Library Directors duties such as pick up and drop off of the mail, boxes etc., the current Library rate for fuel will be paid.

Leave of Absence shall be in accordance with the Employment Standards Act as shown below or as per exceptions as listed above in the Stewart Public Library's Employment Policy.

### **Leave of Absence Factsheet from the B.C. Employment Standards Act:**

Employers are required to provide the following **unpaid** leaves:

*Pregnancy Leave:* A pregnant employee can take up to 17 consecutive weeks of unpaid leave. This leave may be extended by up to six weeks if she is unable to return to work for reasons related to the birth or termination of the pregnancy.

*Parental Leave:* A birth mother who has taken pregnancy leave is entitled to take up to 35 consecutive weeks of unpaid leave. A birth mother who has not taken pregnancy leave is entitled to take up to 37 weeks of unpaid leave.

A birth father or an adopting parent is entitled to take up to 37 consecutive weeks of unpaid leave. This leave may be extended by up to five weeks if the child requires an additional period of parental care. Birth parents should try to give their employers at least four weeks written notice of their intention to take parental leave.

*Family Responsibility Leave:* An employee can take up to five days of unpaid leave in each employment year to attend to the care, health or education of a child in the employee's care, or to the care or health of any other member of the employee's immediate family.

*Compassionate Care Leave:* An employee can take up to eight weeks of unpaid leave within a 26 week period to care for a gravely ill family member. The employee must obtain a medical certificate which states that the family member is gravely ill with a significant risk of death within 26 weeks.

*Bereavement Leave:* An employee is entitled to take up to three days of unpaid leave on the death of a member of the employee's immediate family. This leave may be for purposes other than to attend a funeral.

*Jury Duty:* An employee who is required to attend Court as a juror is considered to be on unpaid leave for the period of the jury duty.

*Reservists' Leave:* An employee who is a reservist is entitled to take unpaid leave while deployed to a Canadian Forces operation, including pre-deployment and post-deployment activities, or while deployed to assist with an emergency.

Employees are expected to give their employers as much notice as possible and provide sufficient information for their employers to understand the reason for the leave. Employees are not required to give notice in writing or disclose personal or private information.

An employer may not terminate an employee or change a condition of employment, without the employee's written consent, because of a leave or pregnancy.

Adopted February 2018

## **800 Finance**

### **800.1 Statement of Guiding Principles for Finance**

The Board of Stewart Public Library is committed to:

1. The provision of excellence in library service.
2. Maintaining appropriate levels of funding for all aspects of the operation of the library.

3. Ensuring that all aspects of the library operations are managed in a prudent and appropriate manner consistent with good accounting practices and respectful of the use of public funds.

In order to support this initiative, the Board recognizes its responsibility to provide training to Board Members and Staff on budget procedures and to ensure all financial reports are presented in a timely and clear manner.

April 2011

### **801.1 Finance and Expenditure**

\* See the Library Act: Part 4, Public Library Association, Section 40, Budget Expenditures and Financial Statements

1. The Board has exclusive control over the expenditure of:
  - a. reserve funds
  - b. all monies raised by or grants to the Public Library Association
  - c. all money given to the Public Library Association
  - d. the revenue derived from any source including fines, fees, money recovered for detention, damage or loss of library materials, all money received by the Public Library Association for provision of Library services
  - e. profits realized by all fundraising events
2. The Library Board shall provide annual financial statements to the District of Stewart, as required by the Library Act
3. The Treasurer is responsible for:
  - a. the expenditure of operation budget funds allocated on a yearly basis by the finance committee
  - b. ensuring that the financial records are in good order
  - c. applying for annual Provincial grants to supplement the library's services
  - d. acting as a signing officer
  - e. ensuring the Board receives a monthly financial report
  - f. serving as a member of the Budget and Finance Committee
  - g. ensuring the delivery of financial statements and yearly reports to designated agencies.

April 2011

### **801.2 Budget Reports**

The Stewart Public Library Board has a duty to ensure that prudent and fiscally responsible budget procedures are in place for the operation of the library.

1. Annual Budget

The Treasurer shall prepare a draft annual budget in a timely manner. This draft shall be reviewed with the Finance Committee of the Board. After this review process is complete, the draft annual budget shall be brought to the Board for approval, and revision where necessary.



2. Commitment to the Library Collection

The Board believes that twenty percent of the operating budget should be dedicated to the expansion and ongoing development of the collection. This guideline should be as closely adhered to as possible.

3. Reports to the Board

The Board expects that it will be kept current with the status of the budget throughout the fiscal year and that any unexpected or unusual budget expenditures will be brought to the Board's attention in a timely manner.

April 2011

**801.3 Donation, Sponsorship, Fundraising**

The Board of Trustees for the Stewart Public Library appreciates support for library programs and services through community donations, sponsorship and fund development. Monetary gifts and donations may be accepted by the Stewart Public Library Board at the discretion of the Library Director. All library materials and furnishings donations shall comply with the Library's donation policy.

**1. Donations/Bequests**

- a. Monetary Gifts  
Tax receipts will be issued for cash gifts of \$20.00 or greater.
- b. Issuance of Charitable Tax Receipt for Material Donations  
If the donor wishes an official charitable receipt, the donor must produce two independent appraisals of the item. The value of the item will be the average of the two appraisals.
- c. Consideration shall be given as to the donor's preference for use of the donations.
- d. Recognition  
All library materials, equipment and furnishings bought with donated monies may bear appropriate donor markings.

**2. Fundraising**

- a. The Stewart Public Library Association will use all funds raised for the stated purposes established as priorities by the Board.
- b. Library board members and employees may not enter raffles but may sell tickets to their families.

April 2011

**801.4 Credit Card**

A credit card provides the Stewart Public Library Director with the ability to make purchases effectively & efficiently within the guidelines of the Board of Director's approved budget. Credit cards will be issued under the following guidelines.

- The Board of Director's will approve the issuance of all credit cards.
- A credit card may be issued in the name of the library director.
- The card will have a credit limit of \$2000.00.
- The card may be used only for purchase of good or services for official business of the SPL.
- The Library Director is responsible for the protection & custody of the card & shall immediately notify the credit card company & Board Chair if it is lost or stolen.

- The Library Director must immediately surrender the card to the current chair or vice chair when affiliation with the SPL has ended.
- Credit card statements will be reconciled on a monthly basis by the library director & provided to the Board Treasurer for approval before payment.

Adopted February 2021

## **900 Community Relations**

### **900.1 Community Relations Statement**

The Board is committed to a good relationship between the library and the community. The Board will work with the staff and the community to maintain this relationship. The Board will continue to develop productive and positive working relationships with the library community in the province and the country. This commitment is demonstrated through membership in a variety of library organizations and other associations.

### **901.1 Cooperation with Other Libraries and Educational Agencies**

1. General
  - a. The Stewart Public Library Board recognizes that public, school, and college libraries working together sharing their services and resources can more fully meet the needs of the community. The Library will be receptive to opportunities for cooperating with these other libraries, including those outside our community.
2. Student Practicum
  - a. The Stewart Public Library will co-operate with various educational institutions by allowing students to carry out fieldwork and special projects within the library.
  - b. Each request will be considered on an individual basis.
  - c. In all cases the work experience will be an extension of the educational courses and the students will not be considered employees of the library and will not be paid. At no time will students be assigned work that results in the displacement of existing employees and no part time employees will be employed for shorter hours as a result of the student program.
  - d. The students' activities will be monitored by the supervisor concerned.
  - e. Stewart Public Library reserves the right to withdraw or discontinue any student program, which, in the opinion of the supervisor, adversely affects the efficient operation of the branch or department. Each project will be evaluated upon completion.
3. Supervision of Exams
  - a. The Library Director continues to support other agencies and institutions by serving as a proctor for exams.

### **902.1 Public Relations**

1. The Stewart Public Library Board recognizes public relations as an appropriate means by which the purpose and services of the library can be communicated to the public. It is also a means by which the public's attitudes to current library services and its perceived needs for future services

can be communicated to the Board. The Board will encourage the public to express individual and group needs for library service by providing structured opportunities for expression of public opinion and also the means of response.

- a. The public relations program will include the following:
  - assessment of user needs
  - continuous performance evaluation
  - awareness of community expectations
  - knowledge of and coordination of services with other community resources
  - an understanding of economic and social factors within the community
- b. Any public release that relates to Library Policy should be approved by the Chair of the Library Board in consultation with the Library Director.
- b. The library may advertise events of a cultural, informational, recreational or educational nature.

2. Volunteer Recognition Program

The Library Board will ensure appropriate recognition for volunteer contributions on a timely basis.

# **APPENDIX I**

## **STEWART PUBLIC LIBRARY DIRECTOR – JOB DESCRIPTION**

### **Overview:**

Under the direction of the Library Board, the Library Director is responsible for identifying, planning, organizing, executing and evaluating an effective program of library service to the community.

### **Duties will include:**

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Stewart Public Library.
- Acts as a secretary to and reports monthly to the board, and serves as a liaison of the Board with any volunteers & substitute staff.
- Administers the daily operations of the library, reporting to the Board any concerns or future planning ideas, and implementing instructions from the Board.
- Applies for grants with the consent of the Board and administers grants to supplement and extend the library's services. Ensures accurate and timely reporting of the grant proposal.
- Provides support to the Board in preparing a strategic plan and an annual budget.
- Works according to the Policy Manual, takes direction from the Board Chair and follows Board directives.
- Follows Work Safe practices and the Work alone Policy as set out in the SPL Health and Safety Program.
- At the Board monthly meetings, presents a written report of the previous month's activities at the Library, along with the inclusion of the library statistics.
- Plans, organizes and implements library programs and services.
- Develops and maintains a positive image for the library, representing the library's interests to appropriate community groups, the NCLF, the BCLA, the Provincial Government, and to the District of Stewart and its residents.
- Maintains an attractive and inviting atmosphere in the library.
- Develops and maintains the database of the SPL collection through ordering in what is believed will best serve the needs of the patrons and making best use of the resources available; cataloguing, classification and stocking of the library collection, including the weeding of the branch collection.
- Follows up on overdue returns.
- Works in a supervisory role of volunteers & substitute Library Director: manages, motivates and evaluates substitute staff and volunteers.
- Maintains the SPL website.
- Ensures that a high quality of community programming is provided, based on assessed needs as opportunities arise, staff and financial resources permitting.
- Prepare displays.
- Co-ordinates author tours.
- Organizes library provision for specific community groups, such as the housebound, schools, youth organizations, adult learners and pre-school groups.
- Works with other agencies and bodies, such as museums and educational services, to develop services and initiatives in the community.
- Provides good customer service: help patrons locate information & materials, research and searches; demonstrates to patrons how to find and acquire information; provides reference enquiry and reader's advisory service; assists the public in accessing the internet and other web-based services.
- Acts as the Library's ambassador to the community.
- Attends the Provincial Meeting when possible & funds permitting, and NCLF meetings.
- Training of Board members in their role as trustee

Adopted February 2018

## **Requirements for the Position:**

### **Desirable training and experience:**

- Library Information and Technology diploma

### **Knowledge, ability and skills:**

- Good communications skills: ability to communicate effectively both orally and in writing.
- Experience in working in a non-profit, community based environment.
- Excellent public relations skills
- Ability to develop and maintain effective working relationships with the board, volunteers and substitute staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, AACR2, authority control principles and MARC techniques.
- Willingness to work outside normal working hours and to travel on occasion.
- Knowledge of and ability to use computer-based information resources, electronic networks and computer applications used in a library environment and word processing are expected.

