

# ELKFORD PUBLIC LIBRARY POLICY MANUAL

Adopted at the Regular Board Meeting on January 25, 2022.  
Amended at the Regular Board Meeting on November 28, 2023.



**Elkford Public Library**

## Table of Contents

Definitions .....	7
Value Statements .....	8
MISSION STATEMENT .....	8
STATEMENT OF INTELLECTUAL FREEDOM.....	8
Library Operations .....	9
ORGANIZATION AND STRUCTURE.....	9
MEMBERSHIP .....	9
PATRON CODE OF CONDUCT .....	9
PROCEDURES.....	10
Fines .....	10
Overdue Materials .....	10
Donations .....	10
Friends of the Library .....	10
Legal Action.....	11
Photocopying .....	11
Public Relations.....	11
SERVICE AND FINE RATES.....	11
Services to Visitors and Temporary Residents.....	11
Lost Card Replacement .....	11
Fax .....	11
Photocopies & Printing .....	11
Digitization Station.....	12
Library Board & Governance.....	13
THE ROLE OF THE BOARD.....	13
Board Member Duties.....	13
APPOINTMENTS & TERMS OF OFFICE.....	13
CONFLICT OF INTEREST .....	14
REGULAR MEETINGS .....	14
DELEGATIONS.....	15
POLICY & PROCEDURE DEVELOPMENT.....	15
STRATEGIC PLANNING.....	15
RECRUITMENT.....	15
PROFESSIONAL DEVELOPMENT AND SUCCESSION PLANNING .....	15
FINANCE .....	16

COMMITTEES .....	16
Executive Committee .....	16
Finance .....	16
Personnel .....	17
Policy .....	17
EVALUATION .....	17
Employment & Personnel .....	18
EMPLOYMENT POLICIES.....	18
Library Director .....	18
Part-Time and Other Staff.....	18
EMPLOYEE WAGE POLICY .....	18
Library Director .....	19
Table 1: Elkford Public Library Employee Wage Scale .....	19
HOURS OF WORK AND PERFORMANCE RULES.....	19
Library Director .....	19
Part-Time and Other Staff.....	19
PERFORMANCE APPRAISALS .....	20
STATUTORY HOLIDAYS .....	20
COMPENSATION .....	20
LABOUR DISPUTES .....	21
BENEFITS FOR PERMANENT STAFF .....	21
VACATION .....	21
Library Director .....	21
Part-Time and Other Staff.....	21
LEAVE .....	22
Sick Leave .....	22
Bereavement Leave .....	22
Leave of Absence – Unpaid Days .....	22
EMPLOYEE RECOGNITION .....	22
Table 2: Monetary Value(s) for Recognition .....	23
In-Kind Use of Library Services.....	23
STAFF EDUCATION AND DEVELOPMENT .....	23
TRUSTEE AND STAFF REPRESENTATION AT CONFERENCES AND WORKSHOPS .....	23
WORKPLACE BULLYING AND HARASSMENT .....	24
Workplace Conduct.....	24

