

## Olds and District Municipal Library (ODML) Policy Manual

**Mission** To provide access to current informational, educational, cultural, and recreational opportunities that enrich the lives of the members of our community.

**Vision** *The model library in rural Alberta!* Vibrant hub of the community Accessible doorway to technology, print materials and programs Advocates of sustainability *Create your futures through us!*

The Olds and District Municipal Library (ODML) Policy Manual is produced to address requirements as outlined in The Alberta Libraries Act Chapter L-11 2000 - A Guide to the Legislation (authority for the Libraries Regulation is provided by section 44 of the Libraries Act, Chapter L12-1, 1983). This policy manual addresses The Alberta Libraries Act Chapter L-12.1 1983 and Libraries Amendment Action Chapter 19, 1998 - The Libraries Regulation 1998 with amendments up to and including December, 1999 (Alberta Regulation 141/98). The Regulation (Part 1 - 7(1)) stipulates all Board must establish policies as outlined in that section. This policy manual addresses and identifies each item listed there.

Olds and District Municipal Library is referred to as "ODML" throughout this document.

**Olds and District Municipal Library  
(ODML) Policy Manual**

**TABLE OF CONTENTS**

<b>POLICY 1.0: PERSONNEL</b> .....	<b>5</b>
1.1 RESPONSIBILITIES AND PURPOSE .....	5
1.1.1 <i>Statement of Intent</i> .....	5
1.1.2 <i>Definitions</i> .....	6
1.1.3 <i>Employment and Authority</i> .....	6
1.2 CONDITIONS OF EMPLOYMENT .....	6
1.2.1 <i>Appointment</i> .....	6
1.2.2 <i>Orientation</i> .....	6
1.2.3 <i>Job Description</i> .....	7
1.2.4 <i>Expectations of Conduct</i> .....	7
1.2.5 <i>Lateness and Absenteeism</i> .....	7
1.2.6 <i>Inclement Weather or Other Transportation Difficulties</i> .....	7
1.3 HOURS OF WORK AND REMUNERATION .....	8
1.3.1 <i>Hours of Work</i> .....	8
1.3.2 <i>Payment of Wages and Salaries</i> .....	8
1.3.3 <i>Travel Allowance and Expenses</i> .....	8
1.4 BENEFITS .....	8
1.4.1 <i>Personal Leave</i> .....	8
1.4.3 <i>Compassionate Leave</i> .....	9
1.4.4 <i>Holidays</i> .....	<b>Error! Bookmark not defined.</b>
1.4.5 <i>Jury Duty</i> .....	10
1.4.6 <i>Paternal and Adoption Leave</i> .....	10
1.4.7 <i>Vacation Pay and Vacation Time</i> .....	10
1.4.8 <i>Employee Health Benefits</i> .....	11
1.5 QUALIFICATION, HIRING PROCEDURES, JOB VACANCIES AND PERFORMANCE APPRAISALS.....	11
1.5.1 <i>Hiring Procedures for New Positions, Job Vacancies</i> .....	11
1.5.2 <i>Promotions and Transfers</i> .....	12
1.6 PERFORMANCE MANAGEMENT .....	12
1.6.1 <i>Probationary Period</i> .....	12
1.6.2 <i>Performance Appraisal</i> .....	12
1.6.3 <i>Resignations and Retirements</i> .....	13
1.6.4 <i>Dismissal Procedure</i> .....	13
1.6.5 <i>Grievance Procedure</i> .....	14
1.7 SECURITY .....	14
1.8 STAFF DEVELOPMENT .....	15
1.9 STAFF REDUCTION .....	15
<b>POLICY 2.0: TRUSTEES</b> .....	<b>17</b>
2.1 BOARD COMMITTEES .....	17
2.1.1 <i>Executive Committee</i> .....	17
2.2 BOARD OFFICERS.....	19
2.2.1 <i>Chair</i> .....	19
2.2.2 <i>Secretary</i> .....	19

<b>POLICY 3.0: MATERIALS .....</b>	<b>21</b>
3.1 MATERIALS LENT.....	21
<b>POLICY 4.0: MEETING ROOM .....</b>	<b>22</b>
4.1 RESPONSIBILITY.....	22
4.2 PRIORITY.....	22
4.3 CONDUCT .....	22
4.5 RENTAL RESERVATIONS.....	22
4.6 RENTAL PROCEDURE .....	22
4.7 RENTER RESPONSIBILITIES .....	23
4.8 JANITORIAL COSTS .....	23
4.9 ATTACHMENT OF MATERIALS.....	23
4.10 MEETING ROOM KEY.....	23
4.11 CHARGE .....	23
4.12 CANCELLATIONS .....	23
<b>POLICY 5.0: SELECTION, ACQUISITION AND DISPOSITION OF MATERIALS .....</b>	<b>24</b>
5.1 SELECTION .....	24
5.1.1 <i>Statement of Intent</i> .....	24
5.1.2 <i>Selection Criteria</i> .....	24
5.1.3 <i>Responsibility</i> .....	24
5.2 CENSORSHIP .....	25
5.3 STATEMENT OF INTELLECTUAL FREEDOM.....	25
5.4 DISPOSITION AND WEEDING .....	26
5.5 GIFTS AND DONATIONS .....	27
5.5.1 DONATIONS OF MATERIALS .....	27
5.5.2 DONATIONS OF MONEY .....	27
5.5.3 DONATIONS OF FURNISHING, EQUIPMENT, ETC. ....	27
5.6 EQUIPMENT REPLACEMENT POLICY .....	28
<b>POLICY 6.0: ACQUISITION OF MATERIAL AND INFORMATION FROM OTHER SOURCES .....</b>	<b>29</b>
6.1 AVAILABILITY .....	29
<b>POLICY 7.0: RESOURCE SHARING .....</b>	<b>30</b>
7.1 STATEMENT OF INTENT .....	30
7.2 PUBLICITY .....	30
7.3 STAFF.....	30
<b>POLICY 8.0: OTHER PROVISION OF LIBRARY RESOURCES .....</b>	<b>31</b>
8.1 CO-OPERATION WITH OTHER AGENCIES .....	31
8.2 PROVISION OF MATERIALS IN LANGUAGES OTHER THAN ENGLISH.....	31
8.3 PROVISION OF MATERIALS TO PERSONS UNABLE TO USE CONVENTIONAL PRINT.....	31
<b>POLICY 9.0: COMMUNITY RELATIONS, PUBLICITY AND PUBLIC RELATIONS .....</b>	<b>32</b>
<b>POLICY 10.0: HOURS OF SERVICE.....</b>	<b>33</b>
10.1 LIBRARY BUSINESS HOURS.....	33
<b>POLICY 11.0: LIBRARY PROGRAMS .....</b>	<b>34</b>
11.1 BLOCK BOOKINGS .....	34
11.2 WAIVER OF LIABILITY.....	34
<b>POLICY 12.0: INTERNET ACCESS POLICY.....</b>	<b>35</b>

12.1	APPROPRIATE USE .....	35
12.2	CHILDREN & FAMILIES .....	35
12.3	WITHDRAWAL OF PRIVILEGES.....	35
<b>POLICY 13.0:</b>	<b>FINANCE POLICY .....</b>	<b>36</b>
13.1	YEAR END AUDIT .....	36
13.2	BANKING.....	36
13.3	BUDGET .....	36
13.4	RESERVES.....	36
13.5	SIGNING AUTHORITY FOR CHEQUES.....	36
13.6	CAPITAL ASSETS .....	36
13.7	FINANCIAL STATEMENTS.....	37
13.8	FISCAL YEAR .....	37
13.9	N.S.F. CHARGES.....	37
<b>POLICY 14.0</b>	<b>RECORD KEEPING (INCLUDES USER RECORDS &amp; FOIP).....</b>	<b>39</b>
14.1	RECORDS MANAGEMENT .....	39
14.2	INTERVIEW/PHOTOGRAPH/VIDEO CONSENT FORM.....	39
14.3	PERSONAL INFORMATION BANKS (PIB's) .....	39
14.4	CONFIDENTIALITY OF USER RECORDS .....	40
14.5	OFFICE PROCEDURES MANUAL.....	40
14.6	OFFICE RECORDS/FILE MANAGEMENT .....	40
<b>POLICY 15.0</b>	<b>WORKING ALONE .....</b>	<b>41</b>
15.1	FACILITY.....	41
15.2	PROCEDURES .....	41
<b>16.0</b>	<b>PETS IN THE LIBRARY.....</b>	<b>42</b>
<b>17.0</b>	<b>SCHEDULES .....</b>	<b>43</b>
17.1	JOB DESCRIPTION – LIBRARY MANAGER .....	43
17.2	JOB DESCRIPTION – LIBRARY ASSISTANT.....	46
17.3	JOB DESCRIPTION – LIBRARY PROGRAMMER .....	48
17.4	JOB DESCRIPTION - LIBRARY CLERK.....	49
17.5	JOB DESCRIPTION – LIBRARY COMPUTER SERVICES.....	51
17.6	JOB DESCRIPTION – LIBRARY PAGE .....	52
17.7	JOB DESCRIPTION – SUMMER PROGRAMMER.....	53
17.8	JOB DESCRIPTION – CASUAL CIRCULATION.....	54
17.9	JOB DESCRIPTION – MARKETING COORDINATOR CLERK.....	55
17.10	AVERAGE HOURS OF WORK.....	56
17.11	SALARY SCHEDULE .....	56
17.12	EXPENSE ALLOWANCE.....	56
17.13	EMPLOYEE HEALTH BENEFITS – ELIGIBLE EXPENSES .....	58
17.14	MEETING ROOM RENTAL FORM .....	61
17.15	EXPRESSION OF CONCERN REGARDING LIBRARY MATERIALS.....	63
17.16	RECORDS MANAGEMENT .....	65
17.17	WAIVER OF LIABILITY AND INTERVIEW/PHOTOGRAPH/VIDEO CONSENT FORM .....	67

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**Policy 1.0: Personnel**

*Libraries Regulation (Alberta Regulation 141/98), The Alberta Libraries Act Chapter L12-1, 1983 and Libraries Amendment Act Chapter 19, 1998:*

*7(1) Subject to section 40 of the Act, every board shall establish policies with respect to the following:*

*7.1.b) orientation and continuing education of board members and staff, including expenses for attendance at library meetings, conference workshops and courses and for memberships in library associations.*

*7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:*

*7.2.a) personnel, including job descriptions and performance appraisals for employees and volunteers, qualifications for staff positions, working hours, conditions of employment and a grievance procedure.*

*The Personnel Policy falls under the Alberta Employment Standards Code and the Employment Standards Regulation. Where not specifically stated, these codes should be referred to for appropriate procedures and policies. <https://work.alberta.ca/employment-standards.html>*

**1.1 Responsibilities and Purpose**

- 1) Personnel policies are recommended by the Personnel Committee in consultation with the Library Manager and approved by the Board according to procedures prescribed by the provisions of The Alberta Libraries Act and the Bylaws of the ODML Board.
- 2) The Library Manager is responsible for the implementation of policies.