**APPENDIX II**  
**PARENTAL SIGNATURE FORM**

**STEWART PUBLIC LIBRARY CARD APPLICATION**

**Parental Signature Form**

A Parent or Legal Guardian's signature is required for young people under 12, and certifies that the parent/guardian accepts responsibility to ensure that the young person abides by library rules.

NOTE TO PARENT OR GUARDIAN: *Freedom of Information and Protection of Privacy Act* gives library customers the right to privacy regardless of age. The Library can release information on what is checked out only to the cardholder (your child). The Library may give a parent access to a child's personal information:

1. Where
  - a. the parent has custody of the child,
  - b. the child is too young to be capable of exercising her own right to access the information, and
  - c. the parent is attempting to exercise that right *on behalf of the child* (not in the parent's own interests)
2. Where there are "compelling circumstances affecting anyone's health or safety"

Applicant's Name \_\_\_\_\_

Parent or legal guardian Name

(print) \_\_\_\_\_

Relationship to child: parent \_\_\_\_\_ guardian \_\_\_\_\_

Parent or legal guardian

SIGNATURE \_\_\_\_\_

## **APPENDIX III**

# **DISCARDING OF LIBRARY MATERIALS**

### Discarding of Library Materials Policy

Weeding consists of 3 R's: Repair, Replace and Remove

Criteria of 3 R's:

**Condition:**

- Dull, damaged and obsolete appearance discourage use.
- Small print, faded and yellow pages
- Missing pages
- Scratched cds/dvd's or warped sound in VHS or audio recordings

If materials should remain in the library, consider replacing items.

**Duplications:**

- Remove duplicate materials that do not warrant a duplicate copy

**Age:**

- Materials that are dated
- Geography-over 10 years old
- Science materials based on ever-changing facts
- Encyclopedias over 5 years

**Use:**

- How much use they receive ( over 5 years without being checked out)
- Reference books not used

Materials of local significance will ordinarily not be discarded

### **WEEDING BY DEWEY DECIMAL SYSTEM**

**Reference Materials:**

Use of printed works is more difficult to determine since most reference works do not circulate. Most of the criteria is the same as circulating works. Some works are considered reference classics and may be valuable.

- Scientific, Medical and technological works become quickly outdated
- Revised reference books can be discarded (exception is when a new edition supplements previous edition instead of replaces it)
- Keep latest edition of encyclopedia. Encyclopedia more than 5 years old can be discarded
- Bibliographical References more than 5 years can be discarded
- Newer Almanacs replace older almanacs

### **000's**

**004s:** Books on computers (3years). Books on hardware and software (1-2 years). Consider computer applications used locally and keep if still in demand. Retain manuals for software packages. Series like 'Dummies' and 'Idiot's Guide' are more useful than in-depth items. Slimmer volumes with lots of pictures are better than thick volumes with few pictures. Programming language evolves slower and may be retained longer (10 years).

**010: Bibliographies-** maintain usefulness as long as the items indexed remain relevant. Many of these will be in reference section. Older editions may be in circulation (consider discarding if not used in 3 years). Discard bibliographies 10 years from the date of copyright or when superseded by a new edition unless it is well used.

**020-Library Science:** Discard all that are not current or acceptable practice. Weed previous editions of library science textbooks that deal with obsolete services, material or technology.

**030 –Encyclopedia:** Most encyclopedias are now online. Keep most recent encyclopedia in reference section and circulate or discard older encyclopedia. Copyright should not be more than 8 years old.

### **Other 000's**

Trivia books may be kept indefinitely or until no longer considered useful or interesting. Books on oddities (controversies, conspiracies, UFO's) should be weeded based on interest

### **100's**

#### **101: Philosophy**

Most philosophy books do not become outdated and low circulation may not be cause for weeding. Weed based on interest and used. Maintain a range of titles that explore Western and Asian philosophies. Remove scholarly treatment that have limited use unless part of the curriculum. Weed books that explain philosophy after 3 years without use.

### **133: Paranormal Phenomena**

These books generally receive high use and should be kept till worn. These titles are usually lost or stolen. Topics include witchcraft, fortune telling, dream interpretation and astrology.

**150: Psychology**-Classics of psychology that are used in college and university should be kept. Weed other titles based on popularity and use. Replace worn classics with new ones. Replace works on clinical, comparative and developmental psychology every 5-8 years. Self-help books that are no longer relevant or popular or older than 5 years can be discarded. Outdated television psychology gurus who are no longer popular should have their books discarded

**160: Logic & 170: Ethics & Morality**-Replace worn classics with new paperback ones. Be aware of outdated philosophies on ethics and morals and hot button topics like sexuality, euthanasia etc.

**200:** Material does generally not become outdated. Try to have something up to date on each religions represented in the community as well as other well-known sects. Include timely information on the 6 major religions (Buddhism, Christianity, Hinduism, Islam, Judaism and Taoism). Keep classics by famous theologians but discard items with dated language.

**300 Social science**- collection should include information that represents various viewpoints on controversial issues. Low circulation rates is not always a reason to weed.

**306-Culture and Institutions**-books on marriage, family life and sexuality. Discard once interest in author wanes. Topics are usually outdated within 5 years unless the book takes a historical approach

**310-General Statistics**- Almanacs and statistical handbooks-2 years. Keep current volume and one of previous issue. Keep historical handbooks. Most current copy should be kept in reference section and superseded copies in circulation. All libraries should have at least one almanac

**320-Political Science**-Current political topics-5 years. General guidelines to political process and electoral system can be kept longer. Books on local history can be kept indefinitely. Discard books with outdated ideas. Weed books that focus on past elections. Discard books that compare political systems in countries that no longer exist. Unless a historical point of view, little use after 5 years

**323-Immigration & Citizenship**-Make sure updated items on how to obtain citizenship and study guides for tests. Retain history of immigration to Canada. Be careful with weeding materials that could be helpful in genealogical research. Weed biased and unbiased items.

**330-Economics**-Money management, personal finance and real estate investing get dated very quickly. Books on tax return preparation must be current as well as real estate standards. Careers and job hunting should be updated frequently. Books with salaries will almost always be outdated. Weed careers with gender, race or ethnic bias. Classics written by well-known authors may be kept as long as there's interest. Weed books about surviving past recessions. Retain histories that explore important periods (great depression)

**340- Law** Never keep superseded editions. Keep only current edition. General guides can be retained. Study guides for law school should not be kept more than 3 years. Retain books on major legal cases.

**350-Public Administration** Information about the administration of government. Standard books should be replaced with new ones. Discard old reference guides. Replace when the government changes. History on military or government can be kept as long as there is interest in the item.

**360-Social Services** Drug and alcohol education, social problems, true crime, social welfare issues. Titles based on social issues should be weeded based on age and popularity. Weed social welfare topics that have changed (medicine, end of life, abortion, environmental issues). Scrutinize books that deal with disabilities, cancer and other illnesses and long term care for outdated terminology. Options and treatment should be current. Discard memoirs when interest in person wanes. Forensic science should be updated as techniques change.

**370-Education** Formal and informal education at all levels. Discard outdated theories. Discard books on getting an education, college guides and practice exams after 5 years. Replace books on subject specific curricula as they change rapidly. Keep books that have visual appeal that offer ideas for lesson plans and activities.

**390 Customs, Etiquette and Folklore** Keep books about costume and fashion history. Discard books about specific designers, style of dress as interest fades. Discard books about wedding planning, celebrations and holiday decoration as customs/fads change. Discard books that lack clear colour pictures. Discard books that displace gender, ethnic or racial bias. Discard books by celebrities after their popularity has waned.

**395 Etiquette** Keep basic titles till new editions are available. Discard books for specific situations (global etiquette, teen etiquette) as illustrations become dated or practices change.

**398 Folklore** Keep standard works of folklore indefinitely. Folklores never go out of date. Weed if racial or ethnic bias is present. Replace with new, attractive versions

**400 Language** Discard unsightly textbooks and outdated books. English language books should be replaced every 5 years.

**500 Natural Sciences** Science fair books, experiments. Weed books that lack circulation. Evaluate everything over 5 years old. Pay attention to physics, environment and astronomy sections. Keep works of significant historical literary value (Darwin, Faraday)

**507 Science Experiments**- Examine for outdated practices



**510 Mathematics-** Discard books on outdated teaching methods and past fads. Replace older material with new editions.

**520 Space and Astronomy-** Weed titles that include Pluto as a planet or that doesn't provide information on space station or Mars exhibition. Stargazing books should be in good condition but can be retained longer

**550 Earth Sciences-** Earthquakes, Volcanoes and Geological topics. Weed books that do not reflect current theories, science or geological activities. Weed books with outdated natural disasters such as eruption of Mt St. Helen-replace with books about aftermath. Geology books can be kept indefinitely. Replace books when new theories occur (continental drift, plate tectonics). Weed books on meteorology that doesn't reflect current weather technology or that are 10 years old or more.

**560 Paleontology-** Discard books that lack illustrations. Field guides about the region should be kept.

**570 Life Sciences-** Retain classics in the field (Darwin) and replace is worn. Weed titles on ecology that are outdated.

**580 Botanical Sciences-** Botany changes less rapid than other sciences. Weed books with few illustrations or colour. Be aware of books that promote edible or medicinal plants.

## **600 Technology, Applied Sciences**

**610 Medicine and Health** Weed ruthlessly medical practices. Only keep up to date information. Current year plus previous year only. Do not keep drug guides that are more than 3 years old. Review books on fast changing topics (Aids, fertility, cancer, genetics) and keep only up to date ones. Anatomy and Physiology change less rapid. Weed unattractive titles that lack good illustrations.

**629 Automotive Repair-** Manuals don't go out of date so weed based on condition and circulation. SPL has online manuals free for patrons, so be ruthless in weeding if dirty, unused, unattractive,.

**630 Agriculture** Keep up to date. Collect info on newest techniques and hybrids. Include books with biotechnology and genetic modification. Weed books with outdated and dangerous ideas (pest control)

**635 Horticulture** General gardening books are useful for a long time. Propagation of specific flowers or plants are considered outdated after 10 years. Books that focus on organic gardening, pesticides and chemical s should be review every 5 years. Discard black and white books or books with no illustration.

