



**Granisle Public Library
Policy Manual**

Table of Contents

1 Access to Information

- 1.1 Intellectual Freedom Statement
- 1.2 Free Access for Basic Library Service
- 1.3 Access to Materials in Various Media and Formats
- 1.4 Reference Service
- 1.5 Programming
- 1.6 Material Reconsideration Procedure
- 1.7 Access to Materials by Juveniles
- 1.8 Access to Restricted items (18+ Movies)

2 Material Selection

- 2.1 Purpose of Material Selection
- 2.2 Children and Young Adults
- 2.3 Responsibility for Selection
- 2.4 Criteria for Selection
- 2.5 Exclusion From Collection
- 2.6 Collection Maintenance
- 2.7 Gifts and Donations
- 2.8 Collection Development Guidelines

3 Library Membership

- 3.1 Membership
- 3.2 BC OneCard
- 3.3 Non-Resident Membership Fee
- 3.4 Juveniles
- 3.5 Borrower's Cards

4 Facilities

- 4.1 Opening Hours
- 4.2 Bookdrop
- 4.3 Accessibility
- 4.4 Inclement Weather
- 4.5 Emergency Closure
- 4.6 Building Security
- 4.7 Disaster Plan
- 4.8 Access to Video Surveillance by Law

- Enforcement
- 4.9 Video Surveillance

5 Circulation Procedure

- 5.1 Circulation of Materials
- 5.2 Loan Limits
- 5.3 Renewals
- 5.4 First Time Borrowers
- 5.5 Interlibrary Loans

6 Library Privileges and Penalties

- 6.1 Privacy Statement
- 6.2 Charge Schedule
- 6.3 Fine Schedule
- 6.4 Lost Materials
- 6.5 Damaged Materials
- 6.6 Conduct in the Library
- 6.7 Invigilation of Exams

7 Electronic Information and Computer Technology

- 7.1 Internet Use
- 7.2 Borrowing of Techological Devices

8 Public Relations

- 8.1 Posting Public Information
- 8.2 Public Relations and Media Relations
- 8.3 Lost and Found

9 Conference Attendance and Travel

- 9.1 Travel
- 9.2 Professional Associations Memberships

10 Personnel

- 10.1 Duties of Library Director
- 10.2 Role of Library Director vs. Role of the Board
- 10.3 Recognition of Retiring Employees
- 10.4 Hiring
- 10.5 Criminal Record Check
- 10.6 Dress Code

11 Finance

- 11.1 Tangible Capital Assets
- 11.2 Annual Financial Review

12 Health and Safety

- 12.1 First Aid
- 12.2 Scented Products
- 12.3 No sitting/standing/child seats on countertops, tables, furniture in library
- 12.4 Breastfeeding in Library
- 12.5 Unattended Children
- 12.6 Patrons with Contagious Ailments/Infections/ Diseases
- 12.7 Emergency / Crisis Events

13 Board of Trustees

- 13.1 Legal Status
- 13.2 Power and Duties
- 13.3 Board Organization
- 13.4 Library Board Officers' Responsibilities
- 13.5 Meeting Procedures
- 13.6 Board Communication with Staff
- 13.7 Board Member Code of Conduct

Section 1: Access to Information

1.1 Intellectual Freedom Statement

The Granisle Public Library Association supports the Statement on Intellectual Freedom as approved by the Canadian Library Association Council on September 27, 2015 and reviewed on April 12, 2019.

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

Libraries have a basic responsibility for the development and maintenance of intellectual freedom. It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials to meet the needs of all its patrons.

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.

1.2 Free Access for Basic Library Service

The Granisle Public Library Association supports free access for basic library services as stated in Section 46 of the Library Act (1996 Revised Statutes of British Columbia):

- 1) A Library Board must not charge for:
 - Admission to any part of the building used for public library purposes, or
 - Using library materials on library premises.

- 2) A Library Board must allow residents and electors of any area served by the Library Board to do the following free of charge:
 - Borrow library materials that are normally lent by the library and that belong to prescribed categories of library materials.
 - Use reference and information services as the Library Board considers practicable.

- 3) A Library Board may charge fees for services not required to be provided free of charge under this section, including for the use of services described in subsection 2 by anyone who is not a resident or elector of an area served by the Library Board.

1.3 Access to materials in various media and formats

The Granisle Public Library collects and makes available to the public informational, educational, and recreational materials in a wide range of media and formats. This includes but is not limited to: books and other printed material, audiobooks, CDs, DVDs, electronic books, databases and information accessible via the Internet.