**1.1.1 Statement of Intent**

- 1) Olds and District Municipal Library (ODML) Board has the responsibility for setting the standards and policies to ensure a work force that can carry out the functions required by the Board.
- 2) ODML shall be staffed by suitably qualified staff with the knowledge and ability to help Library users find information and provide service according to their needs and interests, within the ability of ODML to provide for these needs and services.
- 3) ODML aims to be a fair and safe workplace.
- 4) ODML also provides personnel with opportunities to use their skills to achieve further development.

### **1.1.2 Definitions**

- 1) Staff is defined as any person who is paid and entrusted with the security and/or operation of the ODML in the course of provision of Library service to the community.
- 2) Full time staff are those employees working 30 hours or more per week, and part time staff are those staff members working less than 30 hours per week. Casual employees are those staff members not regularly scheduled, but available to call in for work.
- 3) Volunteers shall be bound by the same standards of conduct, and procedures as are staff and can expect in return the same treatment as to orientation, job training, job descriptions, and access to opportunities for further skill development as available and according to budget.
- 4) A personal day is defined as the regular shift for each employee position.
- 5) Immediate family members include spouse (marital or common-law) and dependent children.

### **1.1.3 Employment and Authority**

- 1) Staff are considered to be employed by the ODML Board, which established all personnel policies in accordance with the Alberta Employment Standards Code and the Individual Rights Protection Act.
- 2) The Alberta Employment Standards Code shall be posted on the premises.
- 3) Employees are covered under the Workers Compensation Act as the Act may apply.

## **1.2 Conditions of Employment**

### **1.2.1 Appointment**

Written notice specifying details of the appointment and terms of employment, appropriate job description, and a copy of a contract, shall be given to each employee. Employment is conditional on acceptance of the terms contained.

### **1.2.2 Orientation**

- 1) New employees shall be given orientation and training consisting of an introduction to all staff by their supervisor; or other staff member as delegated by the supervisor; an overview of ODML's missions, services and organization; and provided with access to the ODML policy manual.
- 2) New employees are expected to become familiar with the mission, goals and objectives of the ODML and the contents of the ODML Policies and Procedures Manual.

### **1.2.3 Job Description**

- 1) A job description must exist for each position and must be in existence prior to any advertisement of a position and available to any candidate applying for a position.
- 2) Job descriptions are reviewed as part of the performance appraisal process and are required to be updated annually or when necessary. It is the responsibility of the Library Manager to maintain an updated job description for each position
- 3) The job description for the Library Manager is ratified and revised as required by the Board, on recommendation of the Personnel Committee

### **1.2.4 Expectations of Conduct**

- 1) Since operations are dependent upon friendly cooperation and understanding between the Board, staff, clients, funding jurisdictions, Parkland Regional Library and many other agencies and organizations, it is imperative that all personnel make every effort to be of service and to foster a continuing climate of mutual respect, understanding and cooperation to both the community and to each other.
- 2) Staff members are expected to maintain an orderly work area and ensure that the business of ODML is carried on in an efficient manner. Similarly, documents that are the property of ODML should be appropriately filed and accessible in an efficient manner.
- 3) Staff is expected to report for work dressed and groomed in an appropriate way for their work and appropriate to this place of business.

### **1.2.5 Lateness and Absenteeism**

Employees are expected to make every effort to be at their workstation at the time agreed upon with their supervisor including regular shifts, staff meetings, and training where required. If employees are not able to report for work as scheduled, they shall notify the Library Manager or person in charge as early in the day as possible. In the event of consistent lateness or absenteeism, the supervisor is expected to ascertain the reason and take steps to solve the problem. Continued excessive lateness or absenteeism will result in disciplinary action.

### **1.2.6 Inclement Weather or Other Transportation Difficulties**

Employees are expected to make every effort to report to work, even under adverse conditions. If an employee is unable to report to work because of weather, that employee is responsible for informing the Library Manager one hour before the start of the shift. It is the Library Manager's responsibility to ensure coverage of that shift. The Library Manager is responsible for arranging for employee and public notification in the event of unforeseen closures.

### **1.3 Hours of Work and Remuneration**

#### **1.3.1 Hours of Work**

- 1) Hours of work for the Library Manager shall be set by the Board and defined in the employment contract according to the service needs as determined by the Board.
- 2) Hours of work for the other staff positions are determined according to need and at the direction of the Library Manager.

#### **1.3.2 Payment of Wages and Salaries**

- 1) Wages and salaries shall be paid according to the payroll payment schedule as set by the Olds Municipal Library Board.
- 2) Wages shall be reviewed by the Board as part of the annual budget preparation. At the Board's discretion, with consideration for performance appraisals, budgetary limits, annual cost of living and salary awards in similar sectors of the local economy, wages may be adjusted at this or any time.

#### **1.3.3 Travel Allowance and Expenses**

- 1) Miles/kilometer rates shall be paid to employees using their own automobiles for Library business as per the rate set by the Province of Alberta. Allowance for reimbursement of travel, meals or other authorized expenses shall be paid by the board at rates set by the Town of Olds.
- 2) Each trip must be authorized by the Library Manager and/or the Board.

### **1.4 Benefits**

#### **1.4.1 Personal Leave**

- 1) Personal leave benefits are intended for protecting an employee from loss of income when the employee is unable to work due to health or related concerns.
- 2) All staff shall accumulate one personal day per month for every 120 hours worked, to a maximum of 25 days.
- 3) After three consecutive days off sick, a medical certificate will be required.
- 4) When Workers Compensation is payable to an employee, the personal leave benefit is not applicable.
- 5) Personal leave can be used in half day or full day increments and does not apply hourly. Employees using personal days will receive full pay for the day they were absent regardless of hours worked.
- 6) Personal leave will not be payable as a retirement or termination gratuity.
- 7) An employee, upon authorization of the supervisor, may use his/her personal leave entitlement to care for an ailing immediate family member.



- 8) Should the Library Manager and/or Board feel that an employee is abusing the personal leave benefit, they may notify the employee in writing and ask that a medical certificate be produced for each absence of the employee and/or that evidence of an on-going medical condition be produced.
- 9) An employee who has exhausted his/her personal leave credits but is not able to return to work may be considered on leave of absence without pay for one month for every year worked at ODML up to six months, at the discretion of the Board. After this period of time, the employee's employment will be considered terminated.
- 10) Records of earned and spent sick leave credits shall be kept and updated monthly. Any employee may examine his/her own record on request.
- 11) An employee who resigns from ODML and returns after a period of more than six months shall not be entitled to any of the personal leave credits accumulated in the prior employment.
- 12) An employee, upon authorization of the supervisor, may use a personal leave day for medical or similar appointments for her(his)self or for immediate family members.

### 1.4.3 Compassionate Leave

Paid compassionate leave for full time and pro-rated compassionate leave for part time staff may be given as follows:

- five days per year for the death or illness of a parent, spouse or child;
- three days per year for the death or illness of a sibling, grandparent or in-law.

### 1.4.4 Holidays

- 1) The Employment Standards Code of Alberta designates the following nine days as general statutory holidays in Alberta:

General Holiday	Definition of Holiday
New Year's Day	January 1
Alberta Family Day	Third Monday in February
Good Friday	Friday before Easter*
Victoria Day	Monday before May 25
Canada Day	July 1, except when it falls on a Sunday, then it is July 2
Labour Day	First Monday in September
Thanksgiving Day	Second Monday in October
Remembrance Day	November 11
Christmas Day	December 25

- 2) The Olds Municipal Library will be closed on the following additional days. These days are not statutory holidays, but will be considered a day off. If the day falls on a regularly open day, employees are eligible for regular statutory holiday pay assuming they meet the Employment Standard Code of Alberta for eligibility.

Optional Holiday	Definition of Holiday
Easter Monday	First Monday following Easter
Heritage Day	First Monday in August
Boxing Day	December 26

- 3) If any of these holidays fall on a Friday or Monday, the library will be closed on the adjacent Saturday to allow employees time with their families. This is also an unpaid holiday.
- 4) If any of these recognized holidays fall on a Sunday, the stat will be moved and recognized on a day before or after the holiday to be decided at the discretion of the Library Manager.

#### 1.4.5 Jury Duty

An employee required by law to appear in court as a member of a jury or as a witness shall be paid the difference between the pay received for such court service and the pay the employee would have received if they had been working. The employee will report to work during those hours that he/she is not required to attend court. There shall be no loss of benefits while serving on a jury.

#### 1.4.6 Paternal and Adoption Leave

Paternal and Adoption leave shall be granted in compliance with the Alberta Employment Standards Code.

#### 1.4.7 Vacation Pay and Vacation Time

- 1) Salaried employees will receive paid vacation days based on their years of service as outlined below. Hourly employees will receive a monthly vacation pay allocation based on their wages as outlined below.
- 2) For hourly employees, vacation pay will be retained until the employee takes holidays, and will be paid out on following pay cheque in order to compensate for lost paid hours.
- 3) Hourly employees may request payment of vacation pay up to one month prior to their vacation at the discretion of the library manager.
- 4) All hourly employees must take at least one week of holidays in each 12-month period. If a mutually acceptable time for the employee's vacation cannot be found,

the employer can decide on the time. However, the employee must receive at least two weeks' notice in writing of the start date of their vacation. The employee must take their vacation at that time.

- 5) All vacation pay still owing will be paid out at the end of December.

#### Entitlements:

Vacation pay for Salaried Employees:

- Minimum two weeks, with pay, after each of the first four years of employment.
- Minimum three weeks, with pay, after five consecutive years of employment. (other entitlements may be given at the discretion of the library board.)

Vacation Pay for Hourly Employees:

- 4% for the first four years of employment.
- 6% after five consecutive years of employment.

### **1.4.8 Employee Health Benefits**

All permanent staff are eligible to have a Flexible Employee Health Credit subsidized to maximum of 3% of their gross monthly salary. The Employee Health Credit does not provide full medical coverage and is not a group benefit or insurance plan. Instead, this credit gives employees the opportunity to be in control of how their health related costs are covered.

The benefits are allocated yearly and are not carried over from year to year. If an employee chooses not to use the credit allotted that year the balance does not carry over. The Credit will be managed on a reimbursement basis. Employees must pay for any medical costs up front and submit all receipts for reimbursement. Records will be kept in the employees file. Coverage of expenses is managed on an 80/20 split with the employee being reimbursed for 80% of the eligible expense.

Should the Library Manager and/or Board feel that an employee is abusing the employee health credit, they may notify the employee in writing that the claim has been declined and provide reasons for declining the reimbursement. If an employee is unsure that their expense will be covered they should ask the Library Manager prior to incurring the expense.