**636 Pets** History of breeds don't go out of date generally. Collection should include current photographs. Discard books on trendy breeds that are no longer popular. Discard titles are promote cruel methods of training or behavior modification

**640 Home Economics** Ruthless weeding of old cookbooks. Weed celebrity chefs or cooks who are no longer popular. Weed books on popular diets that are no longer (South beach diet). Replace classics (Betty Crocker). Weed books with dated sewing practices.

**649 Child Rearing** Weed books with outdated trends and theories and gender roles in childrearing.

**670 Manufacturing** Keep repair guides based on use and condition. Weed obsolete technology. Some resources may have historical value

## **700 The Arts**

**701 Art History** Discard items with bias.

**720 Architecture** Books on design and building should reflect current methods. Generally discard home design after 10 years. Discard books based on celebrities or tv shows if interest has waned.

**737 Numismatics-769 Stamp Collecting** Keep catalogues up to date. Replace market valuations every 5 years

**740 Drawing and Decorative Arts** Weed based on appeal. Keep if well illustrated. Consider placing graphic novels in their own classification and keeping them together. Keep history of design. Weed decorating ideas after 5 years. Discard outdated colours and patterns. Keep books on antiques and collectibles. Discard books with poor photographs. Discard books on outdated crafting (macramé).

**770 Photography** Check closely for outdated techniques and equipment. Keep works about specific photographers if interest is there.

**791 Public Performance** Weed based on popularity of actor or performer

**793-796 Games and Sports** Watch for gender and racial bias. Discard books with outdated statistics. Retain books based on popular electronic games

**800 Literature** Keep basic materials, criticism etc. Discard old editions of classics that have yellowed pages. Don't keep classics because they are classics-replace them with newer ones. Discard short stories and poetry that are not being used.

## **900 History and Geography**

**910 Geography and Travel** Weed guide books within 3 years. Historical guides may be kept for archival purposes.

**930-999 History** Consider accuracy of fact and interpretation when reviewing history. Review history of countries where major political and geographical changes have occurred. Discard dated viewpoints.

**920 Biography** Discard biographies as soon as demand lessens. Replace people of ongoing interest every 10 years. Weed biographies that were written immediately following a person's death or scandal. Biographies of outstanding literary value should be kept till worn.

**FICTION:** discard works that are no longer in demand. Replace high demand works that are of poor quality. Consider discarding entire series if you are not able to replace missing books.

**Graphic Novels:** discard any that have not circulated within a year. Keep classics that may just not have been discovered yet. Weed titles that are falling apart.

**Newspapers and Magazines:** Most patrons will not refer to a magazine more than 3 years old. Bind quality periodicals such as National Geographic that are unavailable online.

**Government Documents:** Weed any that are superseded or are available online.

**Non-print/Audiovisual:** Condition and use are more important than copyright date. Weed any item that does not circulate more than twice a year

**DVD:** Weed videocassettes that are not circulating more than twice a year. Replace popular titles with DVD's. Discard scratched DVD's.

**Audio Formats:** Copyright has little impact on weeding. Weed based on condition and popularity.

**LOCAL HISTORY:** Retain all books on history and geography of the area. Keep local city directories. Keep most books by local authors and genealogy of important local families.

**Easy Readers:** Replace worn titles that circulate well. Weed any books that have not circulated in the last 5 years. Weed books that have racial and gender bias.

**Juvenile Fiction:** Copyright is less important. Weed based on circulation unless it is a reward book. Weed older award books that have not circulated in 10 years. Replace these with newer editions.

**YA Fiction:** Keep this section very current. Any item that has not circulated within 2 years should be removed. Keep classics.

**YA Nonfiction:** Use adult criteria. Discard titles that are outdated. Do not keep books that have dangerous information.

Adopted February 2018

**APPENDIX IV**  
**EVALUATION OF THE SPL LIBRARY DIRECTOR**

Scheduled Annual Employee Performance Evaluation

**Date:**

**Employee Name:**

**Job Title:** Library Director at the Stewart Public Library

**Period Covered:**

**Primary Job Responsibilities:** see separate list of duties of the Library Director of the Stewart Public Library.

Assign one of the five evaluation terms

(Below Expectations, Meeting Expectations, Exceed Expectations) to each area of responsibility.

**A. Use of Instructions and Constructive Criticism:**

Does employee readily accept and use suggestions, instructions and constructive criticism to improve performance?

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

**B. Performance Evaluation Factors**

1. **Knowledge of Work:** Necessary knowledge of the elements of work assignments. Demonstration: Learns, understands and retains the elements of work assignments. Remembers instructions of job task without repeated orders from supervisor.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

**2. Quantity of Work:** The progress made on tasks that result in the expected quantity of work. Demonstration: Meets the established standards for required quantity of work. Uses time effectively and efficiently.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

**3. Quality of Work:** The extent to which work meets the required standards for quality. Demonstration: Organizes and checks work to meet required standards or objectives. Thoroughly and accurately accomplishes job duties. Results are consistently dependable.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

**4. Adaptability:** The capacity to adapt to new situations. Demonstration: Readily copes and adapts to changes in routines, work load, work assignments and new situations.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

**5. Initiative:**

a/ The capacity to undertake and perform job duties independently but with appropriate and responsible usage of supervisory support.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

b/ Demonstration: is a self-starter but also seeks supervisory assistance and guidance when necessary.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

c/ Contributes new ideas or improved methods to the work process.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

**6. Dependability:** Reliability in following assigned work schedules and attendance standards. Demonstration: Regularly follows assigned schedules, meets attendance standards and satisfactorily completes assignments in a timely manner. Can be relied upon.  
Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )  
Comments and evaluation:

**7. Personal Conduct:** The standards of personal behavior established to maintain effective job performance including contributing to a safe and healthful work environment. Demonstration: Regularly complies with the standards of personal behavior including a satisfactory working relationship with others. Is safety conscious.  
Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )  
Comments and evaluation:

Library Director's Summary comments:

Recommendations for accomplishment of development needs and training:

Mutually established performance goals and objectives:

Library Director's signature:

Date:

Employee's Summary Comments:

Employee Signature:

Date:

Adopted February 2018

## APPENDIX V

### DUTIES OF THE RELIEF LIBRARY DIRECTOR

#### *Duties of Relief Library Director at Stewart Public Library*

- Check email
- Outlook online-ILL lender and borrower process and mail requests (the instruction for processing and print labels on a Circulation computer desktop and in file)
- Mail-open mail and redirect it to Treasurer or Library Director, or Board Chair
- Check in ILL books
- Check out ILL books
- Process the magazines (labeling and shelf)
- Circulation (check in and out books for patrons)
- Reference service to patrons
- Shelf books (pay attention to correct shelving. It is very important)
- Shelf read
- Computer Security-always lock the computers
- Help CAP users
- Keep library neat and organized
- Inform the board of any incidents
- Do not deliver books to patrons unless you have a written request
- Read the Evergreen manual online if you have any questions about the ILS
- Use your spare time for shelf reading
- Complete your time sheet for payroll
- Take minutes at the Board meeting if necessary

Tasks may include selecting, acquiring, cataloguing, classifying, circulating and maintaining library materials; and furnishing reference, bibliographical and readers' advisory services. May perform in-depth, strategic research and synthesize, analyze, edit and filter information. May set up or work with databases and information systems to catalogue and access information. Assist Library Directors by helping readers in the use of library catalogues, databases and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile record; sort and shelve books; remove or repair damaged books; register patrons; check materials in and out of the circulation process.

Compile records, sort and shelve books and issue and receive library materials such as pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks or files according to identification number and title. Register patrons to permit them to borrow books, periodicals and other library materials.

Adopter

**APPENDIX VI**  
**EVALUATION OF RELIEF LIBRARY DIRECTOR AND VOLUNTEERS**

Employee Name:

Job Title:

Period Covered:

From: To: Evaluation Date:

This is a:

- Scheduled Evaluation
- Unscheduled evaluation by request of employee
- Unscheduled by request of supervisor

**PERFORMANCE EVALUATION FACTORS**

1. Knowledge of Work: Necessary knowledge of the elements of work assignments. Demonstration: Learns, understands and retains the elements of work assignments. Remembers instructions of job task without repeated orders from supervisor.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

2. Quantity of Work: The progress made on tasks that result in the expected quantity of work. Demonstration: Meets the established standards for required quantity of work. Uses time effectively and efficiently.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

3. Quality of Work: The extent to which work meets the required standards for quality. Demonstration: Organizes and checks work to meet required standards or objectives. Thoroughly and accurately accomplishes job duties. Results are consistently dependable.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )

Comments and evaluation:

4. Adaptability: The capacity to adapt to new situations. Demonstration:



Readily copes and adapts to changes in routines, work load, work assignments and new situations.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )  
Comments and evaluation:

5. Initiative: The capacity to undertake and perform job duties independently but with appropriate and responsible usage of supervisory support. Demonstration: is a self-starter but also seeks supervisory assistance and guidance when necessary. Contributes new ideas or improved methods to the work process.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )  
Comments and evaluation:

6. Dependability: Reliability in following assigned work schedules and attendance standards. Demonstration: Regularly follows assigned schedules, meets attendance standards and satisfactorily completes assignments in a timely manner. Can be relied upon.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )  
Comments and evaluation:

7. Personal Conduct: The standards of personal behavior established to maintain effective job performance including contributing to a safe and healthful work environment. Demonstration: Regularly complies with the standards of personal behavior including a satisfactory working relationship with others. Is safety conscious.

Below Expectations ( ) Meeting Expectations ( ) Exceed Expectations ( )  
Comments and evaluation:

Library Director's Summary comments:

Recommendations for accomplishment of development needs and training:

Mutually established performance goals and objectives:

Library Director's signature:

Date:

Employee's Summary Comments:

Employee Signature:

Date:

**APPENDIX VII**  
**INCIDENT REPORT FORM**

**Date:** \_\_\_\_\_ **Times:** \_\_\_\_\_  
                    Include day of the week

**Person(s) recording:** \_\_\_\_\_

**Event:** Be brief, concrete, specific and include names where appropriate.

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**How did you respond?** \_\_\_\_\_

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**Reported to:** \_\_\_\_\_  
(Library Director, Board Chair, Police, etc.)

**Comments:** (Your assessment of the situation, concerns generated, background information, etc.)

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**Staff signature(s):** \_\_\_\_\_

**Name of witness (if needed):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **or Email:** \_\_\_\_\_

Or address: \_\_\_\_\_

**APPENDIX VIII**  
**LEAVE OF ABSENCE REQUEST FORM**

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

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

Days requested: \_\_\_\_\_ working days.

From: \_\_\_\_\_ to \_\_\_\_\_.

Returning to work on: \_\_\_\_\_

Relief Person: \_\_\_\_\_

**TYPE OF LEAVE REQUESTED:** Circle appropriate type and indicate paid or unpaid

Paid Leave

Unpaid Leave

Vacation

Banked Days

Medical

Time off without pay (state reason) See BC Employment Standards Act Guide

\_\_\_\_\_

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Board Chair

Approved

Not Approved

Requests for time off should be received no later than ten (10) working days prior to requested time off. Approval or denial of the request will be returned to the employee within five (5) working days of the request being received. Time off will be subject to availability.