Approved and adopted into practice by the Granisle Public Library Board of Directors -June 8,2021

1.4 Reference Service

The Granisle Public Library endeavors to provide reliable, factual, statistical and directional information on demand. Library staff will direct patrons in the use of the library's collections both physical and digital while endeavoring to assist patrons in locating answers in a broad range of educational and informational needs. Library staff will offer assistance in locating answers to patron questions without verbally offering direct answers or personal insights into matters such as legal, financial and personal issues.

Approved and adopted into practice by the Granisle Public Library Board of Directors -June 8,2021

1.5 Programming

In order to foster public awareness of the multiple resources of the library, the Granisle Public Library offers a wide range of programs for all ages. While aligning with the goals of our Mission Statement and Strategic plan the Granisle Public Library offers relevant programming that meets the needs of its patrons and the library's role as an integral part of the community.

Approved and adopted into practice by the Granisle Public Library Board of Directors -June 8,2021

1.6 Material Reconsideration Procedure

The presence of an item in the library does not indicate an endorsement of said item's content by the library. The library strives to provide a balanced collection which represents all points of view, including those which may be considered extreme. Access to library materials will not be restricted beyond what is required to protect the materials from theft or damage. It is recognized that while the library will not restrict the freedom to read or inquire, it also recognizes an obligation to hear the views of those who object to, or may wish to comment upon materials contained in its collection. The decision to retain or remove an item from the collection rests with the Library Director.

Approved and adopted into practice by the Granisle Public Library Board of Directors -June 8,2021

1.7 Access to materials by juveniles

The staff of the Granisle Public Library will assist and encourage children to find material suitable for their age levels and interests. It is the right and obligation of parents, and not of this library, to develop, interpret, and enforce an acceptable code of conduct for their children. The responsibility for access to and use of this library's materials by juveniles rests ultimately with the parents or legal guardian, and not with the Granisle Public Library. The staff of the Granisle Public Library will assist a parent, or other interested person, in selecting material(s) for children as needed.

Approved and adopted into practice by the Granisle Public Library Board of Directors -June 8,2021

1.8 Access to Restricted items (18+ Movies)

Library staff has the right to ask patrons for identification for DVD's carrying a Restricted or 18+ rating.

Approved and adopted into practice by the Granisle Public Library Board of Directors -June 8,2021

Section 2: Material Selection

2.1 Purpose of Material Selection

Materials selection is carried out to fulfill the role of the public library, that is, to provide a variety of library materials to satisfy the diversity of tastes, interests, and abilities of the residents of the community it serves. Consideration is also given to the fact that interest may not come into existence without the material to stimulate it. Thus, the library exists to foster interest as well as to sustain it.

Since the library has a responsibility to protect the rights of all clients, it does not limit the scope of its collection or place materials in restricted areas because individuals object to their accessibility.

Material is judged on the value of the work as a whole, not on excerpts taken out of context. The library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions – religious, social, political, or economic – to enable users to make up their own minds about controversial subjects.

2.2 Children and Young Adult

Service is provided to encourage children to access materials that will enable them to develop active and creative imaginations and an understanding of the world in which they live. The library will provide material which meets the recreational and informational needs of children and young adults. Materials for juveniles are considered an integral part of the total library collection and are judged by the same criteria as those applied to other materials.

Approved and adopted into practice by the Granisle Public Library Board of Directors – September 14,2021

2.3 Responsibility for Selection

While any staff member, trustee, or member of the public may suggest titles for purchase, at any time, responsibility for selection of library materials rests with the Library Director operating within the policies approved by the Board. The library only purchases materials for its own collection. No purchases will be made for patron wishing to use the library as a purchasing agent or bookstore.

2.4 Criteria for Selection

Material must be considered in terms of its own kind of excellence and the audience for whom it is intended. There is no single standard which can be applied in all cases when making an acquisition decision. Some materials may be judged primarily in terms of artistic merit, scholarship or their value as literary documents; others are selected to satisfy the recreational and entertainment needs of the community.

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open-mindedness, and responsiveness in the evaluation and re-evaluation of all library materials, old and new.

All acquisitions are considered in terms of the following criteria:

- Qualification of author in subject field
- Scope of authority of subject matter
- Quality of writing (style, readability)
- Date of publication
- Arrangement of materials (indexes, bibliographies)
- Physical and digital qualities
- Relative importance in comparison with other materials on the subject
- Scarcity of material on the subject
- Relation to existing collection and other material on the subject
- Present and potential relevance to community needs
- Attention of critics, reviewers, and public
- Impact on the budget
- Availability through interlibrary loan

An item need not meet all selection criteria to be acceptable. Several standards and combinations of standards may be used.