Bullying and Harassment ..... 24

Workers Must ..... 24

Application ..... 24

Privacy Management ..... 25

    PURPOSE & SCOPE ..... 25

    PRIVACY CONTACT PERSON ..... 25

    PERSONAL INFORMATION & PRIVACY ..... 25

    COLLECTION OF PERSONAL INFORMATION ..... 25

    SECURITY MEASURES ..... 25

    PRIVACY IMPACT ASSESSMENTS ..... 26

    PRIVACY BREACHES & COMPLAINTS ..... 26

        Reporting a Privacy Breach ..... 26

        Privacy Complaints ..... 26

    EDUCATION & TRAINING ..... 26

    RELATED POLICIES ..... 27

Collection Development ..... 28

    OVERVIEW ..... 28

    GOALS ..... 28

    MATERIAL SELECTION ..... 28

        Purchases ..... 28

        Donations ..... 28

    COLLECTION MANAGEMENT ..... 29

    INTELLECTUAL FREEDOM ..... 29

        Requests for Reconsideration ..... 29

Records Management and Retention ..... 31

    PURPOSE ..... 31

    DEFINITIONS ..... 31

    RESPONSIBILITIES ..... 32

    APPLICATION ..... 32

    REGULATORY REQUIREMENTS ..... 32

    CONTEXT FOR RETENTION AND DISPOSITION ..... 32

    PROTECTION, ACCESS, AND STORAGE ..... 32

    RELATED DOCUMENT LINKS ..... 33

    FEEDBACK ..... 33

    POLICY REVIEW AND ADOPTION ..... 33

The Elkford Focus ..... 34

    ADVERTISING COSTS ..... 34

    NON-PROFIT ADVERTISING ..... 34

    CHRISTMAS ADVERTISING AND GRAD SUPPLEMENT ..... 34

    THANK YOUS ..... 34

    OBITUARIES AND ANNOUNCEMENTS ..... 34

    AVAILABLE SPACE AND THE SIZE OF AN AD ..... 34

    EDITING AND PROOFREADING ..... 34

    SUBMISSION DEADLINES ..... 34

    PAYMENT FOR ADS ..... 35

Computer and Internet Use ..... 36

    INTERNET AND COMPUTER USE RULES AND PROCEDURES ..... 36

    COMPUTER USE CHARGES ..... 37

Technology Lending ..... 38

    OVERVIEW ..... 38

    BORROWING CRITERIA ..... 38

    LOAN PERIOD ..... 38

        Table 3: Device Loan and Renewal Terms ..... 38

    LOAN LIMIT ..... 38

    EMPLOYEE RESPONSIBILITIES ..... 38

COVID-19 ..... 39

    OVERVIEW ..... 39

    COVID-19 SAFETY PLAN/COMMUNICABLE DISEASE PLAN ..... 39

    COMING TO WORK ..... 39

    EMPLOYEES MUST NOT ENTER THE WORKPLACE IF ..... 39

    IF YOU FEEL ILL AT WORK ..... 39

    RETURN TO WORK ..... 39

    WORKING HOURS ..... 39

    REFERENCES ..... 40

Temporary COVID-19 Working at Home Policy ..... 41

    OVERVIEW ..... 41

    POLICIES ..... 41

    TYPE OF WORK ..... 41

    TOOLS REQUIRED TO WORK FROM HOME ..... 41

    HOURS OF WORK ..... 41

OCCUPATIONAL HEATH AND SAFETY..... 41

MODIFICATION OR TERMINATION OF THE POLICY ..... 41

## Definitions

Casual Employees include persons whose employment is used on a temporary basis as needed for schedule coverage and as approved in the budget.

Director – has general supervision/management of the library and its employees and has the powers and duties the Library Board assigns to the Director from time to time. The Director is the secretary to the Library Board and to the Elkford Public Library Association.

Library Board - The Elkford Public Library Association is represented by the Library Board. The Library Board is responsible for exercising and performing on behalf of the association the powers and duties given in Part 4 of the *Library Act*.

Permanent Part-Time Employees are employed to work on a part-time basis following a schedule set by the Director, duties as assigned by and reporting to the Director.

Relative is defined as: parent, spouse, sibling, child, grandparent, parent-in-law, sibling-in-law, and grandchild. This is to also include step-family, common-law family.

Where Possible – when approved by the Library Director in consultation with the Library Board and dependent on the budget.

## Value Statements

### MISSION STATEMENT

To serve and empower the community by providing library resources, information, ideas, and learning opportunities.

### STATEMENT OF INTELLECTUAL FREEDOM

It is the responsibility of the library to make available books and other materials of the widest variety, including those which may express or advocate unconventional or unpopular ideas.

It is the responsibility of the library to make available equipment and services designated for public use.

It is the responsibility of the library to assemble, preserve, and administer in organized collections; books and similar recreational material in order to promote, through guidance and stimulation and communication of ideas an enlightened citizenship and enriched personal lives.

It is the responsibility of the library to provide opportunity and encouragement for all ages, to educate themselves continuously, recognizing the library as an on-going educational institution.

It is the responsibility of the library to continually seek to identify community needs to provide programmes of service to meet such needs, and institutions which can provide programmes or services to meet community needs.

The library will not contravene the provisions of the Canadian Criminal Code with regard to the distribution of illegal material.