## **1.5 Qualification, Hiring Procedures, Job Vacancies and Performance Appraisals**

### **1.5.1 Hiring Procedures for New Positions, Job Vacancies**

- 1) Job vacancies and new positions shall be advertised in the appropriate media and in the Library.
- 2) Present employees with the qualifications, ability, training, experience and seniority must apply for the positions to be considered.

- 3) Positions will be filled after an interviewing process.
- 4) The position of the Library Manager must be ratified by the Board.

### **1.5.2 Promotions and Transfers**

An employee who is promoted or transferred will be on probation for three months. During this period, the Library Manager or the employee may decide that the employee is not suited to the new position and return the employee to the previously held position or another position.

## **1.6 Performance Management**

### **1.6.1 Probationary Period**

- 1) The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The employer uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the employer may end the employment relationship at any time during the first 3 months of the 6-month probationary period, with or without cause or advance notice.
- 2) All new and rehired employees work on a probationary basis for the first 6 months after their date of hire. Before the first 3 months of the probationary period the employee may be given a performance evaluation. If an unsatisfactory evaluation occurs, the employee may be given the second half of the probationary period to improve job performance. If the employer determines that the designated probationary period does not allow significant time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period.
- 3) Upon satisfactory completion of the probationary period, employees enter the permanent employment classification.

### **1.6.2 Performance Appraisal**

- 1) The ODML staff will be evaluated in relation to their specific job descriptions three months after commencing employment, six months after commencing employment and thereafter, an annual evaluation will be conducted.
- 2) All other staff will be evaluated by the Library Manager. The Library Manager will be evaluated by the Personnel Committee and the Board Chair.
- 3) The method of evaluation will be as follows:
  - a) Each staff member will be notified of the specific day and time that the evaluation will take place. Evaluator and Evaluatee will bring a copy of the applicable job description with them to the evaluation meeting. Each point of responsibility in the job description will be discussed as to the appropriateness of

the description for the tasks the individual normally performs. Any necessary adjustments will be noted.

- b) The adequacy with which the employee performs his/her assigned tasks will be discussed from the employee's point of view. The purpose of the discussion is:
  - i) to make commendation for effort and/or excellence;
  - ii) to assist in understanding or improving task performance;
  - iii) to ensure reasonable work distribution and expectations; and
  - iv) to correct misunderstanding and/or poor task performance.
- 4) The content and results of each evaluation discussion will be compiled in written form by the Evaluator. One copy of the evaluation will be given to the staff member for whom the evaluation was performed. The staff member shall sign the completed form as confirmation that the contents have been reviewed with the employee. One signed copy will be given to the employee, and one signed copy will remain in the employee's personnel file.
- 5) Completed performance appraisal forms shall remain confidential.
- 6) Access to staff performance appraisals shall be limited to the person appraised, the Library Manager and the Board.
- 7) Employees who wish to appeal their performance appraisal will follow the steps outlined in the Grievance Procedure (*see 1.6.5*).
- 8) The Library Manager shall take responsibility for the performance appraisal process and may change it and adapt it from time to time with the approval of the Board
- 9) The performance appraisal of the Head Library Manager will also include evaluation of success in achievement of goals and objectives for the past year, and setting of priorities in goals and objectives for the upcoming year.

### **1.6.3 Resignations and Retirements**

All staff members are required to follow the standards set by the Alberta Employment Standards Code. Employees wishing to terminate their employment must give the Library Manager a written termination notice of at least:

- one week, if employed more than three months but less than two years; and
- two weeks, if employed two years or more.

### **1.6.4 Dismissal Procedure**

Employees will be given written notice of the cause for their impending dismissal. In exceptional cases, such as for theft, summary dismissal may occur.

Employers wishing to terminate the employment of an employee must give the employee written termination notice as follows as per Employment Standards Code.

- 1) Library Manager
  - a) The Chair, or a Committee of the Board which will include the Chair, will discuss with the Library Manager the area(s) causing concern and leave with the Library Manager a written statement of the expectations.

- b) A recommended period of three months will be given to the Library Manager for the fulfillment of the expectations. If, during this period the Library Manager does not show an intent to change the behavior, and the board has established just cause in accordance with the Alberta Labour Code, the employee may be terminated before the probationary period is expired.
  - c) At the end of the allotted time period, if expectations have not been fulfilled, the Library Manager shall be given at least one month notice of dismissal, or notice as outlined in 1.6.3, depending upon employment period.
  - d) The Library Manager may appeal dismissal through the established Grievance Procedure in the Conditions of Employment.
- 2) Other Staff
- a) The Library Manager will discuss with the staff member the area(s) causing concern and leave with the staff member a written statement of expectations.
  - b) A recommended period of three months will be given to the Library staff member for the fulfillment of the expectations. If, during this period the employee does not show an intent to change the behavior, and the Library Manager has established just cause in accordance with the Alberta Labour Code, the employee may be terminated before the probationary period is expired.
  - c) If, after the given period, improvement has not occurred, the Library Manager will recommend to the Board the dismissal of the employee.
  - d) The staff member may appeal the dismissal through the established Grievance Procedure in the Conditions of Employment.

#### **1.6.5 Grievance Procedure**

- 1) An employee having a grievance arising from the interpretation, application, operation or alleged violation of the Conditions of Employment, or other matter(s) relating to his/her employment, should first discuss the subject of the proposed grievance with the Library Manager in an attempt to resolve the matter. If both parties agree, a member of the Personnel Committee may be invited to meet with the parties to mediate a solution.
- 2) Then if the grievance cannot be resolved, a full written record of the complaint (from both parties) should be made to the Chair of the Library Board. The Board shall appoint a Grievance Committee of one Board member, a representative from the Personnel Committee and the Chair.
- 3) If an employee is not satisfied with the decision received from the Grievance Committee, he/she has the right to appeal to the entire Board with a full written record of the complaint, further to the Alberta Labour Relations Board.

### **1.7 Security**

All personnel are required to alert the Library Manager regarding any security concerns. Staff working in the building during off hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

### **1.8 Staff Development**

- 1) Staff are expected and encouraged to continue their professional development through attendance at conferences, seminars and workshops concerned with the Library.
- 2) Time spent at conferences, conventions, workshop seminars or similar training courses shall neither be considered as lieu nor overtime, nor shall travel time spent to attend the above.
- 3) Such attendance is to be determined in consultation with the appropriate supervisor and must stay within budget approved by Board.
- 4) The Library Manager shall report on participation of staff in staff development activities to the Board.
- 5) Course fees shall be reimbursed as pre-authorized upon presentation of proof of successful completion of relevant courses.
- 6) Conference (e.g. The Alberta Library Conference) registration fees will be prepaid by the Board.

### **1.9 Staff Reduction**

- 1) Should the Board deem a reduction in the number of staff necessary, it will endeavor first to affect such reduction through voluntary attrition, which includes the following:
  - a) resignation;
  - b) retirement;
  - c) leave of absence;
  - d) change in employment status, i.e., full-time to part-time; and
  - e) reduction of hours if necessary through:
    - lay-off, or
    - mandatory reduction of hours of part-time staff at the discretion of the Library Manager.
- 2) Should reduction not be achieved through the above means the Board will effect reduction through termination of employment.
- 3) The following criteria will be utilized in the determination of which employees will be retained.
  - a) the most appropriate qualifications as they apply to the job description;
  - b) the highest level of relative competency based on written performance appraisals done by the Library Manager; and
  - c) the greatest level of seniority.
- 4) Where qualifications and relative competency are deemed to be equal, then seniority with the Library will be the determining factor for retention.
- 5) The Board delegates to the Library Manager the responsibility for applying these criteria and for recommending to the Board those employees to be terminated.

- 6) Termination of employee(s) designated will be done in accordance with the Alberta Labour Code.
- 7) This policy and regulation does not require the Board to assign an employee to any vacant position or a position occupied by a part-time employee if they do not meet the above criteria.

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Chair's signature

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Date of Approval



**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 2.0: Trustees**

*Libraries Regulation 141/98:*

7(1) *Subject to section 40 of the Act, every board shall establish policies with respect to the following:*  
 (b) *Orientation and continuing education of trustees and staff including expenses for attendance at library meetings, conference workshops and courses and for memberships in library associations*

**2.1 Board Committees**

**2.1.1 Executive Committee**

The Executive Committee is comprised of the officers of the Board: Chair, Secretary, and Treasurer. The Committee shall meet at the call of the Chair to:

- 1) Deal with issues that arise between meetings of the Board that need immediate attention and plan, when necessary, for subsequent meetings.
- 2) Oversee the process of long range planning by the Board and assure that the Plan of Service is maintained and provided to the Libraries Branch of the Government.
- 3) Monitor the maintenance of the Bylaws and Policy and Procedures Manual.

**2.1.2 Personnel Committee**

The Personnel Committee is comprised of three persons: The Board Chair, who chairs the committee, and two other Board members appointed by the Board. The responsibilities of the Committee include:

- 1) Conducting the regular performance appraisal of the Library Manager.
- 2) When the Library Manager's position becomes vacant, through a hiring process, recommending to the Board a person to fill the vacancy.
- 3) Being the resource persons for the Library Manager at the Library Manager's request, in dealing with recruitment, evaluation, and termination of personnel.
- 4) Monitoring and recommending changes to by-laws and policy as they pertain to personnel.
- 5) Serving as part of the grievance process as outlined in the policy.

### **2.1.3 Finance Committee**

The Finance Committee is comprised of the Treasurer who chairs the committee, and at least one other Board member appointed by the Board. The responsibilities of the committee include:

- 1) Planning, in conjunction with the Library Manager, the annual budget for the Library for presentation to the Board and to the Town of Olds.
- 2) Overseeing the care of the reserve funds and major financial donations, their investment and use, consistent with policy and with Board approval.
- 3) Being a resource to the Library Manager in the allocation and expenditure of funds consistent with the budget.
- 4) Recommending to the Board an auditor to conduct the annual audit of the library's finances.
- 5) Monitoring and recommending changes to the by-laws and policy as they pertain to library finance.

### **2.1.4 Community Relations Committee**

The Community Relations Committee is comprised of three Board members appointed by the Board. The Committee selects its own Chair. The responsibilities of this committee include:

- 1) Assisting the Library Manager in planning and applying for government and private grants available to the Library.
- 2) Developing and implementing an annual plan for income accrued through donations, gifts, and grants for the library budget.
- 3) Developing a group of Friends of the Library to assist in fund raising duties of the committee.
- 4) Promoting and marketing the library to key stakeholder groups in the community.
- 5) Monitoring and recommending changes to by-laws and policy as they pertain to community relations.

### **2.1.5 Safety Committee**

- 1) Do a yearly walkthrough to identify and deal with hazard that may have arisen causing danger to staff and public.
- 2) Ensure there is a hazard assessment in place and that the Library Manager is adhering to the OHS standards.
- 3) Adhere to all the OHS requirements as outlined in the OHS Act.
- 4) Ensure procedures are in place for emergency situations that may put the staff or public at risk (i.e. bomb threat, train derailment, etc)

### **2.1.6 Ad Hoc Committees**

The Board may from time to time establish an Ad Hoc committee for a specific purpose. The Board shall name the committee, determine its composition, establish the work of the committee, and determine when the work of the committee is completed.