**APPENDIX IX**  
**SPL EXPENSE VOUCHER**

**EXPENSE VOUCHER (EMPLOYEES AND VOLUNTEERS)**

**Employee and volunteer remuneration and expenses policy**

<b>Name of Claimant:</b>			
<b>Position:</b>			
<b>Address of Claimant:</b>			
<b>Dates of Travel or Dates Expenses Incurred:</b>			
<b>Name or nature of convention, event or meeting:</b>			
<b>Location:</b>			
<b>Signature of Claimant</b>			
<b>Basic Allowance</b>	<b>1.1</b>	<b>Meals: Employee or Volunteer</b>	
	<b># of full days:</b>		<b>X \$75.00 = \$</b>
	<b># of part days:</b>		<b>X \$37.50= \$</b>
	<b>1.2</b>	<b>Wage: Employee</b>	
	<b># of full days:</b>		<b>X\$140.00= \$</b>
	<b># of part days:</b>		<b>X \$70.00= \$</b>
<b>Attach receipts to this voucher and attach any additional lists of expenditures herein</b>			
<b>Accommodation</b>	<b>2.1</b>	<b>Motel, hotel or bed &amp; breakfast rooms (single) with receipts</b>	
	<b>Motel Name:</b>		<b>\$</b>
	<b>Motel Name:</b>		<b>\$</b>
		<b>Private Accommodation</b>	
	<b># of nights:</b>		<b>X\$65.00= \$</b>
	<b>3.1</b>	<b>Airfare with receipts</b>	
			<b>\$</b>

<b>Travel</b>	<b>3.2</b>	<b>Itemized Transportation &amp; Other Costs with receipts</b>		
	<b>List</b>			\$
				\$
				\$
				\$
				\$
<b>3.3</b>	<b>Out-of-town mileage for personal vehicle</b>			
<b># of kilometers:</b>		<b>X .52=</b>	\$	
<b>General Ledger Code #</b>		<b>Subtotal:</b>	\$	
<b>Adjustments :</b>			\$	
			\$	
<b>Cheque #:</b>		<b>Total:</b>	\$	
<b>Approved by:</b>				

**APPENDIX X  
LIBRARY ACT**

## **APPENDIX XI**

### **Working Alone Procedures**

**Intent:** *To ensure appropriate supervisory due diligence and to promote safe work procedures for the health and safety of persons working alone.*

**Hazards:** Working alone has the potential to threaten personal safety in situations where staff may be subject to harassment or interact with agitated, aggressive or violent persons or become injured and unable to seek medical attention.

**Hazard Control:**

- All work areas shall be kept tidy and clutter free to avoid the potential for personal injury.
- No person working alone shall climb onto ladders or chairs or undertake heavy lifting or any other unsafe work practices such as repairs to office equipment to avoid the potential for personal injury.
- All entrances to the Libraries are to be kept locked after hours and no unauthorized persons are to be admitted.
- Staff working alone before and after office hours shall have in their possession a phone for immediate communication should the need arise.
- Staff working alone shall notify a co-worker or a family member of the time they expect to return home and the course of action to follow should they not arrive. (ie: provide contact information for at least two board members/employees who have a key to access the building).
- Staff observing any suspicious activity or persons while working alone shall put their own safety first and call for appropriate assistance. If the situation has the potential for violence they should immediately call 911 for assistance.
- Staff shall be observant and aware of their surroundings when working alone and it is recommended that the following practices be adhered to:
  - look and listen
  - Use caution when carrying and storing valuables (keep out of site) including purses and petty cash
  - Park in public areas that are well lit and as close as possible to the entry/exit of the building

**Confidential Code Word:** To alert other staff of a potential threat to personal safety, a code word will be established between employees and board members.

- Staff who come into work early or stay late should notify their supervisor in advance. Staff working alone should have their supervisor's permission and should check in with a co-worker. The potential hazards that might arise while working alone are accidents (slips, trips and falls), fire, health issues (illness, choking) and the risk from other people.
- If an incident arises where an employee feels unsafe, an incident report should be made to address the situation.

Adopted February 2019

## **APPENDIX XII**

### **Disciplinary Policy**

Stewart Public Library Disciplinary Policy (draft)

Statement of Policy:

It is the policy of the Stewart Public Library that all allegations or evidence of employee misconduct be investigated according to the principles of natural justice to ensure that the professional reputation of staff and the integrity of SPL operations are protected and that appropriate reputation of staff and the integrity of SPL operations are protected and that appropriate measure are taken.

Objective:

The objective of the policy is to promote the expected standard of behaviour by motivating employee(s) to apply workplace values, rules and standards of conduct that are considered desirable or necessary in achieving the goals and objectives of the SPL. Discipline is meant to be corrective, not punitive; to encourage ethical behaviour and good conduct; to highlight that misconduct is unacceptable; to correct any unacceptable behaviour; and, in very serious cases, to provide termination of employment.

Definitions

- **Administrative investigation**-a process initiated by the Stewart Public Library (SPL) Board of Trustees or on its behalf as soon as possible after the alleged act of misconduct has been identified. It is meant to establish factual and documented evidence to assist the Board in making an informed decision. The investigation will gather information to determine the nature of the alleged wrongdoing, its cause, who is responsible, any witness(es) and the circumstances that might mitigate or aggravate the misconduct.
- **Aggravating circumstances**: circumstances that may increase the severity of the disciplinary measure to be imposed.
- **Culminating incident**: when an employee repeatedly fails to comply with established standards of behaviour. It is an act of misconduct that, in isolation, does not warrant a severe disciplinary measure but, when considered in light of the employee's past record of misconduct, calls for the application of a more severe disciplinary measure up to and including termination of employment. The culminating incident must be proved and must be sufficient to warrant discipline before the employee's past record is considered.
- **Disciplinary Measure**: a carefully considered action as an oral or written reprimand, suspension from work without pay, financial penalty, or termination of employment. The application of a disciplinary measure should not be punitive in nature but rather corrective.

*The following disciplinary measures are listed in order of increasing severity:*

**Oral Reprimand**: an oral disciplinary measure that outlines the nature of the misconduct, the corrective action required and the possible consequences should the behaviour not be corrected. No record of this action is to be placed on the employee's file; however, the Board should make a note of the oral reprimand.

**Written Reprimand**: a formal written disciplinary measure advising that misconduct has occurred. It should outline its nature, the corrective action required and the possible consequences should the behaviour not be corrected. Should more severe disciplinary action later become necessary, the record of the reprimand(s) on the employee's personnel file will be used to demonstrate that the employee was made aware of the consequences of further misconduct.

**Suspension**: The employee's temporary removal, without pay, from the place of work as a consequence of misconduct. The notice of suspension should include the nature of the misconduct, the duration of the suspension, the corrective action and the possible consequences should the behaviour not be corrected. A suspension may be imposed in the following situations:

- Pending investigation of certain suspected misconduct when the presence of the employee at work cannot be tolerated or could undermine or impede the investigation; or
- To impose a definitive disciplinary measure for an act of misconduct.

**Financial Penalty:** an alternative to a suspension where a financial penalty is considered preferable for operational or economic reasons. Financial penalties are appropriate in situations where it may be difficult to schedule suspensions without the use of replacements and overtime. They may also be used to impose a definitive disciplinary measure for a specific act of misconduct. The notification to the employee should outline the nature of the misconduct, the corrective action required and the possible consequences should the behaviour not be corrected.

**Disciplinary termination of employment:** the involuntary separation of an employee from the Stewart Public Library for misconduct. This measure may be used after a series of acts of misconduct when a “culminating incident” has occurred or for a single act of serious misconduct. Termination is the most severe disciplinary measure and the decision to proceed should be taken only after careful consideration and when it is determined that the employee is no longer suitable for continued employment because of the act of misconduct.

**Misconduct:** a wilful action on the part of an employee. It could also be related to attendance and inappropriate personal behaviour at work.

**Mitigating circumstances:** circumstances that may lessen the severity of the possible disciplinary measure to be imposed. They might include but are not limited to the employee’s length of service, the employee’s past record, the seriousness of the offence and the unique circumstances of each situation.

**Natural Justice:** the requirement for the Board to be fair and reasonable in its application of discipline. It includes the following principles: the right to be informed of any allegations/accusations made and to be given sufficient information to understand the allegations; the right to be heard and the opportunity to present one’s case so that an adequate defence can be put forward; and the right to have the decision based on relevant and reliable evidence, obtained through a proper investigation that was disclosed to both parties.

#### **Documentation**

A written record of the disciplinary action taken, except when it is an oral reprimand, is to be placed on the employee’s personnel file. With respect to discipline, only documentation that the employee is aware of can be placed on the personnel file. If the employee refuses to acknowledge the disciplinary documentation being placed on file, a notation to that effect may be used as a substitute. Removal of any document or written statement related to a disciplinary measure placed on the employee’s personnel file shall be destroyed in the presence of the employee. Documents that have been removed from the employee’s personnel file cannot be considered in any subsequent application of disciplinary measures.

- **Discipline File:** The discipline file is held by the Chairperson of the Board, and is used to maintain information considered when rendering the disciplinary measure (ie: to determine the need for and nature of the disciplinary measure taken). Board Trustees should ensure that the discipline file contains all of the evidence/documentation gathered during the investigation, a copy of the investigation report, the reason for the decision, an outline of the action taken and a copy of any written communication to the employee, including the disciplinary letter
- **Employee Personnel File:** A copy of the disciplinary letter will be placed on the employee’s personnel file. The removal of the disciplinary notices from the employee’s file will be applicable after a two-year prescribed period provided that no further disciplinary measures have been recorded during that period.