# Library Operations

## ORGANIZATION AND STRUCTURE

The library operates under the provisions of the Library Act and its Amendments.

The library is under jurisdiction of the Library Board constituted under the terms of the Library Act (see *Library Board & Governance* below).

The Board has a legal responsibility for the library and is its policy making body. The Board shall have a written personnel and Board policy manual covering the areas of responsibility of the Board and Library employees.

The Elkford Public Library Association, represented by the Board, employs library staff including a Library Director who is responsible for operational management of the library. The Director also has a responsibility for recommending policies and to bring to the attention of the Board the desirability of formulating new policies.

Once adopted, policy must have the support of the entire Board, the Director, and the employees, and it is the Board's obligation to stand behind the librarian in carrying out policy.

The policy manual may only be amended by the Library Board.

## MEMBERSHIP

Membership is granted to residents of Elkford of any age. Persons of age twelve (12) or younger must have a parent or guardian apply for membership on their behalf.

Temporary residents of Elkford and area may take out membership in the Association by paying a refundable temporary resident fee, the amount to be determined by the Board.

## PATRON CODE OF CONDUCT

The Library's Code of Conduct has been established to provide a safe and welcoming environment. Every individual on Library premises is expected to

- act with consideration and respect toward other members of the public, staff, and volunteers
- use respectful language and refrain from threatening, abusive or obscene language
- be sober; not under the influence of alcohol or other substances
- be careful and considerate of Library property
- be mindful of personal belongings; do not leave them unattended in the Library
- use furniture and equipment properly and only for the usual, intended purposes
- leave the Library promptly at closing or when instructed in an emergency
- provide proper supervision of children in your care, and
- act lawfully and responsibly.

Patrons and library visitors may not come behind the counter.

## PROCEDURES

### Fines

Borrowers will reimburse the cost of damaged or lost materials or equipment.

### Overdue Materials

When material is overdue one (1) week, patron will be notified by telephone or e-mail for two (2) weeks.

Final notice and/or bill will be sent when item(s) are six (6) weeks overdue giving patron one (1) more week to return material.

If material is not returned, patron will be suspended.

Suspension is removed when materials are returned or bill is paid.

After 2 suspensions, application must be made to the Elkford Public Library Board for consideration of re-instatement.

### Donations

Donations of money will be accepted and disposed of at the discretion of the Board.

No donations of money will be given to other organizations.

For donations of books and materials, see *Collection Development*.

### Friends of the Library

Friends of the library are groups of citizens who are interested in a close relationship between the library and the public it serves. Friends organize into a group, either formally or informally, to assist the library to promote, improve and expand its services.

Activities of the friends may include:

- creating public support for expanding programs, including support for fundraising
- encouraging gifts, endowments and memorials
- providing assistance to special projects which may be beyond the staff and/or budget capabilities of the library
- informing the community of library programs and needs
- aiding in the library's public relations program
- working for the library legislation and appropriations
- volunteering to work in the library in specific tasks designated by the board and/or librarian

Naturally a good friends group can serve as a training ground for future trustees and many trustees who have retired from a library board continue to play a valuable role in these organizations. Friends can provide the wide community base which is essential to the library's success and they become a very important adjunct to trustees and library staff in interpreting the library's services and needs to the community.

Friends of the Library are eligible for associate membership in the British Columbia Library Trustees Association.

## Legal Action

The Association will take any legal action deemed appropriate by the Board.

## Photocopying

The library encourages its patrons to conform to the provisions of the Canadian Copyright Act. A notice warning patrons of the risk of copyright infringement is posted at the library's photocopying machine and a copy of the Act is available at the library. (See below.)

The library assumes no responsibility for patrons' infringements of copyright should they occur.

### CANADIAN COPYRIGHT ACT NOTICE

Under the Canadian Copyright Act, photocopying of a work which is subject to copyright is prohibited, unless permission is granted from the copyright owner or the quantity copied is insignificant, has no material effect on the potential market for sale of the original and is for the purpose of private study, research, criticism, review or newspaper summary.

Users of this machine assume all risks of copyright infringement.

A copy of the Copyright Act is available for consultation in the library.