## **2.2 Board Officers**

### **2.2.1 Chair**

The Chair of the ODML Board is elected by the Board at each annual general meeting. The Chair shall:

- 1) Lead in planning the work of the Board.
- 2) Call special meetings of the Board when necessary.
- 3) Chair the meetings of the Board.
- 4) Have the authority to expel any person guilty of improper or disorderly conduct in conjunction with meetings of the Board.
- 5) Be the official spokesperson for the Board.

### **2.2.2 Secretary**

The Secretary is elected by the Board at each annual general meeting. The Secretary shall take the minutes of the meeting of the Board and assure that the minutes and other document of the Board are kept secure.

### **2.2.3 Treasurer**

The Treasurer is elected by the Board at each annual general meeting. The Treasurer shall monitor the accounts of the Library and be responsible for the presentation of monthly and annual financial statements.

### **2.2.4 Vice Chair**

The Vice Chair is elected by the Board at each annual general meeting. The Vice Chair assume duties of the chair in the absence of the chair; perform any other duties as assigned by the chair.

## **2.3 Board memberships**

The Board will seek institutional memberships in Alberta Library Trustees Association (ALTA), the Canadian Library Association (CLA) and the Library Association of Alberta (LAA) as funding is available. Priority will be given to ALTA.

## 2.4 Education of Trustees

### 2.4.1 Orientation

The Chair of the Board is responsible for the orientation of new Board members in cooperation with the Library Manager and the Treasurer. The orientation will involve, as a minimum:

- 1) Receipt and review of the *Trustee's Handbook* (included in the *Trustees Manual*).
- 2) A tour of the ODML premises with attention to areas germane to trustee work.
- 3) A review of the previous year's annual financial statement, the current financial statement, the budget and reimbursement available to the trustee for conferences and workshop attendance.

### 2.4.2 Continuing Education

- 1) Definition: Continuing education includes conferences, workshops, courses and area forums held at Board meetings in Alberta and elsewhere. It includes membership in professional organizations. Board development workshops may be held at regular Board meetings.
- 2) Board members attend the Alberta Library Trustees Association and Canadian Library Association conferences as funds and time permit. Preference may be given to those who have never attended a conference as a representative of the Board. The Board covers the registration, accommodation, and travel costs of those whom it approves as its representatives. The Board may also approve and cover the costs of trustees attending other conferences, workshops, or courses.

### 2.4.3 Trustee Honoraria and Expenses

The Board, as part of its budget deliberations, will establish rates for reimbursement of trustee expenses when payment is approved by the Board. Expenses may be incurred as part of the following: Board and committee meetings, courses, conferences, workshops, and out-of-town meetings approved by the Board. Whenever possible representatives are requested to share travel and accommodation costs. Payment shall be made upon receipt of a completed expense form accompanied by receipts. Honoraria are not paid to trustees.

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Chair's signature

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 3.0:        Materials**

*Libraries Regulation 141/98:*

*7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:*

- (e) the terms and conditions under which library resources will be loaned to members of the library for use in a location other than the library*

**3.1 Materials Lent**

Any circulating library material will be made available for interlibrary loan to all registered patrons of the Parkland Library System and The Alberta Library.

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Chair's signature

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 4.0: Meeting Room**

*Libraries Regulation 141/98:*

7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:

(g) the terms and conditions for use of any areas of a building managed by the board that are not normally used for library purposes, including who may use those areas

The ODML has a meeting room that will be available to all patrons, residents and groups. The meeting area includes the washroom facilities. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

**4.1 Responsibility**

ODML Board, via the Library Manager, undertakes the sole responsibility for the scheduling of time and space for the use of the ODML meeting room.

**4.2 Priority**

ODML sponsored or co-sponsored programs will have priority over non-library programs, but whenever possible, advance registration will be honored.

**4.3 Conduct**

Renters are responsible for their conduct while using the library facility. Any conduct resulting in damage or loss of library property will be the responsibility of the renter. Likewise, any extra cleaning charges incurred will be billed to the renter.

If Alcoholic beverages are being consumed, the renter may be asked, at the discretion of the Library Manager, to have Facility Users Group Insurance (FUG).

**4.5 Rental Reservations**

Meeting room reservations may be made at the Circulation Desk of ODML during regular hours.

**4.6 Rental Procedure**

When arranging for rental of the meeting room, a rental form must be completed. The fee is to be paid at this time.

**4.7 Renter Responsibilities**

The individual or group booking the meeting room is responsible for setting up and putting away chairs and tables (provided by ODML), and any other furniture or equipment to be used. The room must be left in a neat and orderly condition.

**4.8 Janitorial Costs**

There may be additional janitorial costs applied to rental charge. (See conduct)

**4.9 Attachment of Materials**

Attaching anything to floors, walls or doors of meeting room is not allowed.

**4.10 Meeting Room Key**

The key will be available during library hours on the day of rental and is to be returned as early as possible during library hours the following day or may be placed in the book drop the evening of the rental. If the renter does arrange to pick up a key, there will be an extra \$20.00/hour charge to have a staff member open the building and lock up the building

**4.11 Charge**

The rental charge rate will be set and adjusted by the Library Manager. Current fees can be viewed on the Meeting Room Rental Form. All rentals should be prepaid unless arranged with the Library Manager in advance.

**4.12 Cancellations**

At least 48 hours notice must be given to cancel the meeting room without penalty. Inadequate notice will result in the rental fee being forfeited. At the discretion of the Library Manager, allowance may be made for extenuating circumstances regarding forgiving the notice period/penalty.

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Chair's signature

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 5.0: Selection, Acquisition and Disposition of Materials**

*Libraries Regulation 141/98:*

7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:

(b) selection, acquisition, purchase and disposition of library resources, including a policy respecting gifts and donations

**5.1 Selection**

**5.1.1 Statement of Intent**

ODML's collection should be extensive, comprehensive and current. It should meet the basic recreational, information and educational needs, both stated and unstated, of the community. The library recognizes its obligations to satisfy the cultural, educational and artistic needs of a large group of people with varied backgrounds, tastes and interests.

The ODML encourages its Library Managers, volunteers, board members and the patrons to make suggestions as to materials to be purchased.

**5.1.2 Selection Criteria**

Selection decisions are based upon many criteria, including:

- a) favourable attention from reviews, critics and/or public;
- b) relationship to the existing collection (does it supplement the collection, fill a gap, or is there adequate information currently in that area?);
- c) popular appeal/demand;
- d) receipt of literary, artistic or other awards;
- e) relevance to community needs and interests;
- f) budgetary and space priorities;
- g) timeliness - most up-to-date material available;
- h) textbooks and curriculum-related materials will not normally be included in the collection unless they have general appeal beyond the classroom.

**5.1.3 Responsibility**

Ultimate legal responsibility for selection of materials rests with the ODML Board, which delegates the task to the Library Manager operating within the framework of policies set by the Board.



## 5.2 Censorship

The ODML Board does not interpret its function nor that of its administrators to be the supervisor of public morals. It believes in freedom of the individual and the rights and obligations of parents to develop, interpret and enforce their own code of acceptable conduct/reading upon their own household.

There is a possibility that an item or items in the library may be regarded by some as unpleasant or offensive, or in political opposition to local beliefs. If the ODML is to fulfill its obligation to its community it must include materials of varied points of view, even those which may be regarded by some as controversial. The Library will provide, as much as possible, materials on all sides of controversial issues, including representation of unpopular or unorthodox positions without censorship or bias.

Unless an item is officially prohibited from entering the province, it cannot be legally withdrawn from the library shelves. If an individual objects very strongly to a particular item she/he will have the right to make an official complaint. Each complaint will be dealt with in the following manner:

- a) Patron will complete an *Expression of Concern Regarding Library Materials* form or an *Expression of Concern Regarding information accessed through ODML Internet*. For more information regarding Internet Policy, see Policy 12.0. Only written complaints will be dealt with. A staff member will review the material with the patron, noting areas of contention. The patron will be informed of the review procedure and when to expect a reply from the Board regarding the complaint.
- b) The material will be removed from the shelf until a review is conducted.
- c) The Library Manager will present the Expression of Concern at the next Board meeting held. If a decision cannot be reached at the Board meeting, an ad hoc *Reconsideration Committee*, composed of the Library Manager and two Board Members, will meet to review the concerns and decide the future status of the material.
- d) The Library Manager will inform the patron by letter of library policy and of the review outcome.
- e) If the concern cannot be satisfactorily dealt with through this process, assistance will be solicited from Parkland Regional Library Consultants.

## 5.3 Statement of Intellectual Freedom

The ODML affirms the Canadian Library Association's "*Statement on Intellectual Freedom*" (adopted by the Canadian Library Association in 1974 and amended in 1983 and 1985 [as outlined in the Alberta Library Trustees Association's "*The Handbook - third edition*"]) which reads:

Every person in Canada has 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. The 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.

The Olds Library recognizes its duty, in addition to its institutional responsibilities, to uphold these principles.

#### **5.4 Disposition and Weeding**

A current, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon demand, usefulness, more recent acquisitions, and availability of newer editions. ODML materials are analyzed on an on-going basis by the Library Manager, utilizing Parkland's expertise and advice when necessary, and the process of weeding is authorized by the Board. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## 5.5 Gifts and Donations

The ODML accepts gifts and donations of books and materials, money, equipment, furnishings, etc. All donations are acknowledged with a letter of thanks from the Library Manager.

### 5.5.1 Donations of Materials

The ODML Board encourages donations of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Library Manager can dispose of them as she/he sees fit. Donated items become the property of the library and will not be returned to the donor. A tax receipt will be issued for the assessed value of donated materials accepted as part of the collection. The value will be determined as follows:

Item Donated	Assessed Value
New item donated within 90 days of purchase and with sales receipt.	Market value of item excluding GST.
All other donated items	50% of market value of the item.

If the market value of an item cannot be determined then the current generic library assessment of material will apply.

### 5.5.2 Donations of Money

- 1) Income tax deductible receipts will be issued by the Olds District and Municipal Library, or by the appropriate fund raising organization for donations greater than \$5.00.
- 2) Individual and group donations of \$50.00 or more will be publicly acknowledged.
- 3) In the case of memorial donations, the name of the person for whom a donation is made will have "in memory of" placed with their name. The person making the memorial donation will not be acknowledged.