Adopted February 2019



# APPENDIX XIII

## STEWART PUBLIC LIBRARY

### Library Inspection Checklist Draft: To be adopted AGM February 2020

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

#### 1. Records & Documentation

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Emergency plan is accessible to all staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Accident/Incident Record Book

#### 2. Walking Surfaces

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Aisles unobstructed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Stairs and doorways unobstructed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Floors and stairs in good condition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Mats available in entrances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Rock Salt available

#### 3. Sanitation

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Waste containers in washroom, coffee area, front desk and back of library
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Soap and sanitary towels in washrooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Facility is clean and sanitary

#### 4. Emergency Exits

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Exits clearly marked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Exits unobstructed and unlocked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Bell on back door is functioning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Locks are in working order

#### 5. Fire Protection

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Fire extinguishers accessible to all staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Fire extinguishers inspected regularly for damage or discharge (please check inspection

date)

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Fire extinguishers have current supplier inspection tag |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Staff trained in fire extinguisher use                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | E. Fire alarm in working order                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F. Firefighting hose outlets unobstructed                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | G. Flammable materials safely stored                       |

#### 6. Electrical

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cover plates, switches and outlets in good condition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Electrical cords in good repair and grounded plug in good condition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Electrical panels labelled and unobstructed

#### 7. Lighting

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Lighting fixtures in good condition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Emergency lighting system functional Please record date of last test: _____

#### 8. Ladders and Stepstools

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Stepstool in good condition

#### 10. Storage Areas

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Stored material organized and safely stacked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Stored material <u>not</u> projecting into walkways
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Shelving stable and secure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Ladder or stepstool readily accessible

#### 11. Grounds

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Walkways unobstructed and in good condition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Tripping hazards absent

**12. First Aid**

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Incident reports accessible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Staff understand injury reporting procedure
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. First Aid kits stocked and location marked
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Emergency telephone numbers posted at all telephone locations

**13. WHMIS**

Yes	No	N/A	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. WHMIS binders complete and accessible to all staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Hazard Awareness Chart and What's WHMIS booklet accessible to all staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. All containers of controlled products properly labelled as per WHMIS regulations

**14. Other Areas Requiring Attention**

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**ACTION REQUESTED OR TAKEN: (please specify section (i.e. 6B); use additional sheet if necessary)**

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**Library Safety Committee Signatures:**

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**Stewart Public Library**

**Recreation & Equipment Lending Library: Liability Release Form**

By signing this document, you will waive or give up certain legal rights, including the right to sue or claim compensation following an incident. Please read carefully.

**Lending Agreement:**

I accept full responsibility for the care of the equipment listed on this form and agree to pay for any damage or loss of items at full retail value. Late fees apply if not returned by the agreed date. I am responsible for checking equipment for safety or damage prior to use. X\_\_\_\_\_

Borrowers must be the age of majority (19) at the time of borrowing. Parents/Guardians assume all responsibilities when allowing minors to use the equipment.

I understand there will a late fee charge of \$5.00 per day rate per item until returned.

X\_\_\_\_\_

I am familiar with the proper use of rental equipment and agree to use the equipment only for its intended purpose and return in good working condition. I acknowledge that Stewart Public Library has not instructed me on the proper use or handling of the recreation equipment. X\_\_\_\_\_

I understand that I am not responsible for normal wear and tear or routine maintenance.

X\_\_\_\_\_

**Release of Liability**

Stewart Public Library hold the safety of its patrons in high regard. Participants and parents/guardians of minors taking part, must recognize the inherent risk of injury when choosing to participate in recreational activities.

I am responsible for all safe and proper use of the equipment including any protection gear that I deem necessary.

I assume legal liability and waive all claims of injuries, damages or loss I may sustain while participating in any activities associated with this rental agreement. X\_\_\_\_\_

I am aware that the physical exertion required to participate in recreational activities can activate or aggravate pre-existing injuries and conditions. X\_\_\_\_\_

I will not hold the Stewart Public Library or the District of Stewart responsible for any loss, damages or injuries resulting from the use or misuse of the equipment. X\_\_\_\_\_

I have read, understand and accept my obligations detailed above regarding the borrowing of equipment from Stewart Public Library and the District of Stewart.

Signature: \_\_\_\_\_

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

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

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

**Item(s) taken out:** \_\_\_\_\_

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**Deposit give:** \_\_\_\_\_

## Appendix XV

PLAN:	COVID-19 SAFETY PLAN
APPROVED	AT REGULAR BOARD MEETING HELD ON: Dec 3, 2020
EFFECTIVE	June 29 <sup>th</sup> 2020

### **PURPOSE:**

In compliance with WorkSafe BC requirements, this COVID-19 safety plan outlines the policies, guidelines and procedures that have been put into place in order to help reduce the risk of the transmission of COVID-19. This will act as our guiding document to help return the Stewart Public Library to safe operations.

### **SCOPE:**

All employees of the Stewart Public Library must comply with the guidelines set out in this safety plan. This safety plan must be posted in the library where staff can access it at any time.

### **COMING TO WORK:**

#### **Employees must refrain from coming to work if:**

- They display any symptoms related to COVID-19. If an employee displays any symptoms of COVID-19, employees must self isolate for a minimum of 10 days from the onset of symptoms or until symptoms have completely resolved. These symptoms include but are not limited to: fever, dry cough, sneezing and a sore throat.
- An employee has returned from international travel (they must self-isolate for 14 days upon return)
- An employee lives in the same household as someone who is self-isolating because they a) have a confirmed COVID-19 diagnosis b) manifesting symptoms related to COVID-19

#### **An employee should consult with their health care provider or Health Link B.C. (8-1-1) to determine if it is safe for them to come to work if:**

- They have been exposed to anyone who has COVID-19 or who displays possible symptoms of COVID-19
- They are part of a vulnerable population that is at an increased risk of contracting COVID-19 (65 plus, compromised immune system, underlying medical conditions).
- They live in the same household as someone who is part of an identified vulnerable population
- If they feel unsafe coming to work but do not fit into the above descriptions, they can choose to not come to work by:
  - a) Taking paid leave by using available sick pay or vacation pay
  - b) Taking unpaid leave

#### **Steps to take if an employee becomes sick at work:**

- 1) Inform the Library Director or the most senior person present
- 2) Leave immediately (if they cannot leave immediately: put on a mask, wash hands and isolate until they are able to leave the building.)

Shifts and hours of work may be modified or reduced to support physical distancing measures, to reduce the risk of transmission and to accommodate modified workloads.

If regular work duties are suspended due to the COVID-19 provincial state of emergency, staff can request that a record of employment be issued so they can apply for federal and or provincial relief benefits.

### **MANAGING RISK OF TRANSMISSION**

#### **Mode of Transmission**

The virus that causes COVID-19 can spread in several ways: through droplets when a person coughs or sneezes, from touching a contaminated surface and then touching the face.

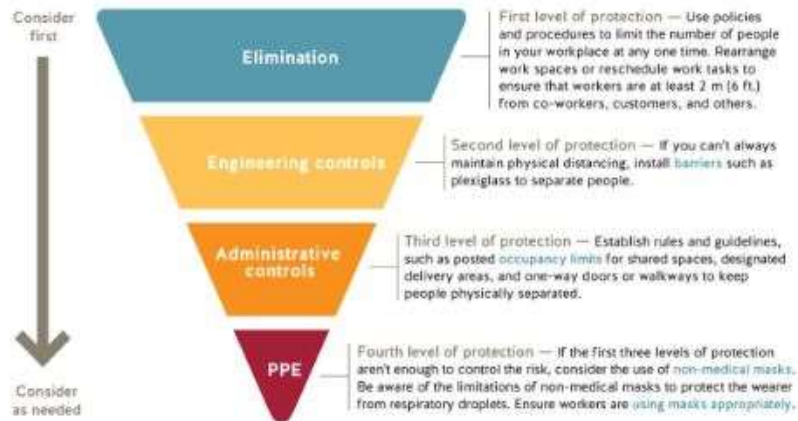
## Reducing the Risk of Transmission

The risk of transmission in the workplace can be avoided by following WorkSafe BC, The BC Centre for Disease Control and Health Canada:

- Wash hands often or sanitize with an isopropyl alcohol-based sanitizer
- Sneeze and cough into your elbow
- Avoid touching your face
- Practice social distancing of at least 2 meters between individuals

## Levels of Protection

The Stewart Public Library will put into place protocols that offer the highest level of protection possible for different situations.



## Levels of Protection:

The library will put into place, protocols and safety measures that offer the highest protection possible for different situations.

**Elimination:** keeping the public and staff at a safe physical distance from each other

**Engineering Controls:** Installing barriers to separate people when physical distancing is not possible

**Administrative Controls:** Guidelines and rules for workplace operations and services to help reduce the risk of transmission.

**Personal Protective Equipment:** Non-medical masks and gloves will be used if the first 3 levels of protection cannot be implemented.

**Donning and Doffing Masks and Gloves:** Staff will be instructed on how to properly don and doff masks and gloves according to health authority regulations.

## **CLEANING AND DISINFECTING**

Cleaning and disinfecting is done before the library is open to the public each day.

General cleaning and disinfecting is done hourly by a staff member or as required due to quantity of patrons visiting the library within the hour. Emphasis will be placed on high touch areas such as door knobs, telephones, keyboards, computer mice and circulation desk.

The disinfectants used at the library are:

**Lysol Disinfectant Spray:** To spray down high touch surfaces such as door handles, circulation desk and keyboards

**Sure 3:** Used to clean touch surfaces and barriers once per day

**Hand Sanitizer:** to disinfect hands between washing

Staff need to be informed of the safety data sheets for the chemical disinfectants before first using them

Rubber gloves should be worn when cleaning and disinfecting

Staff are to be instructed to under no circumstances mix chemicals either in a container or on a surface as this can result in dangerous fumes and chemical reactions.

### **SPECIFIC SAFETY PROTOCOLS**

The COVID-19 Safety Protocols document identifies potential risks and sets out mitigations strategies for specific spaces, activities, service and programs including:

#### **Areas within the library**

Entrance, Circulation Desk, Children’s reading area, Social Corner, Meeting table, Public computer area, Adult fiction stacks, Adult Non-Fiction stacks, Juvenile Stacks, Early age stacks, Audio Visual, Washroom

#### **Member and Circulation Services**

New Memberships, check-out, holds, delivery, interlibrary loans

#### **Returns**

Check-in, shelving,

#### **Information Services**

Reference questions, computer/technology assistance, invigilation

#### **Programs and Outreach**

Programming for all ages, marketing, website, social media platforms

#### **Technical Services**

Cataloguing, processing, collection management

#### **Administration Services**

Office administration

### **PUBLIC ACCESS**

The library will take a phased approach to restoring services and physical visits to the library. This will be in alignment with the provincial restart plan and advisement of the provincial and regional health authorities as well as the District of Stewart.

The restrictions that will be put into place to manage the library services and reduce the risk of transmission will change over time. The restorations of services will change according to the element of risk involved, the urgency of the service and the nature of the service.

The hours that the library will be open to the public for physical visits will be limited in order for staff to focus on implementing our risk mitigating strategies. The hours will change as we navigate the different phases of re-opening.

A maximum of 2 staff members will be in the library at one time while the library is open to the public.

Minimal seating has been strategically placed throughout the library to enforce social distancing.

### **COMMUNICATIONS**

Occupancy limits will be posted on the door of the library and enforced by library staff.

Updates to phases, policies and procedures and services will be made available to the public via our website, Facebook page, community newsletter, library window

Staff will welcome and direct the public to use hand sanitizer upon entering and leaving the library and inform them of policies in place to make their visit as safe as possible.

### **TRAINING AND MONITORING**

Staff will be trained in the protocols, policies and procedures that are put into place and will be reviewed weekly. Protocols may be refined based on experiences once in use.

Briefings will be made with all staff prior to entering a new phase of service and all issues will be addressed that arise.