2.5 Exclusion from the Collection

Generally, the library will not purchase textbooks for courses given by educational institutions except if, in the opinion of the Library Director, a text is a necessary addition to the collection.

Duplications of materials will depend on strength of demand and funds available.

The library will not attempt to assemble permanent collections with the exception of local materials designated as a "Special Collection".

Special collections will not be maintained on behalf of outside organizations. All donated materials will be accepted only on the condition that ownership of the material is transferred to the library.

2.6 Collection Maintenance

Ongoing evaluation of the collection is as important as the original selection. Materials are removed from the library's collection regularly in order to make the best use of available shelf space, to improve the appearance of the library, to create a collection of quality rather than quantity, and to ensure the provision of accurate, current information by eliminating outdated material. Collection maintenance also includes a regular program of mending, rebinding and replacement.

Responsibility for deleting material from the collection rests with the Library Director. Criteria are similar to those used in the initial assessment of the item. Arrangement for disposing of discarded materials is left to the discretion of the Library Director.

2.7 Gifts and Donations

The Library Director will review and decide which donated materials shall be accepted, keeping in mind the following principles:

- Donations of books and other materials are encouraged if they satisfy the same standards applied to the acquisition of new materials.
- Donation of books and other materials are accepted only on the principle that the Library Director has completed jurisdiction over their disposal.

When appropriate, gifts shall be acknowledged by the library.

Gifts of money, securities, and real estate shall be accepted if any conditions attached thereto are acceptable to the Board.

Due to limited display space, as a general rule, the library is unable to accept donations of art or memorial plaques for permanent display in the library.

An official donation receipt will be issued for cash donations of \$10 and more to the donor upon request. Before an official donation receipt can be issued for a gift, the fair market value on the property must be determined by an individual with sufficient knowledge of the property. (See Canada Revenue Agency, Charities and giving, for further details).

2.8 Collection Development Guidelines

According to the Universal Declaration of Human Rights, freedom of expression is the right of every individual to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

It is the responsibility of libraries to facilitate access to all expressions of knowledge and intellectual activity even if deemed unconventional, unpopular, and unacceptable.

Some material in the library may be viewed as controversial and offensive by some people. However, library staff has a duty to uphold free expression and access to information.

Selection:

Materials are selected according to the needs and demands of the community, access to other library resources, present library collection and the budget.

Suggestions for Purchase:

Patrons are encouraged to submit suggestions for purchase using the form set out for this purpose.

Weeding:

In order to make room for new titles materials will be withdrawn from the collection. The responsibility for final weeding decisions rests solely with the Library Director.

Donations:

The library accepts used books and materials from the public if clean and damage free. Material will not be accepted if water/smoke damaged, torn or dirty. Should material be left in this condition it will be thrown out if not picked up by the donor.

Section 3: Library Membership

3.1 Memberships

Granisle Public Library memberships for residents of Granisle, Topley Landing, Tachet Reserve, Regional District residents along Highway 118 and BC Onecard holders are free. A reference check of past membership activities may be conducted (for outstanding unpaid fines and lost/overdue materials) and this may result in a refusal of membership.

An adult member is defined as one who is 16 years of age or older.
Members under 16 require a legal guardian membership.

Acceptable Identification

All identification must be original documents

Preferred personal identification (name, signature and current address)

- BC Driver's License
- BCID (Issued by ICBC Driver Licensing Centres for non-drivers)

If identification does not have the current address, proof of residential address documents must be shown using another document, as listed below.

If the preferred identification is not available, the applicant must provide one piece of identification from each of the following lists, one of which must show the applicant's signature and one of which must show the current residential address:

Other acceptable personal identification

- Credit card
- Bank card
- Birth Certificate
- Passport
- Social Insurance Number card
- Status Indian Card
- Canadian Citizenship Card
- Permanent Resident Card
- Student Card from accredited local university or college

Proof of Residential Address

- Automobile registration
- Rental agreement (officially signed), bank statement or personalized cheque
- Utility Bill
- Personal mail with current postmark, dated no more than one month old

High School students need only show their current student ID cards issued by their high school.

Members are limited to borrowing a maximum of 5 items the first time they use their new cards.

Granisle, Topley Landing, Tachet, and Regional District Residents along Hwy 118 whose Library Memberships are in good standing are entitled to vote or stand for office at the Annual General Meeting. Northwest Library Federation and BC OneCard members are not eligible to either vote or stand for office.