### 5.5.3 Donations of Furnishing, Equipment, Etc.

- 2) Individual and group donations of \$50.00 or more will be publicly acknowledged.
- 1) The Library Board, in consultation with the Library Manager, reserves the right to reject donations that are not needed or that would quickly become obsolete.
- 2) The Library Board, in consultation with the Library Manager, reserves the right to remove donated items when they become obsolete. Every effort will be made to resell or donate items to another organization.
- 3) A file listing such donors is retained in the library

- 4) A tax receipt will be issued for the assessed value of accepted donations of furnishings and equipment. The value will be determined as follows:

Item Donated	Assessed Value
New furnishings and equipment donated within 90 days of purchase and with sales receipt.	Market value of donation excluding GST.
All other donated furnishings and equipment.	Up to 75% of market value of the donation.

## 5.6 Equipment Replacement Policy

The ODML plans for the replacement of computer equipment on a schedule in keeping with the best practices of the industry. Supplemental funds will be sought to address up-dating equipment as necessary. The Finance Committee will consider this issue during its annual budget meetings. In cases of insufficient funding to address all of the identified needs, priorities will be established based on:

- a) number of computers available on site;
- b) usage; and
- c) critical nature of work.

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Chair's signature

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 6.0: Acquisition of Material and Information from Other Sources**

*Libraries Regulation 141/98:*

*7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:*

*(c) resource sharing, including participation in a provincial resource sharing network and the conditions that apply to the acquisition of library resources and information from other sources, including inter-library loans and information in electronic databases*

**6.1 Availability**

Every effort, within the boundaries of reasonable cost and time, shall be made by the Library Staff to secure the requested material or information through the system, provincial and national interlibrary loan network. Any costs incurred will be the responsibility of the patron requesting the material.

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Chair's signature

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 7.0: Resource Sharing**

*Libraries Regulation 141/98:*

7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:

(c) resource sharing, including participation in a provincial resource sharing network and the conditions that apply to the acquisition of library resources and information from other sources, including inter-library loans and information in electronic databases

**7.1 Statement of Intent**

The ODML participates in the provincial resource sharing program and therefore shall abide by the rules and procedures as outlined by the Parkland Agreement and any agreements pertaining to network operation that Parkland Regional Library system may be bound by.

As a member of the Alberta Library, the ODML Board agrees to participate in The Alberta Library Card Program and will issue a TAL card to those persons over 18 years of age, in accordance with the Alberta Library Card "*Guidelines for Libraries*".

The ODML Board sees resource sharing as an integral part of the service provided by the library. The Board feels that every attempt should be made to get material to fulfill patron requests regardless of whom the patron is or why the patron wishes the material, and will reciprocate with other participants in the network by providing material requested.

**7.2 Publicity**

The ODML publicizes the interlibrary loan service to the patrons through appropriate promotional means.

**7.3 Staff**

Training of staff in resource sharing and interlibrary loan is the responsibility of the Library Manager and shall be carried out through on-site training, or other relevant workshops or courses.

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Chair's signature

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 8.0: Other Provision of Library Resources**

*Libraries Regulation 141/98:*

*7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:*

*(d) provision of library resources to persons unable to use conventional print resources, including provision in cooperation with community agencies*

**8.1 Co-operation with Other Agencies**

In addition to the standard services and resources provided directly through the Library, the ODML Board and Staff shall strive to provide resources via other community agencies. ODML will operate as an active participant in community activities, supportive of other community organizations and libraries, and cooperative in facilitating cultural and educational initiatives in the community.

**8.2 Provision of Materials in Languages other than English**

The ODML will endeavor to access any requested material in languages other than English through the Parkland Regional Library system resource sharing network.

**8.3 Provision of Materials to Persons Unable to Use Conventional Print**

The ODML shall endeavor to provide materials, in a form appropriate to the user, from whatever source is available. Sources may be, but are not limited to, interlibrary loan and liaison with community or support agencies.

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 9.0: Community Relations, Publicity and Public Relations**

The ODML Board and the Library Manager shall provide sufficient information about the services, budget, financial statements, activities and programs of the ODML in sufficient variety of form and opportunity so as to reach the entire community.

Information shall be provided to groups and organizations, Municipal Councils, and the community at large in a form that is understandable, attractive and professional.

Publicity shall be organized over the term of the year under the direction of the Library Manager in order to be provided on a consistent basis and cover all aspects of service.

Information and promotional campaigns shall be designed to broaden support of library service within the community.

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Date of Approval

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Date of Amendment



**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 10.0: Hours of Service**

*Libraries Regulation 141/98:*

*7(2) Every board that operates a library service point shall, in addition to establishing policies under subsection (1), establish policies with respect to the following:*

*(f) Hours of service at each library service point*

**10.1 Library Business Hours**

The ODML Library shall be open to the public an average of 43.5 hours per week. Scheduling of these hours will be at the discretion of the Library Manager. A Schedule of Library Business Hours can be obtained from the Library staff.

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 11.0: Library Programs**

The ODML shall endeavour to provide effective and varied programs for all age groups.

**11.1 Block Bookings**

Block bookings will be accepted into library programs only when the programs are under-subscribed by individual bookings.

Large groups wishing special programs are required to make arrangements with the Library Manager at least one week prior to program commencement. Provision of any such programs will be contingent on whether staff time is available.

**11.2 Waiver of Liability**

Parents must sign a Waiver of Liability for any child under the age of 16 registered in a Library program.

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 12.0: Internet Access Policy**

The ODML provides Internet access as part of the Library's commitment to providing information and learning opportunities for the citizens of the library's service area. Although the Internet provides access to valuable sources of information, the library makes no guarantees regarding the accuracy or completeness of information found there. This Internet use policy has been established to ensure appropriate and effective use of this resource.

**12.1 Appropriate Use**

Public-access computers are available during regular Library hours. In accordance with our policy on censorship, the library computers are unfiltered. However, the library's computers are located in a public space shared by people of all ages and backgrounds. When using these computers, individuals are required to do so in a responsible manner that respects the rights and privacy of others. Any use of the Internet which violates local, provincial, or federal laws including the Criminal Code and Copyright Act, or creates a hostile environment for others, is prohibited on all library computers.

**12.2 Children & Families**

Parents and guardians are responsible for supervising their children's access to all library resources, including the Internet.

**12.3 Withdrawal of Privileges**

Misuse and/or abuse of the terminal, Internet service and/or the rules governing appropriate use will result in suspension of Internet access privileges at the discretion of the Library Manager and staff.

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 13.0: Finance Policy**

*Libraries Regulation 141/98:*

7(1) Subject to section 40 of the Act, every board shall establish policies with respect to the following:

- (c) *finance, including designation of expenses for which board members and staff will be reimbursed, the form and manner in which those expenses shall be claimed and the appointment of signing officers for the board.*

**13.1 Year End Audit**

Financial records must be independently audited each fiscal year. The Board, upon recommendation of the Finance Committee, will annually appoint the auditor. System financial records are prepared (by the Library Manager and the Finance Committee) for audit as soon as reasonably possible after year end. The audited financial statement is received and approved by the Board and presented at the annual general meeting.

**13.2 Banking**

The Board, upon recommendation of the Finance Committee, determines where banking services are secured.

**13.3 Budget**

The budget is prepared by the Finance Committee in consultation with the Library Manager, in time for its approval by the Board and presentation to the Town of Olds for its budget considerations. The Finance Committee shall develop a long-term financial strategy for the ODML by planning for capital replacement, for financial emergencies, and for long-term stability of the system.

**13.4 Reserves**

The Finance Committee, in consultation with the Library Manager, is responsible for the investment and care of reserve funds. Interest from reserve funds is re-invested as part of the reserves. The Board may designate some or all of these funds for specific projects or purposes.

**13.5 Signing Authority for Cheques**

The signing officers are the Library Manager, Treasurer, Vice Chair, and Chair. Two signatures are required on each cheque. The Board member who signs is responsible for monitoring expenses for which payment is made and consigning it to the proper budget category. Additional signatories may be approved by the Board.

**13.6 Capital Assets**

Whenever possible the purchase or lease of capital assets is provided for in the annual budget. Assets needing to be purchased or leased and not in the budget must be approved by the Board upon recommendation of the Finance Committee.

### **13.7 Financial Statements**

Monthly financial statements are prepared by the Library Manager, and approved by the Treasurer, for presentation to the Board. The Finance Committee is responsible for overall supervision of the budget. The Library Manager shall report any financial anomalies to the Treasurer as soon as reasonably possible.

### **13.8 Fiscal Year**

The fiscal year of the ODML shall be January 1 - December 31.

### **13.9 N.S.F. Charges**

There will be a \$25.00 service charge applied to all N.S.F. cheques with exceptions at the discretion of the Library Manager.

### **13.10 Operating and Capital Reserves**

The primary objective of this policy is to establish an operating reserve for the Olds Municipal Library that will permit the organization to continue to operate during difficult financial times.

#### ***Operating Reserve:***

Olds Municipal Library Board will maintain an operating reserve that will be no less than 2 months and no more than 3 months of the annual operating budget. The operating reserve will be reviewed by the Finance Committee at least annually to see if the organization is in compliance with this policy.

Earnings from the operating reserve investments will be added to the balance until the maximum reserve balance is achieved.

Any spending of the operating reserve must be approved in advance by the Board.

#### ***Capital Reserve/Technology Reserve:***

Olds Municipal Library Board will maintain a capital reserve that will be no more than 33% of the total capital value of library assets. The number will be based on the annual schedule prepared for insurance purposes and will be reviewed annually by the board.

The Capital reserve shall be invested as approved by the board and reviewed when the term expires for reinvestment.

#### ***Reserve Growth Plan:***

Any net surplus from the previous year shall be used to add to the capital and operating reserve. 80% of the Net surplus shall go to the reserve. The other 20 % will be used at the discretion of the board. The division of these funds between operating and capital reserve shall be decided by the board annually at the AGM after financial statements are completed and reported for the previous year. If the minimum reserve requirement is met as outlined above, 100% of the surplus may be used at the discretion of the board.

Net surplus is calculated by taking the difference between the total revenue and total expenditures.

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Chair's signature

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Date of Approval

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Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 14.0 Record Keeping (includes User Records & FOIP)**

*Libraries Regulation 141/98:*

7(1) *Subject to section 40 of the Act, every board shall establish policies with respect to the following:*  
 (a) *confidentiality of user records, except where disclosure is required by law*

**14.1 Records Management**

The official management of Library records is outlined in the schedules. This details all records kept by ODML and the retention period for each. The general management of Office Files/Records is outlined below.

**14.2 Interview/Photograph/Video Consent Form**

When public relations events occur at the library, which include interviews, photographs or videos, the Library must have the patron(s) involved sign the Interview/Photograph/Video consent form (*see schedules*), and in the case of minors involved in a promotional event, must have the child's parent or guardian sign the consent form.