Adopted February 2021

## Appendix XVII Mobile Hotspot Borrowing Policy

1. Borrowing Eligibility:
  - Mobile Hotspots are for borrowing by Adult cardholders in good standing, 19 years of age or older.
  - “Good standing” is defined as a library account with:
    - less than \$10 in fines and fees;
    - no lost or damaged charges over \$50 within the last two years;
    - no fines or fees that remained unpaid for longer than 6 months within the last 2 years;
  - If the borrower has dependent children with accounts, those accounts must also be in good standing.
  - The borrower must have had a library membership for a minimum of 6 months.
  - The borrower must have had no suspensions from the library for contravening behaviour or computer use policies.
  - BC One card holders from outside of SPL’s service area, Juvenile and Temporary cardholders are not eligible to borrow Mobile Hotspots.
  - Current photo ID must be presented before borrowing a Mobile Hotspot.
  - The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a Mobile Hotspot or its accessories.
2. **Mobile Hotspots are circulated for out-of-library use for a 3-day loan period and may be renewed if no other holds have been placed on them by other patrons.**
3. **Overdue fees will be charged for Mobile Hotspots that are not returned by the due date.** Fees accrue in the amount of \$5 for each day that the device is overdue, to a maximum of \$35. A total replacement cost of \$355 will be assessed if the device is not returned after 7 days from the due date.
4. **If the Mobile Hotspot is lost, stolen, or damaged, or accessories are lost, stolen, or damaged, the borrower will be held responsible for all applicable replacement costs up to \$330 plus a \$30 processing fee as follows:**
  - Mobile Hotspot: \$300
  - Mobile Hotspot power adapter: \$30
  - carrying bag: \$35
5. **Do not use the drop-box.** Mobile Hotspots must be returned to a staff member at the Circulation Desk at least one hour before closing. A fee of \$25.00, in addition to any other accumulated fees/fines, will be charged if a Mobile Hotspot is returned in the drop box.
6. When returning, the borrower must remain at the desk until staff have verified that all pieces are accounted for and that the device is working.
7. Children must be supervised by an adult when using the Mobile Hotspot.
8. Patron must keep the hotspot safe from water and other liquids and take care not to drop it. Patron must avoid exposing the Mobile Hotspot to extreme temperatures such as leaving it in their car in winter or in the summer’s heat.
9. Borrowers are subject to federal, provincial and municipal legislation. Utilizing SPL devices for illegal purposes is strictly prohibited. The Library is not responsible for personal information shared over the internet or for information or websites accessed.



10. Stewart Public Library is neither financially responsible nor liable in any way for user data, computer applications, or other material uploaded or downloaded using the Mobile Hotspot.
11. The borrower is fully responsible for the Mobile Hotspot borrowed from Stewart Public Library, and for its safe and timely return. If the Mobile Hotspot is damaged, lost, or stolen, or any accessories are missing, or late fees are incurred, the borrower is fully responsible for all applicable charges, and agrees to pay these charges as assessed by the Stewart Public Library.
12. A borrower agreement must be signed each time a Mobile Hotspot is borrowed.
13. The borrower will not use the Mobile Hotspot for downloading or uploading media (ie: movies, music or tv shows).
14. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of Borrower Agreement and Mobile Hotspot guidelines.

### **Mobile Hotspot: Check-In/Check Out Process (DRAFT)**

**Notes:** Holds cannot be placed from the catalogue by patrons. To place a hold, patrons will contact the Library.

#### **Process: Check-Out**

1. Patron contacts the Library to request hold.
2. Staff checks:
  - o Available dates
  - o Patron eligibility
3. Staff places hold.
4. Staff prepares hold for hold shelf.
  - o User agreement needs to be signed and will be included with the item on the hold shelf.
  - o Staff notifies patron that hold is ready for pick-up.
5. With patron present, staff will ensure all items are in the hotspot kit (hotspot, charger, cords)
6. Staff will go over Borrowing agreement with Patron; Ensure patron understands replacement and overdue fees.
7. Have Patron sign the agreement.
8. Check out Hotspot using barcode on tag.

#### **Process: Check-In**

1. Patron returns Hotspot to the circulation desk.
2. Refer to Patron's user agreement on file to use as a guide for check-in.
3. Check over Hotspot for any obvious signs of concern.
4. Have patron sign the Check-In section of the Borrowing Agreement.
5. Check-in item using barcode on tag attached to Borrowing Agreement.

If parts are missing or the laptop has obvious damage:

1. Show patron area of concern.
2. Tell patron a staff member will assess the hotspot and contact them.
3. Have Patron sign Borrowing Agreement.
4. Leave Hotspot checked out on Patron's card.
5. Note the issue/concern on the Borrowing Agreement.
6. Staff will follow up with Patron about replacing or repair costs.

Adopted February 2021

Appendix XVII  
**Mobile Hotspot Borrower Agreement-DRAFT**  
**“Wi-fi to Go”**

1. Mobile Hotspots are circulated for out-of-library use for a 3-day loan period and may be renewed if no other patron has placed a hold on it.
2. **Overdue fees will be charged for Mobile Hotspots that are not returned by the due date.** Fees accrue in the amount of \$5 for each day that the device is overdue. A total replacement cost of \$300 will be assessed if the device is not returned after 7 days from the due date.
3. **If the Mobile Hotspot is lost, stolen, or damaged, or accessories are lost, stolen, or damaged, the borrower will be held responsible for all applicable replacement costs up to \$355, plus a \$30 processing fee as follows:**
  - Mobile Hotspot: \$300.00
  - Mobile Hotspot power adapter: \$30.00
  - Ethernet Cable: \$20.00
  - Phone Cable: \$5.00
  - Carrying bag: \$35.00
4. **Do not use a drop-box.** Mobile Hotspots must be returned to a staff member at the Circulation Desk at least one hour before closing. A fee of \$25.00, in addition to any other accumulated fees/fines will be charged if a Mobile Hotspot is returned in the drop box.
5. The borrower is fully responsible for the Mobile Hotspot borrowed from Stewart Public Library, and for its safe and timely return. If the Mobile Hotspot is damaged, lost, or stolen, or any accessories are missing, or late fees are incurred, the borrower is fully responsible for all applicable charges, and agrees to pay these charges as assessed by the Stewart Public Library.

***I understand that I am fully responsible for this borrowed Mobile Hotspot and any accompanying accessories, and for its safe and timely return to staff at the library Circulation Desk. I understand that I am responsible for all applicable charges if the Mobile Hotspot is damaged, lost or stolen, or accessories are missing or damaged, or late fees or other fees are incurred. I have read, understand, and agree to the Rules of Use listed in this agreement and the Mobile Hotspot Guidelines. I agree to return the Mobile Hotspot by the due date noted.***

Borrower Name \_\_\_\_\_

Borrower Signature \_\_\_\_\_

Date \_\_\_\_\_

**For staff use**

**CHECK-OUT**

To **check-out** a Mobile Hotspot, staff must fill out this section:

Staff name \_\_\_\_\_

Borrower's name: \_\_\_\_\_ Borrower ID has been checked \_\_\_\_\_

All items are in kit:

- \_\_\_ Mobile Hotspot                      \_\_\_ Charger
- \_\_\_ Battery                              \_\_\_ Phone Cable
- \_\_\_ Ethernet Cable                      \_\_\_ Carrying Bag
- \_\_\_ Borrowing Guidelines sheet
- \_\_\_ Instructional Booklet

**CHECK-IN**

To **check-in** a Mobile Hotspot, staff must fill out this section, and have borrower sign below:

Staff name \_\_\_\_\_ Return Date: \_\_\_\_\_ Late Fines: \_\_\_\_\_

Mobile Hotspot and accessory physical condition (circle):      Satisfactory      Problem Observed

Mobile Hotspot returned charged (circle): Y N

Mobile Hotspot turns on and functions properly (circle):      Satisfactory      Problem Observed

Please specify any problems observed by staff or reported by borrower:

\_\_\_\_\_

All items in kit were returned:

- \_\_\_ Mobile Hotspot                      \_\_\_ Charger
- \_\_\_ Battery                              \_\_\_ Phone Cable
- \_\_\_ Ethernet Cable                      \_\_\_ Carrying Bag
- \_\_\_ Borrowing Guidelines sheet      \_\_\_ Instructional Book

**STAFF: If any items are missing or damaged, leave the Mobile Hotspot kit checked out on the borrower's card.**

**For borrower to sign upon return:**

I acknowledge that I have reported any problems observed or damage done while the Mobile Hotspot was in my care.

Borrower Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted February 2021

## Appendix XVIII Laptop Borrowing Policy

### 1. Borrowing Eligibility:

- Laptops are for borrowing by Adult cardholders in good standing, 19 years of age or older.
- “Good standing” is defined as a library account with:
  - less than \$10 in fines and fees
  - no lost or damaged charges over \$50 within the last two years
  - no fines or fees that remained unpaid for longer than 6 months within the last 2 years
- If the borrower has dependent children with accounts, those accounts must also be in good standing.
- The borrower must have had a library membership for a minimum of 6 months.
- The borrower must have had no suspensions from the library for contravening behaviour or computer use policies.
- BC One card holders from outside of SPL’s service area, Juvenile and Temporary cardholders are not eligible to borrow laptops.
- Current photo ID must be presented before borrowing a laptop.
- The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning a laptop or its accessories.

**2. Laptops are circulated for out-of-library use for a 3-day loan period and may be renewed if no other holds have been placed on them by other patrons.**

**3. Overdue fees will be charged for laptops that are not returned by the due date.** Fees accrue in the amount of \$5 for each day that the device is overdue, to a maximum of \$35. A total replacement cost of \$300 will be assessed if the device is not returned after 7 days from the due date.

**4. If the laptop is lost, stolen, or damaged, or accessories are lost, stolen, or damaged, the borrower will be held responsible for all applicable replacement costs up to \$355 plus a \$30 processing fee as follows:**

- laptop: \$300
- laptop power adapter: \$20
- carrying bag: \$35

**5. Do not use the drop-box.** Laptops must be returned to a staff member at the Circulation Desk at least one hour before closing. A fee of \$25.00, in addition to any other accumulated fees/fines, will be charged if a laptop is returned in the drop box.

6. When returning, the borrower must remain at the desk until staff have verified that all pieces are accounted for and that the device is working.

**7. The borrower must return the laptop with the battery charged.** If the laptop is not charged upon return you will need to wait at the Circulation Desk until it charges sufficiently for staff to verify it is working.

8. Children must be supervised by an adult when using the laptop.

9. Borrowers must keep the laptop safe from water and other liquids and take care not to drop it. They must avoid exposing the laptop to extreme temperatures such as leaving it in their car in winter or in the summer’s heat.

10. Borrowers are subject to federal, provincial and municipal legislation. Utilizing SPL devices for illegal purposes is strictly prohibited.

11. Upon return, laptops are reset, and all apps and files added by the borrower are deleted. Stewart Public Library is neither financially responsible nor liable in any way for user data, computer applications, or other material uploaded or downloaded to the laptop by the patron, or for the loss of same.