3.2 BC OneCard

Residents of British Columbia who reside outside of the North Central Library Federation parameters (Burns Lake, Fraser Lake, Vanderhoof, Prince George, Cariboo Regional District, Fort St James, Mackenzie, McBride, Prince George, Valemount) and holding valid library cards from their home libraries are eligible to obtain a BC OneCard Library Card. A piece of identification, proof of residence (may be the same document used as ID) and a library card from any British Columbia library must be produced before a BC OneCard can be issued.

BC OneCard holders are limited to a loan capacity of 5 items as well as subject and format limitations. New items (less than 12 months old) cannot be checked out by BC OneCard holders. BC OneCard holders enjoy the same internet privileges as Granisle library members.

3.3 Non-Resident Membership Fees

Those who cannot prove valid library membership from a British Columbia library, and those living outside the province and are unable to obtain a BC One Card, may register for a temporary card for as long as required.

Patrons with temporary cards may borrow up to 6 items at a time.

3.4 Juveniles

The Granisle Public Library defines juvenile members as everyone under 16 years of age, regardless of whether they are self-supporting or not.

A parent or guardian must sign the juvenile membership card in the presence of library staff member. The parent or guardian assumes all responsibilities for the materials borrowed on the juvenile membership card.

Without parent or guardian signature then no card can be issued.

3.5 Borrower's Cards

Only one card per member will be issued.

Cardholders are responsible for the safe return of all materials borrowed and all charges incurred on their card. In the case where a parent or guardian has signed for all materials borrowed and all charges incurred on the juvenile card bearing their signature, even if the borrower is no longer under their care.

Proof of membership is required to borrow any materials. Without proof one piece of identification will be required unless the member can be identified by library staff.

No fee will be charged for a replacement of a lost membership card.

Membership cards are not transferable.

Section 4: Facilities

4.1 Opening Hours

Regular hours of operation are posted on window by door and on the library website. The library is closed on public holidays and weekends unless otherwise advertised.

Regular Hours: (20hours)

Mondays	3:00pm- 6:00pm
Tuesdays	12:00pm- 4:00pm
Wednesdays	10:00am-12:00pm 3:00pm- 6:00pm
Thursdays	12:00pm- 4:00pm
Fridays	12:00pm- 4:00pm

Hours are amended during Covid Pandemic to the following: (16hours+) until the Granisle Public Library Board approves returning to pre-Pandemic Operation hours. Also included book takeout service and home deliveries upon request to patrons.

Mondays	10:00am-2:00pm
Tuesdays	10:00am-2:00pm
Wednesdays	10:00am-2:00pm
Thursdays	10:00am-2:00pm
Fridays	10:00am- 2:00pm

4.2 Book drop

The book drop is provided for the convenience of patrons who may not be able to return borrowed materials during opening hours. Patrons are encouraged to return materials to the service desk during regular opening hours.

To prevent damage, designated materials of which patron will be advised upon borrowing must not be returned through the book drop. Items such as STEAM kits, electronic devices are to be returned directly to the service desk.

Patrons are responsible for any damage to materials returned through the book drop.

4.3 Accessibility

The Granisle Public Library is committed to ensuring that all its facilities and materials are accessible to persons with physical disabilities, within the limitations of the building design and other practical considerations.

4.4 Inclement Weather

As a public institution, the Granisle Public Library seeks ways to provide public access to its collections and services during regular opening hours, even when the conditions are less than ideal. Living in the North, Granisle often experiences inclement weather. It is therefore expected that the library closure will be considered only in cases of extremely inclement weather that threatens the safety of the staff and/or public.

The Library Director is responsible for deciding whether to close the facility. If the decision is made to close it is important to ensure that all members of the public are out of the building, and that a "Closed" sign is posted on the front door.

If the decision to close is made by other than the Library Director, the Library Director must be informed immediately. If contact cannot be made with the Library Director than the Library Board should be notified. Contact with one Trustee is sufficient. Board members should be called in the following order: Board Chair, Vice-Chair, Treasurer, remaining Trustees in any order.

4.5 Emergency Closure

As a public institution, the Granisle Public Library will seek ways to provide public access to its collections and services during regular opening hours even when conditions are less than ideal. However, in case of emergency, it may be necessary for the library to close its doors to the public until regular service can be resumed.

The Library Director is responsible for deciding whether to close the facility. If the decision to close is made, it is important to ensure that all members of the public are out of the building, and that a "Closed" sign is posted on the front door.