## Public Relations

The Elkford Public Library must reflect the conscience of all its members, therefore we will not promote or support any fundraising or petitions for any specific cause.

## SERVICE AND FINE RATES

### Services to Visitors and Temporary Residents

Full library privileges shall be granted to persons who are temporary residents of Elkford and area upon payment of a \$25.00 refundable fee.

### Lost Card Replacement

\$2.00 per card

### Fax

Outgoing \$2.00 first page

\$1.00 every page thereafter

Incoming \$0.50 per page

### Photocopies & Printing

Black & White — Letter & Legal (single-sided or double-sided)

1 - 100 25¢/copy

101 + 12¢/copy

Colour — Letter & Legal (single-sided or double-sided)

1 – 100 50¢/copy

101 + 25¢/copy

Prices double for 11" X 17"

### Digitization Station

Scanning photos, negatives, and film – FREE

Photo Printing:	4×6" photos	\$1.50/copy
	5×7" photos	\$2.00/copy
	8×10" photos	\$4.00/copy
	8.5×11" photos	\$6.00/copy

## Library Board & Governance

### THE ROLE OF THE BOARD

The Elkford Public Library Board operates according to the *Library Act* and has the powers and duties given to a Library Board under Part 4 of the *Act*.

The Board has fiduciary responsibility for the Library and is responsible for Library governance. This includes

- providing strategic direction,
- creating a vision and mission of library service for the community,
- articulating values,
- developing, ensuring implementation of, and amending policy,
- providing financial direction and oversight,
- monitoring Board and Library performance, and
- ensuring provincial standards are met.

The Board appoints the Library Director and conducts an annual performance review of the Library Director. The Board is responsible for supporting the work of the Library Director and employees. The Board is the legal employer of all Library employees.

### Board Member Duties

Board members are expected to

- Attend monthly meetings for the duration of their two-year term.
- Read and understand the current policy manual, strategic plan, library constitution, and Library Act.
- Actively participate in meaningful discussion and action to further the improvement of the library.
- Assist in library events and fundraising activities.

### APPOINTMENTS & TERMS OF OFFICE

Appointments and terms of office are dictated by the Library Act and are summarized here for information. Where inconsistent with the Library Act, the provisions of the Library Act will apply.

Each year at its Annual General Meeting, the membership shall elect members to a maximum of nine to serve as trustees. Five to nine (5 to 9) elected members of the Library Board are elected to two (2) year terms and are eligible for election to a maximum of eight (8) consecutive years. The District of Elkford, which provides assistance to the library by way of a grant may appoint a representative from the council or from the directors of the participating areas to be a member of the Library Board for the financial year in which the grant or contribution is made, and dismiss the appointee, with or without cause, and appoint another.

Immediately following the Annual General Meeting the Board shall elect from among its members a Chairperson, Vice-Chairperson, and Treasurer.

Upon their election to the Elkford Public Library Board, trustees shall receive materials relating to the policies and administration of Elkford Public Library together with background material concerning library trusteeship.

Relatives of employees shall not be elected to the Board, nor shall relatives of Board members be hired as employees

A vacancy arising during the term of office of an elected member is to be filled, for the remainder of the term, by an appointment made by the Board at the first meeting after the vacancy arises or as soon afterward as is convenient.

Upon termination of office, individual trustees must return policy manuals and any other materials pertaining to the library.

## CONFLICT OF INTEREST

A conflict of interest may occur when the personal or professional interests of Board members conflict with their responsibilities and roles as Trustees. Board members are responsible for understanding and identifying situations in which a conflict of interest may arise. Board members who have a possible conflict of interest will disclose the matter to the Chair and excuse themselves from discussion and from the vote on the agenda item of interest.

For example, full disclosure of potential or actual conflict of interest will be made to the Board

- when a Board member is related to another Board member or to an Elkford Public Library employee, per the definition of Relative, or
- another organization or business that a Trustee or Trustee's relative belongs to or represents stands to benefit from a Board decision either materially or financially.

## REGULAR MEETINGS

Library Board meetings are generally held monthly, except for July, August, and December. The Board may decide to hold more or fewer meetings but must meet a minimum of six times per year.

A majority of the Board members constitutes a quorum. If there is a quorum present, the meeting will be called to order. If there is no quorum present, the Chair will designate another meeting date.