**14.3 Personal Information Banks (PIB's)**

ODML maintains a collection of patron records. The records include the names, phone numbers and addresses of individuals who hold a Library membership, Library staff and trustees. The records clearly contain personal information, are maintained as a collection and the information is organized so that personal information is retrievable by the person's name. The following information is held:

- 1) **Patron Database**, kept by the ODML, contains names, addresses, phone numbers and outstanding fines. The legal authority is the Libraries Act and the Freedom of Information and Protection of Privacy Act, Section 32. The individuals listed are all patrons registered under the Alberta Public Library. The uses of the database are the following: it supports the lending library, overdue fines, reserve and inter-library loan notification. The reason for retention of this material will be posted in the library and made known to the patron when she/he is taking out a membership.
- 2) **Employee Records**, kept by the ODML, contains names, addresses, phone numbers, employment contracts, performance appraisals, birth date, salary grid, employment commencement date, payroll deductions, benefit plans, vacation status, sick leave, reprimands, commendations and discharge information. The legal authority for this information is the Libraries Act, Freedom of Information and Protection of Privacy Act Section 32, the Alberta Labour Code and the Canada Tax Act. Records are kept of permanent, part

time and contract staff of ODML. The reason for these records is to support the daily maintenance of the library.

- 3) **Trustee and Staff Contact Information**, kept by the ODML and held by each staff and trustee member, contains names, addresses and phone numbers. The legal authority is the Libraries Act and Freedom of Information and Protection of Privacy Act Section 32. This information is used for contact purposes.

#### **14.4 Confidentiality of User Records**

All ODML employees and trustees shall hold in strict confidence any records or transactions relating to patrons' individual memberships, use, borrowing, complaints, delinquent accounts, etc.

#### **14.5 Office Procedures Manual**

The Library Manager will develop and maintain a complete Office Procedures Manual which outlines all activities and business of the Library performed by any and all Library staff (including the Library Manager). All forms utilized in the Library (some are mentioned in this Policy manual) are to be included in the Office Procedures Manual. A current copy is to be located in the Library Manager's office, and available to all staff and Board members at any time.

#### **14.6 Office Records/File Management**

If Board members or staff need to remove or hold any Library files or documentation from the Library, a sign out/in binder is located in the Library Manager's office for this purpose (e.g., Library Manager's personnel file, information being used for research or projects, etc.).

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Chair's signature

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Date of Approval

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Date of Amendment (entire Policy)



**Olds and District Municipal Library  
(ODML) Policy Manual**

**Policy 15.0      Working Alone**

The ODML shall endeavour to provide a safe environment for library staff and patrons through established procedures to be followed if a situation arises that would put staff or patrons safety at risk.

**15.1 Facility**

- 1) Furniture and shelving units are to be kept in lines to ensure visibility of patrons is not obstructed.
- 2) Computer stations are to be positioned so they are visible to staff.
- 3) Cash at the circulation desk is to be kept at a maximum of \$50.00.
- 4) Olds RCMP and other emergency contact numbers are to be posted in an area readily visible to both staff and patrons.
- 5) New staff and volunteers are to be oriented to the Work Alone Policy, and trained in safety procedures.

**15.2 Procedures**

- 1) RCMP are to be contacted annually to remind them of the regular library hours, and are to be notified when activities are scheduled outside of the regular hours.
- 2) The back door is to be kept locked at all times.
- 3) At closing staff will check to make sure all patrons have left the building.
- 4) The doors will be locked following the arrival of participants of after hour meetings, programs, and activities.
- 5) If a situation arises that endangers the safety of staff or patrons, the library is to be evacuated with all personnel directed to the Olds arena whereupon emergency services should be contacted.

\_\_\_\_\_  
Chair's signature

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual**

**16.0 Pets in the Library**

Animals are not permitted in the Olds Municipal Library with the exception of service animals or animals involved in library programs

\_\_\_\_\_  
Chair's signature

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Date of Amendment

**Olds and District Municipal Library  
(ODML) Policy Manual  
Schedules**

## **17.0 Schedules**

All schedules are the authority of the library manager. Changes made to these schedules do not need board approval with exception of the Library Manager job description.

### **17.1 Job Description – Library Manager**

#### **General Description:**

Under the direction of the Library Board, the Library Manager is responsible for the overall management of the library. As the Chief Executive Officer for the Library, the Library Manager will ensure the library is managed within the bylaws, policies and budgets approved by the Board.

#### **Duties and Responsibilities:**

##### **1. Management and Administration**

- a. Executes all duties defined under and within the authority provided in the Library Bylaws.
- b. Assures the Library is in compliance with the Alberta Library Act and Regulations.
- c. Acts as the Freedom of Information and Privacy Head (FOIP) to ensure compliance with the Freedom of Information and Protection of Privacy Act.
- d. Carries out duties and procedures required by the Library's affiliation with the Parkland Regional Library System.
- e. Provides leadership to staff and volunteers.
- f. Plans, organizes, directs and evaluates Library staff and volunteers, maintains personnel files and supports on going staff training and development.
- g. Performs all human resource duties including payroll, tax remittance, and T4 information.
- h. Responsible for organizing training of all staff members and facilitating training in library related or safety related professional development.
- i. Acts as liaison between staff and the Board.
- j. Assists in preparing annual budget and manages the use of those funds throughout the year.
- k. Assists in the preparation and development of the library strategic plan and facilitates the carrying out of that plan.
- l. Assists in the preparation and development of the library board bylaws and policy manual and facilitates the carrying out of these policies.
- m. Recommends and assists in changes to policy and bylaws.
- n. Assists with the preparation of agendas for Board meetings.

- o. Prepares and presents reports for the Board as required. These include, but are not limited to, financial reporting, Library needs and progress, community needs and assessments and a monthly Library Manager's report.
- p. Responsible for the selection and acquisition of new materials as well as development of inventory controls for the collection including collection analysis and collection development plans.
- q. Responsible for keeping and inventory of all Equipment in the library and preparing and supervising the implementation of a technology ever greening plan.
- r. Maintains periodical subscriptions, selects orders, renews and cancels according to patron usage and budget.
- s. Ensures that regular Library routines are followed such as the collection of mail, timely disbursements for expenses and revenue deposits.
- t. Responsible for grant applications and any applicable reporting requirements.
- u. Acts as a liaison with funders obtaining funding for library operations on an annual basis including programming and equipment purchases.
- v. Acts as a liaison between town administration and the library board on library issues and initiatives.
- w. Responsible for completing and submitting the annual report to library Services Branch and reports required by Parkland Regional Library and other reporting bodies as required.
- x. Organizes and reports all charitable donations to the library including the administration of all tax receipts and facilitates the annual report to the Charity Directorate.
- y. Responsible for the preparation of the Hazard Assessment and facilitates the use of this plan in the library including staff training and hazard removal.
- z. Assists with circulation and reference duties.

## **2. Community and Public Services**

- a. Conducts reference searches by the most appropriate method available to answer client's questions.
- b. Initiates, implements and evaluates programs in relation to community needs.
- c. Prepares a marketing plan for the library and updates this plan regularly
- d. Supervises and actively engages in public relations promotion for the library within the community by ensuring that the local media is informed of current library events, and ensuring advertisements, posters and other displays are current.
- e. Serves as a liaison with community groups and agencies, and other community libraries and the Friends of the Library Board.
- f. Responsible for public presentations about library operations and library initiatives to community groups and various levels of government.

## **3. Education/Work Experience**

Minimum: A suitable combination of the following:

- Library Technician Diploma or the minimum requirements specified in the Act if at a future time those exceed the Diploma level.
- Experience in a public or regional library system preferably at the administrative level.
- Working knowledge of computers to a degree of competency required for the library.

**Physical Requirements:**

- Required to lift, carry or move library materials weighing 5 – 10 kg, on a regular basis, with occasional lifting of heavier items.
- Able to reach a range of shelves between 5 cm and 200 cm above floor level.
- Able to handle exposure to dust.

**Hours of Work**

This is a 40 hours a week position that requires evening and weekend work.

NOTE: Authority for this Schedule: Board

## 17.2 Job Description – Library Assistant

### General Description:

The Library Assistant is directly responsible to the Library Manager. He/she will help in the supervising and training of staff and perform regular library duties. The Library Assistant attends all staff meetings and board meetings.

### Duties and Responsibilities:

- a. Helping Library Manager supervise the circulation staff, program staff, and volunteers.
- b. Checking in and checking out materials.
- c. Helping patrons find books, placing holds, photocopying, printing, and finding answers to reference questions.
- d. Providing basic assistance at the computer terminals.
- e. Processing new patron memberships and membership renewals.
- f. Phoning in patron requests.
- g. Providing circulation desk upkeep, including preparing cards and photocopying library information.
- h. General library maintenance, including:
  - Shelf reading
  - Straightening books
  - Maintaining new-book shelf and displays.
- i. Supervising the Interlibrary Loans.
- j. Supervising the library staff in the absence of the Library Manager
- k. Manages patron concerns, complaints, and suggestions; consulting the Library Manager when needed.
- l. Responsible for sending out invoices and letters for damaged or lost books and dealing with patron complaints and concerns over damaged books.
- m. Processing new materials and donations.
- n. Assists Library Manager in maintaining book donation database and tax receipt database.
- o. Assesses all book donations received by the library and facilitates the replacement of materials and or book sales.
- p. Selecting books for ordering.
- q. Facilitates the selected collection acquisitions from responsible people by entering all requests in acquisitions software and following procedures laid out by regional system
- r. Assists Library Manager in maintaining order database keeping track of books ordered and received throughout the year.
- s. Facilitates the magazine and subscription orders under the supervision of the Library Manager including database and financial reporting as well as purchasing.
- t. Using desktop publishing software to produce library newsletters, bulletins, etc.
- u. Helping Library Manager with filing and organization of library materials.
- v. Training library staff in areas as requested by the Library Manager.
- w. Performing other library duties as assigned by the Library Manager.
- x. Under the direction of the Library Manager facilitates the entry of financial accounts payable and receivable weekly.

- y. Organizes programming schedule and enters into library program calendar and town program calendar for the library and facilitates instructor contracts and negotiations.

**Hours of Work**

This is a minimum 30 hours a week position that requires evening and weekend work.

### 17.3 Job Description – Library Programmer

#### General Description:

The Programmer is responsible to and reports to the Library Manager. The Programmer is responsible for assessing, developing, planning and facilitating implementation of programming for the Library. The Programmer attends all staff meetings as requested.

#### Duties and Responsibilities:

- a. Assessing, with the Library Manager, the programming needs of the library based on the library strategic plan.
- b. Recommending to the Library Manager an appropriate mix of programming, including targets, priorities, publicity ideas, budget, and assistance required to implement such programs.
- c. Assists Library Manager on assessing needs in the community.
- d. Planning, preparing, and conducting regular programs all year round including the summer program.
- e. Planning, preparing and maintaining library displays including bulletin boards and book displays.
- f. Maintaining library programming areas, keeping them neat and organized.
- g. Responsible for purchasing of program materials based on budget set out by Library Manager.
- h. Responsible for reporting on program successes and making recommendations for improvement in the future through regular evaluation of programs and reporting.
- i. Liaisons with participants, parents, and program users to provide information about programs. This included attending community events, interagency meetings, and other advocacy opportunities.
- j. Works in partnership with the Marketing Coordinator to maintain the learning opportunities of the library in public advertising places such as the library website, town of olds website, and other locations as required.
- k. Responsible for providing information to the marketing team about all programs offered at the library.
- l. Performs Library Clerk duties when required including checking out books, registering patrons from programs, and memberships.
- m. Performing other related duties as required.