12. The Stewart Public Library is neither financial responsible nor liable in any way for purchases of apps, in-app purchases, or subscription costs incurred by the borrower. The borrower is responsible for managing any ongoing subscription, including unsubscribing from a service, during and after borrowing a laptop.

13. The borrower is fully responsible for any laptop borrowed from Stewart Public Library, and for its safe and timely return. If the laptop is damaged, lost, or stolen, or any accessories are missing, or late fees are incurred, the borrower is fully responsible for all applicable charges, and agrees to pay these charges as assessed by the Stewart Public Library.

14. A borrower agreement must be signed each time a laptop is borrowed.

15. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the cardholder to read and accept the current version of Borrower Agreement and laptop guidelines.

### **Laptop: Check-In/Check Out Process**

**Notes:** Holds cannot be placed from the catalogue by patrons. To place a hold, patrons will contact the Library.

#### **Process: Check-Out**

Patron contacts the Library to request hold.

Staff checks:

Available dates

Patron eligibility

Staff places hold.

Staff prepares hold for hold shelf.

If a user agreement needs to be signed, it will be included with the item on the hold shelf.

Staff notifies patron that hold is ready for pick-up.

With patron present, staff will ensure all items are in the laptop bag (laptop, charger)

Staff will go over Borrowing agreement with Patron; Ensure patron understands replacement and overdue fees.

Have Patron sign the agreement.

Check out Laptop using barcode on tag.

#### **Process: Check-In**

Patron returns laptop to the circulation desk.

Refer to Patron's user agreement on file to use as a guide for check-in.

Check over laptop for any obvious signs of concern.

Have patron sign the Check-In section of the Borrowing Agreement.

Check-in item using barcode on tag attached to Borrowing Agreement.

If parts are missing or the laptop has obvious damage:

Show patron area of concern.

Tell patron a staff member will assess the laptop and contact them.

Have Patron sign Borrowing Agreement.

Leave Laptop checked out on Patron's card.

Note the issue/concern on the Borrowing Agreement.

Staff will follow up with Patron about replacing or repair costs

Adopted February 2021

**Appendix XVIII Laptop Borrower Agreement DRAFT  
Adopted February 2021**

1. Laptops are circulated for out-of-library use for a 3-day loan period and may be renewed if no other patron has placed a hold on it.
2. **Overdue fees will be charged for laptops that are not returned by the due date.** Fees accrue in the amount of \$5 for each day that the device is overdue. A total replacement cost of \$355 will be assessed if the device is not returned after 7 days from the due date.
3. **If the laptop is lost, stolen, or damaged, or accessories are lost, stolen, or damaged, the borrower will be held responsible for all applicable replacement costs up to \$355, plus a \$30 processing fee as follows:**
  - Laptop: \$300.00
  - Laptop power adapter: \$20.00
  - Carrying bag: \$35.00
4. **Do not use a drop-box.** Laptops must be returned to a staff member at the Circulation Desk at least one hour before closing. A fee of \$25.00, in addition to any other accumulated fees/fines will be charged if a laptop is returned in the drop box.
5. **Laptops must be returned with the battery charged.** If the laptop is not charged upon return you will need to wait at the Circulation Desk until it charges sufficiently for staff to verify it is working.
6. The borrower is fully responsible for any laptops borrowed from Stewart Public Library, and for its safe and timely return. If the laptop is damaged, lost, or stolen, or any accessories are missing, or late fees are incurred, the borrower is fully responsible for all applicable charges, and agrees to pay these charges as assessed by the Stewart Public Library.

*I understand that I am fully responsible for this borrowed laptop and any accompanying accessories, and for its safe and timely return to staff at the library Circulation Desk. I understand that I am responsible for all applicable charges if the laptop is damaged, lost or stolen, or accessories are missing or damaged, or late fees or other fees are incurred. I have read, understand, and agree to the Rules of Use listed in this agreement and the laptop Guidelines. I agree to return the laptop by the due date noted.*

Borrower Name \_\_\_\_\_

Borrower Signature \_\_\_\_\_

Date \_\_\_\_\_

**For staff use**

**CHECK-OUT**

To **check-out** a laptop, staff must fill out this section:

Staff name \_\_\_\_\_

Borrower's Name: \_\_\_\_\_ Borrower ID has been checked \_\_\_\_\_

All items are in kit:

\_\_\_ Laptop

\_\_\_ Carrying bag

\_\_\_ Power Adapter

\_\_\_ Borrowing Guidelines sheet

**CHECK-IN**

To **check-in** a laptop, staff must fill out this section, and have borrower sign below:

Staff name \_\_\_\_\_ Return Date: \_\_\_\_\_ Late Fines: \_\_\_\_\_

laptop and accessory physical condition (circle):      Satisfactory      Problem Observed

laptop returned charged (circle): Y N

laptop turns on and functions properly (circle):      Satisfactory      Problem Observed

Please specify any problems observed by staff or reported by borrower:

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

All items in kit were returned:

\_\_\_ Laptop

\_\_\_ Power Adapter

\_\_\_ Carrying bag

\_\_\_ Borrowing Guidelines sheet

**STAFF: If any items are missing or damaged, leave the laptop kit checked out on the borrower's card.**

**For borrower to sign upon return:**

I acknowledge that I have reported any problems observed or damage done while the laptop was in my care.

Borrower Signature \_\_\_\_\_ Date \_\_\_\_\_



[DATE]

[EMPLOYEE NAME]  
[EMPLOYEE ADDRESS]  
[XX]  
[XX]

Dear [FIRST NAME]:

**RE: OFFER OF EMPLOYMENT WITH STEWART PUBLIC LIBRARY**

Over the course of the past years, the Stewart Public Library (the “Library” or “SPL”) has developed an outstanding reputation based on the quality of our product, the quality of our services and our commitment to community needs. We are proud of our team and everything we have accomplished together.

As we move forward, the Library will be putting in place a variety of systems and workplace policies over the coming months. Our hope is that these policies will not come as a major surprise, as we are simply looking to confirm the terms of our existing relationship and clarify expectations on important topics such as vacations, overtime and confidentiality in the workplace.

To begin, this letter will confirm the terms of your employment. If you have any questions or comments regarding any of these items, please do not hesitate to ask for clarification.

1. You are currently employed as a Casual/On Call Library Assistant. A more comprehensive description of your duties can be found in Appendix “V” of our policy manual. We recognize your start date with the Library as [DATE].
2. As a member of our team, you are required to respect SPL’s directives, policies and perform your duties to the best of your skill and ability, while also being courteous, safe and promoting at all times the best interests of the Library.
3. For all of the services that you provide, you will receive a wage of [\$20/h]. Vacation pay will be paid out bi-weekly in accordance with British Columbia *Employment Standards Act*.
4. The nature of the business is such that during busy periods you may have to work extended hours to meet project deadlines and commitments to stakeholders and the public. While any overtime must be validated in advance, it will be paid out in accordance with the British Columbia *Employment Standards Act*.



5. In the event you resign from the Library we ask that you provide a two week written notice.
6. The Library can terminate the employment relationship as follows:
  - a. In the case of serious misconduct, including insubordination, a breach of confidentiality, improper use of Practice property, a violation of applicable local, provincial or federal laws, theft, dishonesty and any other conduct which would constitute just cause for termination at law, no notice or severance will be payable.
  - b. In all other circumstances, by providing you with notice or pay in lieu of notice as required by the British Columbia *Employment Standards Act* or amendments thereto. No other notice or severance will be required to be given in relation to the termination of the employment.
7. You will be entitled to 5 paid sick days per year.
8. In the event of misconduct, SPL may employ progressive discipline, including use of the following measures:
  - a. Verbal warnings;
  - b. Written warnings;
  - c. Dismissal.
9. As a member of our team, you will be subject to the British Columbia *Personal Information Protection Act*. Among other responsibilities, you will respect the personal information collected about our patrons and our employees, and you will not disclose this information unless authorized to do so under the law.
10. You will be bound by the Non-Disclosure Agreement provided for in Appendix "A".
11. This Agreement and any schedules attached constitute the whole of the employment agreement between yourself and the Library. There are no collateral agreements or conditions not specifically referenced in this letter. No modifications, amendments or changes to this Agreement are enforceable against the Library unless in writing and signed on behalf of the Library. If any provision contained in this Agreement is determined to be void or unenforceable, it will not impair the validity of any other provision and shall be treated as severable from the remainder of this Agreement.

While we are confident that the contents of this document will be met with your approval, in consideration of your agreement and to show our appreciation of your support, we are pleased to provide you with a signing bonus of [\$XXX.00].

Please take the time you need to review this agreement and to approach us with any questions you have. Thank you for all of your contributions to the Library and your continued commitment to community service. We are grateful for the team we have in place and we are excited for our organization's future.

Regards,  
**STEWART PUBLIC LIBRARY**

Per: Patricia Lynn  
Chairperson

**I, [FULL NAME], have read and understood the terms of my employment with the Stewart Public Library and the attached appendixes. I am accepting these terms voluntarily, and agree to be bound by them in my employment with the Stewart Public Library. This agreement takes the place of any previous written or oral agreement between the Library and me.**

Signed the \_\_\_ day of \_\_\_\_\_, 20\_\_ in the Town of \_\_\_\_\_, British Columbia.

\_\_\_\_\_  
[FULL NAME]

## APPENDIX "A"

### NON-DISCLOSURE AGREEMENT

In consideration of the terms and conditions presented in the [DATE] employment agreement, and other valuable consideration paid by the Library to the Employee, the parties hereby agree as follows:

1. **Definition:** In this Agreement, "Confidential Information" includes all of the following:
  - a) any and all data and information regarding the Library's business, operations, financing, strategies, methods and practices, including marketing strategies, forecasts and forecast assumptions and volumes, compensation and benefits for staff, and any other information regarding the financial affairs or conduct of the business affairs of the Library;
  - b) the identity of the Library's business partners, donors, vendors, agents and suppliers, and the nature of the Library's relationships with such business partners, licensees, vendors, agents and suppliers;
  - c) patron information, including but not limited to, names of patrons, data provided by patrons and the type, quantity and specifications of products and services received by patrons of the Library;
  - d) work product information, including but not limited to, work product resulting from or related to work or projects performed or to be performed for the Library or for patrons of the Library, of any type or form in any stage of actual or anticipated research and development;
  - e) computer software resulting from or related to work or projects performed or to be performed for the Library or for patrons of the Library, of any type or form in any stage of actual or anticipated research and development, including but not limited to, programs and program modules, routines and subroutines, processes, algorithms, design concepts, design specifications (design notes, annotations, documentation, flowcharts, coding sheets, and the like), source code, object code and load modules, programming, program patches and system designs;
  - f) any other confidential in the possession or control of the Library,

but does not include information that:

- g) is generally known in the industry of the Library;
- h) is now or subsequently becomes generally available to the public through no wrongful act by you;
- i) was rightfully in your possession prior to the disclosure to you by the Library;
- j) is independently created by you, on your own time, and without direct or indirect use of the Confidential Information; or
- k) you rightfully obtain from a third party who has the right to transfer or disclose it.