If the decision to close is made by other than the Library Director, the Library Director must be informed immediately. If contact cannot be made with the Library Director, then the Library Board should be notified. Contact with one Trustee is sufficient. Board members should be called in the following order: Board Chair, Vice-Chair, Treasurer, remaining Trustees in any order.

Staff member making the decision to close is responsible for staying on-site to communicate with emergency response personnel. Enquiries from the media should be directed to the Library Director, when available, or to the Trustee who has assumed responsibility during the emergency.

4.6 Building Security

Library keys are signed out to staff member and maintenance/cleaning personnel by the Library Director. Keys are signed in when employment is terminated, the term of office is over, or the contract has expired. Library keys are for the exclusive use of the person for whom they are signed out to. All exceptions to this rule must be cleared by the Library Director prior to the key being loaned. Nobody (staff, public, Trustees) should be in the library when the facility is closed without the prior permission of the Library Director.

4.7 Disaster Plan

The Granisle Public Library does not currently have a disaster plan. Recognizing the importance of such a document the Library Director is currently working on a Disaster Plan and will submit to the Board for approval once complete.

The Granisle Public Library will maintain an up-to-date disaster plan. Responsibility for keeping the disaster plan current rests with the Library Director.

4.8 Access to Video Surveillance by Law Enforcement

Village has surveillance outside of the municipal buildings which may or may not include library access doors.

Requests through law enforcement for Outdoor Video Surveillance should be directed to the Village of Granisle Municipal office. Outside Video Surveillance is procured by the Village of Granisle on their Municipal buildings and may or may not include footage of outside access points to library.

Indoor Video Surveillance is in place and maintained by the Library Director. If access to a video surveillance record is required for the purpose of law enforcement investigations, the requesting Officer must contact the Library Director or Acting Library Director (in absence of the Library Director). The Library Director or Acting Library Director will provide the recording for the specified date and time of the incident requested by the Law Enforcement Officer.

When recorded images from the cameras must be viewed for law enforcement or investigative purposes, this must only be undertaken by authorized personnel, in a private area that will not be accessible to visitors.

Any employee who becomes aware of any unauthorized disclosure of a video record in contravention of this policy, and/or a potential privacy breach has a responsibility to ensure that the Library Director is immediately informed of the breach.

Section 5: Circulation Procedures

5.1 Circulation of Materials

The majority of library material is available for circulation, however there are exceptions. The following may not be circulated unless express authorization has been granted by the Library Director:

- Reference, special and archival materials
- Furniture and uncatalogued electronic equipment

Some material may not be lent outside of the Granisle and area membership due to format or where there is exceptionally high demand by our community.

The regular loan period for items is three weeks. Shorter loan periods may be applied to material in high demand, loanable electronics and STEAM kits. Extended loans will be granted if requested unless a hold has been placed on the item or it is a high-demand item. New items (less than 12 months old) are not to be checked out by non-Granisle members unless authorized by the Library Director.

Non-Granisle members are limited to five items as well as subject and format limitations.

5.2 Loan Limits

LOAN LIMITS - PER CARD

	Granisle Members Per person or per family	Other
Games, puzzles	2	0
Kids Steam kits	1	0
Literacy bags	1	0
Audiobooks	3	1
Movies	3	3
Same Subject/series/author	3	3
Loanable electronic devices	1	0
Total Loan Limit Including books	6	5

5.3 Renewals

Library materials may not be renewed if others are waiting. Requests for renewal via telephone and e-mail are accepted. Renewal limits apply to the following members and materials:

Granisle and area Library Members

<u>Material</u>	<u>Renewal Limits</u>
Interlibrary Loan	On Request
Games	On Request
Movies	On Request
Books/Magazines	2
Audiobooks	2
Kids Steam Kits	2

BC OneCard

<u>Material</u>	<u>Renewal Limits</u>
Interlibrary Loan	On Request
Books/Magazines	0
Audiobooks	0
Movies	0

5.4 First Time Borrowers

First time borrowers are limited to a maximum of 5 items.

5.5 Interlibrary Loans

The Granisle Public Library Association participates in and supports the province-wide interlibrary loan program coordinated by the Library Services Branch as well as the client directed Interlibrary Connect Program.

Patrons may request a maximum of three interlibrary loan items at a time.

Any charges generated at the lending library end are passed on to the patron. Prior patron approval of any interlibrary loan charges is sought whenever possible.

While the Granisle Public Library does not have fines or fees other libraries may still do so and patrons are responsible for said incurred fines.