#### Hours of Work

30 hours a week. Hours may vary based on needs assessment and programs offered.



## 17.4 Job Description - Library Clerk

**General Description:** The Library Clerk is responsible to and reports to the Library Manager. As a front-line service person, the Clerk's primary duty is patron service. The Clerk attends all staff meetings.

### **Duties and Responsibilities:**

- a. Provide patron service and general circulation desk duties including:
  - Checking in and checking out materials.
  - Helping patrons find books, place holds, photocopy, print, and find answers to reference questions.
  - Assisting in Reader's Advisory and book selection.
  - Providing basic help at the computer terminals.
  - Processing new patron memberships and membership renewals.
  - Phoning in patron requests.
  - Providing circulation desk upkeep (preparing cards, photocopying library information)
  - Facilitating Interlibrary loan and intralibrary loan materials for patrons including sending books and receiving books between libraries and contacting patrons with requests.
  - Preparing books and other materials for mailing and courier.
  - Maintaining library magazine subscriptions and preparing them for circulation.
  - Informing patrons of community and library events.
  - Performing reference and research requests for patrons and students as required.
  - Assisting in patron training on electronic database use and performs database inquiries for patrons as needed.
  - Informing Library Manager and Library Assistant of patron requests and complaints.
  - Participating in and carrying out the duties as outlined in the Library Board Strategic Plan.
  - Repairing library materials when needed
  - Facilitating the book mobile program in the community including selection of library materials for each location including reader's advisory services and delivering books when required.
- b. General library maintenance including:
  - Insuring library facility is organized and in good repair as well as reporting needs to Library Manager and Library Assistant.
  - Maintaining new-book shelf and displays.
- c. Preparing and sending Inter-Library Loan Request
- d. Preparing and maintaining Library displays including:
  - Bulletin board
  - Book displays
  - Special function displays
- e. Supervising the Library Pages and library volunteers in the absence of the Library Manager and Library Assistant
- f. Performing other library duties including:

- Preparing and sending overdue notices.
  - Collecting and recording Internet and other library statistics.
  - Filing.
  - Assisting with selection of new books.
  - Ordering and maintaining CNIB collection
  - Facilitating education requests for various online training courses and proctoring exams when required.
- g. Processing new materials and donations
- Checking donated books against current collection
  - Recording and maintaining donation records
  - Preparing books for circulation as required by Procedure Manual and PRL procedures.
- h. Performing other library duties as assigned by the Library Manager

**Hours of Work**

Hours for this position vary dependent upon need and responsibility, position requiring some evening and weekend work.

## 17.5 Job Description – Library Computer Services

**General Description:** The Library Computer Services is responsible to and reports to the Library Manager. As a front-line service person, the computer services staff primary duty is patron service. The computer services staff attends all staff meetings.

### **Duties and Responsibilities:**

- a. Performs library clerk duties as required (Refer to 15.4 Library Clerk).
- b. Computer Maintenance
  - Performs regular updates on public and staff computers including all program updates as required.
  - Maintains library hardware installing new computers and preparing them for public use as well as installing and repairing machines with hardware issues under the direction of PRL library staff where possible.
  - Repairs and troubleshoots computer problems for patrons and staff as required.
  - Responsible for maintaining Technology Inventory Database
  - Recommends budget considerations to Library Manager as required.
  - Facilitates and manages all technology in the library and coordinates setup, maintenance and care of VC equipment, Televisions, E-boards, and other technologies as they arise.
  - Manages online tools and technologies at the Olds Library.
- c. Patron Education
  - Teaches one on one training courses to patrons as requested.
  - Prepares all learning materials for patron training.
  - Teaches courses about technology to patrons as requested.
  - Facilitates patron troubleshooting and training questions as needed by technology users.
  - Facilitates all Video Conferences at the OML including some evening and weekend courses.
  - Facilitates and collaborates in the education of staff in technology related matters as requested.
  - Assists in the creation of promotional materials for programs planned.
- d. Website Administration
  - Maintains Library website under Library Manager's direction.
  - Updates other websites as needed (i.e. library blog, library facebook page, twitter feed, etc.)
- e. Other duties as required.

### **Hours of Work**

This is a 30 hour a week position that requires some evenings and weekends

## 17.6 Job Description – Library Page

### General Description:

The Library Page's is responsible to and reports to the Library Manager. In the absence of the Library Manager the Library Page is responsible to the Assistant Librarian, or senior staff. He or she assists in providing quality service to patrons of the Library and assists other staff in the day-to-day maintenance of the Library collection and the premises. The Page is encouraged to attend staff meetings.

### Primary Duties and Responsibilities:

- a. Shelving returned materials.
- b. Shelf reading the library collection
- c. Checking in in-house materials.
- d. Maintaining order in the library and neatness of the shelves.
- e. Performing other duties as assigned by the Library Manager or other supervising staff.

**Secondary Duties and Responsibilities:** If there is extra time in a shift, or the need arises, Library Pages may perform the following duties. The secondary responsibilities are in place to support the current circulation staff, and should never be left unsupervised.

- a. Checking in patron returns when primary circulation clerks are busy.
- b. Checking out patrons books when primary circulation clerks are busy.
- c. Assisting patrons with requests, holds, and general library questions.
- d. Deal with patron blocks when they arise.

### Other Notes:

- Library Pages should always work alongside a primary circulation clerk or supervisor.
- Library Pages should not process memberships, program registration, or other duties they have not been properly trained on. If something should arise, the patron should be directed to the primary circulation clerk.

### Hours of Work

Between 8 and 15 hours per week position requiring some weekend work.

## **17.7 Job Description – Summer Programmer**

### **General Description:**

The Summer Programmer is responsible to and reports to the Library Manager. He/she is in charge of planning and implementing all aspects of the summer reading program including class preparation, special events, parade preparation, fundraising, and supervision of students.

### **Duties and Responsibilities:**

- a. Attending Parkland Regional Library orientation.
- b. Planning and preparing classes for children in the community ages 3-12.
- c. Organizing the summer schedule and submitting it to the Library Manager.
- d. Advertising and recruiting children to attend programs.
- e. Planning and implementing a fundraiser for the Library.
- f. Planning and creating a float for the Olds parade.
- g. Helping with general library duties as needed.
- h. Assisting the Library Manager in the purchase of books for prizes.
- i. Reporting and keeping track of statistics related to the summer programs.
- j. Any other duties the Library Manager may assign.

### **Hours of Work**

The hours assigned to this position will be dependent upon the level of funding received.

## 17.8 Job Description – Casual Circulation

### General Description:

Casual Circulation Staff will be available to work on a casual basis to replace a regularly scheduled staff member as needed. They will assume the regular duties of that staff member. They are responsible to and report to the Library Manager.

### Duties and Responsibilities:

- a. Provide patron service and general circulation desk duties including:
  - Checking in and checking out materials
  - Helping patrons find books, place holds, photocopy, print, and find answers to reference questions.
  - Providing basic help at the computer terminals.
  - Processing new patron memberships and membership renewals.
  - Phoning in patron requests.
  - Providing circulation desk upkeep (preparing cards, photocopying library information).
- b. General library maintenance including:
  - Shelf reading.
  - Shelving.
  - Straightening books.
  - Maintaining new-book shelf and displays.
- c. Preparing and sending out Inter-Library Loan Requests.
- d. Supervising the Library Page in the absence of the Library Manager and other regular circulation staff.
- e. Performing other library duties as assigned by the Library Manager.

### Hours of Work

As needed.

## 17.9 Job Description – Marketing Coordinator Clerk

### General Description:

Marketing Coordinator Clerk is responsible to and reports to the Library Manager. As a front-line service person, the Clerk's primary duty is patron service and circulation. The Clerk attends all staff meetings. This position performs all duties listed in description *Library Clerk*, as well as the additional duties below.

### Duties and Responsibilities:

- a. Coordinates all Online and electronic and print communications and advertising for programs, special events and services at the library, including but not limited to:
  - Ensures information on the website is up to date.
  - Creating posters and print marketing material for the library for promotion of programs and services.
  - Creates posters compatible with the libraries eBoard and uploading them.
  - Manages the libraries Social Media feeds in cooperation with the library manager, program coordinator, and other staff as required.
  - Communicates with the press about upcoming events and programs.
  - Taking advantage of other electronic and online opportunities as they arise.
  - Networking with other community groups for cross promotion of programs and services
  - Creating and distributing Posters when applicable
  - Notifying schools newsletters, coffee news, town newsletter, pool newsletter when applicable.
  - Writing and sending press releases on larger events (including PSA)
  - Printing a calendar of events for the month.
  - Maintaining the Public Notice board
  
- d. Works with the Library Manager to create and maintain a marketing and communication plan for the library.

### Hours of Work

Minimum 30 hours a week including some evening and weekends when needed.

### 17.10 Average Hours of Work

Library Manager	40 hours per week
Assistant Library Manager	30 hours per week
Children's Programmer	20 hours per week
Library Clerk	20 hours per week
Library Page	15 hours per week
Summer Programmer	hours subject to amount of grant
Casual Circulation	as needed
Marketing Coordinator	30 hours per week

The hours of work schedule is determined by the Library Manager. Hours may vary dependant upon need and responsibility.

### 17.11 Salary Schedule

The library grid is maintained annually by the personnel committee. Up to date salary numbers will be provided to all staff members when hired or at the beginning of each calendar year.

\*Library Clerk/Programmer salary applies to positions

- 17.3 Library Programmer
- 17.4 Library Clerk
- 17.5 Library Computer Services
- 17.8 Casual Circulation
- 17.9 Marketing Coordinator / Clerk

\*\* Library Summer Programmer (17.7) Salary based upon grant money received and reviewed on a yearly basis.

#### **Benefit Package**

Eligible staff members will have benefits subsidized to maximum of 3% of their gross monthly salary, This shall be applied as per the personnel Policy

### 17.12 Expense Allowance

Staff and Board members travelling on Library business will be reimbursed for expenses incurred as per the rate set by the Province of Alberta. The following Expense Claim form is to be used as the original for all claims.