2. **Non-Disclosure of Confidential Information:** You agree that a material term of your contract with the Library is to keep all Confidential Information absolutely confidential and protect its release from the public. You agree not to divulge, reveal, report or use, for any purpose, any of the Confidential Information which you obtained or which was disclosed to you by the Library as a result of your employment with the Library. You agree that if there is any question as to such disclosure then you will seek out a board member of the Library prior to making any disclosure of the Library's information that may be covered by this Agreement.
  
3. **Restricted Use of Confidential Information:**
  - a) You will not use the Confidential Information in any manner except as reasonably required for you to perform your duties for the Library.
  
  - b) Upon request of the Library or upon termination or expiration, as the case may be, of this employment, you will turn over to the Library all Confidential Information belonging to the Library, including but not limited to, all documents, plans, specifications, disks or other computer media, as well as any duplicates or backups made of that Confidential Information in whatever form or media, in your possession or control that: (i) may contain or be derived from ideas, concepts, creations, or trade secrets and other proprietary and Confidential Information as defined in this agreement; or (ii) is connected with or derived from your employment with the Library.
  
  - c) If you lose or make unauthorized disclosure of any of the Confidential Information, you will immediately notify the Library and take all reasonable steps necessary to retrieve the lost or improperly disclosed Confidential Information.
  
4. **You may disclose any of the Confidential Information:** (i) to a third party where Library has consented in writing to such disclosure; or (ii) to the extent required by law or by the request or requirement of any judicial, legislative, administrative or other governmental body after providing reasonable prior notice to the Library.

5. **Survival:** The obligations to ensure and protect the confidentiality of the Confidential Information imposed on you in this Agreement and any obligations to provide notice under this Agreement will survive the expiration or termination, as the case may be, of this Agreement and will continue indefinitely from the date of such expiration or termination.

Signed the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the Town of \_\_\_\_\_, British Columbia.

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[Name of Employee] (the “Employee”)

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STEWART PUBLIC LIBRARY  
(the “Library”)

PER: Patricia Lynn,  
Chairperson



[DATE]

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

[XX]

[XX]

Dear [FIRST NAME]:

**RE: OFFER OF EMPLOYMENT WITH STEWART PUBLIC LIBRARY**

Over the course of the past years, the Stewart Public Library (the “Library” or “SPL”) has developed an outstanding reputation based on the quality of our product, the quality of our services and our commitment to community needs. We are proud of our team and everything we have accomplished together.

As we move forward, the Library will be putting in place a variety of systems and workplace policies over the coming months. Our hope is that these policies will not come as a major surprise, as we are simply looking to confirm the terms of our existing relationship and clarify expectations on important topics such as vacations, overtime and confidentiality in the workplace.

To begin, this letter will confirm the terms of your employment. If you have any questions or comments regarding any of these items, please do not hesitate to ask for clarification.

12. You are currently employed full-time as a Library Director. In this role, your primary responsibilities will be selecting, acquiring, cataloguing, classifying, circulating and maintaining library materials. A more comprehensive description of your duties is found in our policy manual at Appendix “XX”. We recognize your start date with the Library as [DATE].
13. As a member of our team, you are required to respect SPL’s directives and policies. Of course, we also expect that you will perform your duties to the best of your skill and ability, while also being courteous, safe and promoting at all times the best interests of the Library.
14. For all of the services that you provide, you will receive the compensation package provided for in Appendix “A”. This compensation package may change from time to time depending on finances, your responsibilities and other factors which may arise.
15. The nature of the business is such that during busy periods you may have to work extended hours to meet project deadlines and commitments to stakeholders and the public. While any overtime must be validated in advance, it will be paid out in accordance with the British Columbia *Employment Standards Act*.

16. Vacation time is to be arranged with the Library at least one month in advance. You will be entitled to vacation in accordance with the British Columbia *Employment Standards Act*. Although we do not see this as being an issue, the Library reserves the right to refuse vacation requests or assign times for vacation to be taken as required.
17. In the event you resign from the Library you will provide at least one month written notice. On giving such notice, the Library will have the right to waive the notice period, have you cease your employment immediately or at a specified date prior to the end of the notice period and pay you for the notice period or remainder of the notice period, as applicable.
18. The Library can terminate the employment relationship as follows:
- a. In the case of serious misconduct, including insubordination, a breach of confidentiality, improper use of Practice property, a violation of applicable local, provincial or federal laws, theft, dishonesty and any other conduct which would constitute just cause for termination at law, no notice or severance will be payable.
  - b. In all other circumstances, by providing you with notice or pay in lieu of notice as required by the British Columbia *Employment Standards Act* or amendments thereto. No other notice or severance will be required to be given in relation to the termination of the employment.
19. Group benefits will end on the final calendar day of the month following a resignation or termination.
20. In the event of misconduct, SPL may employ progressive discipline, including use of the following measures:
- a. Verbal warnings;
  - b. Written warnings;
  - c. Unpaid suspensions;
  - d. Dismissal
21. As a member of our team, you will be subject to the British Columbia *Personal Information Protection Act*. Among other responsibilities, you will respect the personal information collected about our patrons and our employees, and you will not disclose this information unless authorized to do so under the law.
22. You will be bound by the Non-Disclosure Agreement provided for in Appendix “C”.
23. This Agreement and any schedules attached constitute the whole of the employment agreement between yourself and the Library. There are no collateral agreements or conditions not specifically referenced in this letter. No modifications, amendments or changes to this Agreement are enforceable against the Practice unless in writing and signed on behalf of the Library. If any provision contained in this Agreement is determined to be void or unenforceable, it will not impair the validity of any other provision and shall be treated as severable from the remainder of this Agreement.

While we are confident that the contents of this document will be met with your approval, to show our appreciation of your support as we put in place these new systems, we are pleased to provide you with a signing bonus of [\$XXX.00].

We understand that this is a lot of information and that you may have questions. Please take the time you need to review this agreement and to obtain independent legal advice if you think it is worthwhile.

Finally, thank you for all of your contributions to the Library and your continued commitment to community service. We are grateful for the team we have in place and we are excited for our organization's future.

Regards,

**STEWART PUBLIC LIBRARY**

Per: Patricia Lynn  
Chairperson

**I, [FULL NAME], have read and understood the terms of my employment with the Stewart Public Library and the attached appendixes. I am accepting these terms voluntarily, and agree to be bound by them in my employment with the Stewart Public Library. This agreement takes the place of any previous written or oral agreement between the Library and me.**

Signed the \_\_\_ day of \_\_\_\_\_, 20\_\_ in the Town of \_\_\_\_\_, British Columbia.

---

[FULL NAME]



**COMPENSATION**

1. *Wages*: \$[XX.XX] an hour, less statutory deductions, payable bi-weekly.
2. *Group Benefits*: Group Benefits start the 1<sup>st</sup> of the month following three months of continuous employment. These benefits are paid 100% by the Employer. Benefits include health and dental, prescription drugs and vision care. Please see our group benefit policy for further information and specifics on coverage.

## APPENDIX "B"

### NON-DISCLOSURE AGREEMENT

In consideration of the terms provided for in the Employment Letter dated [DATE], and other valuable consideration paid by the Library to the Employee, the parties hereby agree as follows:

6. **Definition:** In this Agreement, "Confidential Information" includes all of the following:

- l) any and all data and information regarding the Library's business, operations, financing, strategies, methods and practices, including marketing strategies, forecasts and forecast assumptions and volumes, compensation and benefits for staff, and any other information regarding the financial affairs or conduct of the business affairs of the Library;
- m) the identity of the Library's business partners, donors, vendors, agents and suppliers, and the nature of the Library's relationships with such business partners, licensees, vendors, agents and suppliers;
- n) patron information, including but not limited to, names of patrons, data provided by patrons and the type, quantity and specifications of products and services received by patrons of the Library;
- o) work product information, including but not limited to, work product resulting from or related to work or projects performed or to be performed for the Library or for patrons of the Library, of any type or form in any stage of actual or anticipated research and development;
- p) computer software resulting from or related to work or projects performed or to be performed for the Library or for patrons of the Library, of any type or form in any stage of actual or anticipated research and development, including but not limited to, programs and program modules, routines and subroutines, processes, algorithms, design concepts, design specifications (design notes, annotations, documentation, flowcharts, coding sheets, and the like), source code, object code and load modules, programming, program patches and system designs;
- q) any other confidential or proprietary information in the possession or control of the Library,

but does not include information that:

- r) is generally known in the industry of the Library;

- s) is now or subsequently becomes generally available to the public through no wrongful act by you;
- t) was rightfully in your possession prior to the disclosure to you by the Library;
- u) is independently created by you, on your own time, and without direct or indirect use of the Confidential Information; or
- v) you rightfully obtain from a third party who has the right to transfer or disclose it.

7. **Non-Disclosure of Confidential Information:** You agree that a material term of your contract with the Library is to keep all Confidential Information absolutely confidential and protect its release from the public. You agree not to divulge, reveal, report or use, for any purpose, any of the Confidential Information which you obtained or which was disclosed to you by the Library as a result of your employment with the Library. You agree that if there is any question as to such disclosure then you will seek out a board member of the Library prior to making any disclosure of the Library's information that may be covered by this Agreement.

8. **Restricted Use of Confidential Information:**

- d) You will not use the Confidential Information in any manner except as reasonably required for you to perform your duties for the Library.
- e) Upon request of the Library or upon termination or expiration, as the case may be, of this employment, you will turn over to the Library all Confidential Information belonging to the Library, including but not limited to, all documents, plans, specifications, disks or other computer media, as well as any duplicates or backups made of that Confidential Information in whatever form or media, in your possession or control that: (i) may contain or be derived from ideas, concepts, creations, or trade secrets and other proprietary and Confidential Information as defined in this agreement; or (ii) is connected with or derived from your employment with the Library.
- f) If you lose or make unauthorized disclosure of any of the Confidential Information, you will immediately notify the Library and take all reasonable steps necessary to retrieve the lost or improperly disclosed Confidential Information.

9. **You may disclose any of the Confidential Information:** (i) to a third party where Library has consented in writing to such disclosure; or (ii) to the extent required by law or by the request or requirement of any judicial, legislative, administrative or other governmental body after providing reasonable prior notice to the Library.

10. **Survival:** The obligations to ensure and protect the confidentiality of the Confidential Information imposed on you in this Agreement and any obligations to provide notice under this Agreement will survive the expiration or termination, as the case may be, of this Agreement and will continue indefinitely from the date of such expiration or termination.

Signed the \_\_\_ day of \_\_\_\_\_, 20\_\_ in the Town of \_\_\_\_\_, British Columbia.

\_\_\_\_\_  
[Name of Employee] (the “Employee”)

\_\_\_\_\_  
STEWART PUBLIC LIBRARY  
(the “Library”)

PER: Patricia Lynn,  
Chairperson