## OLDS & MUNICIPAL PUBLIC LIBRARY EXPENSE CLAIM FORM

Mileage = \$0.52 per kilometre

Payable to: \_\_\_\_\_

DATE	Description / Reason for Travel	KMs	Mileage Claim	Receipt Subtotal	GST	Total Receipt
<b>COLUMN TOTALS:</b>						

Total Amount Claimed: \_\_\_\_\_

Date of Claim: \_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Library Manager Approval

**ODML Policy Schedules  
Employee Health Spending Account**

**17.13 Employee Health Benefits – Eligible Expenses**

For clarification, Canada Revenue Agency has developed a list of eligible medical expenses as a guide. The eligible expenses are broken out into two categories. Family Expenses that can be applied to any member of the employee's immediate family including spouse and children, and individual expenses that can only be used toward the individual employee expenses.

***Eligible Family Expenses***

Acupuncturist	Nurse (or full-time practical nurse)
Audiologist	Ophthalmologist
Dental Mechanic	Podiatrist
Naturopath	Speech-language pathologist
Oculist	Optometrist
Physiotherapist	Orthodontic procedures
Psychologist	Chiropractor
Denturologist	Medical Doctor
Vision Care Expenses	Physician
Pharmacist (dispensing fees & Cognitive services)	Psychoanalyst
Prescription Drugs	Dentist
Chiropodist	Osteopath
Dental Hygienist	Ergonomic Consultant
Dietician	Masseuse

**Eligible Individual Expenses:**

<b>Memberships/Passes</b>	<b>Equipment</b>	<b>Exercise Training/Classes</b>
Gym/Fitness membership	Personal fitness equipment for home use, for example: exercise bike, tread mill, elliptical, weights, etc. The purpose of the equipment should be increased cardiovascular output.	Individual and Group Classes: dance, fitness, golf, skating, swimming, snowboarding, skiing, yoga, and Pilates.
Sports memberships including both team/league sports/activities and/or individual sports/activities.	Bicycle, rollerblade, skateboard, skates, ski/boots, snowboard/boots, diving gear, Canoe/Kayak/Paddleboat.	Fitness instructional DVD and VHS, Sports watch
Seasonal passes/memberships	Equipment needed to participate in a team/league and/or individual sport/activity. This includes specialized footwear but excludes personal apparel (clothing).	Self defense classes
Swimming Pass, include Family Pass		Fees for one time only activities (ie. drop in fees)

**Ineligible Expenses:**

Health practitioner instruction	All Personal apparel (clothing)
Vitamin and herbal supplements	Bartending Course/Winemaking Kits
Personal development books	Bow & Arrows
Relaxation/meditation CD's	National/Provincial Park Passes
Camping Equipment & Supplies	Cigar Education
Cooking Knives	Amusement Park Fee
Decoys for Hunting	Off-Roading Equipment or Modifications to Equipment
GPS Systems	Golf Cart Rental
Horse Boarding	Guns/Ammunitions/Hunting Equipment
License for Fishing/Hunting	Hockey Jersey
Pillow/Blankets/Bed Covers/Sheets	Jackets
Training Watch	Fuel used to travel to and from an activity
Fishing Rods	Shipping and handing charges on eligible Healthy Employee Initiative items
Weight Loss Program Fees	Running Stroller
Video Games/Systems	Skate Sharpening

Health Credit Claim Form

Date	Description (include family member name if this expense is not for employee)	Total Amount (including GST)	OML Amount Covered 80%	Employee Amount 20%
	Total			

Total Claimed (OML Amount) \_\_\_\_\_

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

Employee Name: (Print) \_\_\_\_\_

Date of Claim: \_\_\_\_\_

Approval (Library Manager or Board Chair): \_\_\_\_\_

Office Use Only:	
Amount of Credit before claim:	_____
Total Eligible Claim:	_____
Total available credit after claim:	_____

### 17.14 Meeting Room Rental Form

See following material for Meeting Room Form. The form in this Schedule is to be used as the original for working copies, and must be replaced in this binder if any changes are made.

#### Room Rental Rates:

Description of Organization	Regular Room Rental	Video Conference Room / Computer Lab Rental
<i>Non-Profit Partner:</i> Organizations wishing to offer programs or events for the community that fit with the library mandate (at discretion of the Library Manager)	Free	Free
<i>Non-Profit Groups and Organizations:</i> Other community groups, non-profit organizations, churches, etc.	50% regular Business and personal rate	50% regular Business and personal rate
<i>For Profit Businesses and organizations (or Personal Use)</i>	\$30.00/hour (to a maximum of 100.00/day)	\$50.00/ hour (to a maximum of \$150.00/day)

\*A \$20.00 per hour fee will also apply if staff are required for support or opening of the facility to a minimum of 3 hours.



## MEETING ROOM RENTAL FORM

Event or Function		# attending
Date Required	Time Required	
Room/Area Being Rented		
Will there be alcohol consumed? [licensing and insurance may be required] (If yes, please forward for library manager approval and requirement)		Library Manager Initial
Main Contact Name:		<div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>
Address		
Phone	E-mail	

- 1) The RENTER agrees to pay the Olds & District Municipal Library the required fee, based upon the rate structure laid out in the schedules.
- 2) The RENTER agrees to reimburse the LIBRARY in full for any and all damages to the property which is the direct or indirect result of their use of the property.
- 3) The RENTER agrees that during its use of the property, it will indemnify the LIBRARY from and against any and all liability whatsoever resulting from injury or damage to any person, persons, or property by reason of or as a result of the acts of it or its servants, agents, employees or facility in good order.
- 4) The RENTER agrees to be responsible for set-up and removal of equipment and furniture leaving the facility in good order.
- 5) The RENTER agrees to abide by the rules of use as follows:
  - Alcoholic beverages are not permitted without special permission by the Library Manager.
  - If the room is not left in a neat and orderly condition, the renter will be assessed for janitorial costs.
  - **Nothing shall be attached to the floors, walls, or doors.**
- 6) 24 hours of notice is required for cancellation of meeting room. **Inadequate notice will result in the rental fee being forfeited.**

\_\_\_\_\_

*Renter's Signature*

\_\_\_\_\_

*Approved By*

### RENTAL CHECKLIST

- Booking made in calendar
- Fee paid
- Key provided to group with instructions
- Key returned by renter

### PAYMENT

- \$ \_\_\_\_\_
- Invoice later
- No fee(
 

all renters are expected to pay in advance unless otherwise approved by the library manager)

**17.15 Expression of Concern Regarding Library Materials**

See following material for Expression of Concern/Request of Assessment Regarding Library Materials. The form in this Schedule is to be used as the original for working copies, and must be replaced in this binder if any changes are made.

<b>OLDS &amp; DISTRICT MUNICIPAL LIBRARY                      EXPRESSION OF CONCERN/REQUEST OF ASSESSMENT                      REGARDING LIBRARY MATERIALS</b>	
<b>Title</b>	<b>Author</b>
<b>Complainant's Name</b>	
<b>Address</b>	<b>Phone</b>
<b>Do you represent:</b> Yourself _____ Organization _____	
<b>Concerns About the Material:</b>	
What do you object to in this material? Please be specific, give page numbers, and use extra pages if necessary:	
Did you read/view/listen to the entire part of this material?	
If only part of the material, which part(s)?	
Is there anything worthy or redeeming about the material?	
For what age group would you recommend this material?	
What is the theme of this material?	
In its place, what material would you recommend that would better convey the viewpoint perspective of the subject treated?	
Are you requesting any specific action, besides reconsideration of the material being in the Library's collection? If so, what?	
<b>Complainant Signature</b> _____ <b>Date</b> _____	



## ODML Policy Schedules

### 17.16 Records Management

See following material for Records Management Form. The form in this Schedule is to be used as the original for working copies, and must be replaced in this binder if any changes are made.

**OLDS & DISTRICT MUNICIPAL LIBRARY  
RECORDS MANAGEMENT SCHEDULE**

SUBJECT	DESCRIPTION	YEARS TO KEEP	ACTION
		P - Permanent	HC - Hard Copy D - Destroy R - Replace
Statistics	Circulation	7	HC
	AB Community Development	7	D
Vendors	Correspondence	2	D
	Catalog	2	R
Program	Planning	2	D
	Participant Files	1.5	D
	Special Events / Non-Historic	2	D
	Special Events / Historic	P	HC
Employees	Photos / General	P	HC
	Job Descriptions	5	R
	Personnel File	5	HC
	Termination	P	HC
	Training / Development	3	D
Year End / Audit	Workshop Reports	3	D
	Annual Reports	P	HC
	Cash / Ledger	7	HC
	Year End	P	HC
Reports Miscellaneous	Correspondence / General	7	D
	Legal / Opinions	P	HC
	To government / PRL	7	D
	Computer Software Info	P	Disk
Grant Applications	Successful / Employee	7	D
	Not Successful / Employee	3	D
	Successful / Library	7	D
	Not Successful / Library	2	D
Board	Minutes	P	HC
	Bylaws	P	HC / R
	Policy	P	HC / R
	Budgets / Final	7	D
	Trustees List	P	HC
Drawings	Buildings	P	HC
Legislation	After Superseded	1	D
Library Function	ILL request after filled	1 month	D
	Overdue Lists	2	D
	Membership Receipts	2	E
	Membership / after expiration	1	d

*Once minimum retention periods have expired, records must be destroyed and/or deleted*

**ODML Policy Schedules  
FOIP/User Confidentiality**

**17.17 Waiver of Liability and Interview/Photograph/Video Consent Form**

See following material for Waiver of Liability and Interview/Photograph/Video Consent Forms. The forms in this Schedule are to be used as the original for working copies, and must be replaced in this binder if any changes are made.

**OLDS & DISTRICT MUNICIPAL LIBRARY**5217-52<sup>nd</sup> Street Olds, Alberta T4H 1S8 Phone: 403-556-6460 Fax: 403-556-6692**Part 1-WAIVER OF LIABILITY**

By the act of signing this registration in the library program mentioned below, the undersigned parent/guardian acknowledges and agrees that the instructor(s), staff, and Olds and District Municipal Library Board of Trustees, and the Town of Olds respectively shall not be liable for any injury (including Death) or personal property loss or damage caused to the child registered hereby as a participant in any activity sponsored or authorized by Olds and District Municipal Library.

**Valid: January 1<sup>st</sup>-December 31<sup>st</sup> 2013**

Program: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and Year Signed: \_\_\_\_\_ Signature: \_\_\_\_\_

Does your child have any allergies or illness of which we should be aware of?

\_\_\_\_\_

Please feel free to comment on any other pertinent information regarding your child.

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**Part 2-INTERVIEW/PHOTOGRAPH/VIDEO CONSENT FORM**

The consent form must be used:

- When interviews are undertaken or when photographs or videos are taken by the media or an outside organization and where individual patrons are identified by name.
- When photographs or videos taken by the Division where individual patrons are identified and the material is to be used for purposes outside the library.

I hereby consent (Name of Child) \_\_\_\_\_

To be:  photographed  interviewed  videotaped

The purpose of the interview, photograph, or videotape will be used to store historical information for the Olds Municipal Library, placement on the web page for informational purposes, used for acknowledgement of participation in program(s) or special event(s).

Date and Year: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_