If neither the Chair nor Vice Chair are present, the Director will call the meeting to order and the members present will elect an Acting Chair who has, during the meeting, all the powers of the Chair and is subject to all rules applicable to the Chair.

Should a Board decision be required outside of a regularly scheduled meeting, the Chair may either (1) call a special or emergency Board meeting, or (2) conduct a poll of the Board to arrive at a decision. The decision will be ratified at the next Board meeting.

The Library Board may elect to remove a Trustee if they are absent for three consecutive regular meetings. If the Chair resigns or is removed from their position, the position will be declared vacant, and the Vice Chair shall be declared Chair. If the position of Vice Chair is vacant, the Board shall elect from its members a new Vice Chair.

The Library Director is the advisor to the Board and will provide the Board with appropriate, accurate, and timely information.

Board members shall receive minutes, reports, and financial statements during or in advance of Board meetings.

Regular Board meetings may contain an educational component.

Regular Board meeting minutes will be available on the Library website following approval.

## DELEGATIONS

The Board will appoint one representative from among the Board members to the Kootenay Library Federation.

The Library Director along with one Trustee will appear before the District of Elkford council annually to update Council on Library activities and financial matters as pertaining to the District's grant.

## POLICY & PROCEDURE DEVELOPMENT

The Elkford Public Library Board is responsible for developing Library policy. The Board works with the Library Director to establish and maintain policies, which provide the parameters within which the library operates. Policies provide direction for the decisions and actions of the Board members, Library Director, and employees of the library. Policies require formal approval by the Board. Policies are reviewed at least once every five years unless otherwise specified or deemed necessary due to changes in legislation or changes in operational needs.

Procedures are operational in nature. The purpose of procedures is to implement the policy directions of the Board. Procedures are developed by the Library Director and library employees and do not require formal Board approval.

## STRATEGIC PLANNING

The Elkford Public Library uses a five-year cycle where specific objectives are defined under broader strategic goals in a strategic plan. The Board is responsible for strategic planning with input from the Library Director. During each five-year cycle the Library works towards fulfilling the objectives and tasks outlined in the strategic plan. The strategic plan is reviewed by the Board annually.

## RECRUITMENT

The Library Board recognizes that to ensure continued success, the Board must recruit and retain dedicated Trustees with an interest in representing the public interest in the Library. Provisions should be made by the Board for the rotation of officers to ensure an active and effective Board.

The Library will ensure that its governance needs are advertised to the public, e.g., through the Elkford Focus, at community events, in the library, on social media, and/or by word of mouth. Library Board Trustees and the Library Director will, to the best of their ability, convey the roles and responsibilities of being a Trustee to prospective applicants.

## PROFESSIONAL DEVELOPMENT AND SUCCESSION PLANNING

The Library Board recognizes that informed and active Trustees are vital to responsible governance. The Library Board will maintain active membership in the BCLTA and any other trustee-related associations at the discretion of the Chair.

Trustees are encouraged to pursue professional development opportunities that will increase their ability to perform their Board duties. Expenses incurred during Board professional development are reimbursed per the *TRUSTEE AND STAFF REPRESENTATION AT CONFERENCES AND WORKSHOPS* section of this manual.

Succession planning is a process and strategy for replacement planning or passing on leadership roles. The Board will ensure that a succession plan is in place for the Chair, Vice Chair, and Treasurer.

## FINANCE

The Library Board has exclusive control of all revenue, including revenue donated, granted, derived from fines or fees, generated through sales or fundraising activities, or received in exchange for library services. The Library Director is responsible for preparing an annual operational budget to be approved by the Board and submitted to the District of Elkford by the appropriate deadline.

The Treasurer shall perform all duties pertaining to their position.

Signing privileges for cheques shall be given to:

- Two (2) to three (3) Board members,
- Director, and
- Two (2) additional staff members.

Signing authority shall be any two of the above.

The Finance Committee shall have authority to use depositories as deemed necessary for the benefit of the Association.

The Finance Committee shall ensure that the financial records are examined and reviewed annually.

## COMMITTEES

The Board may designate committees, including standing committees, ad-hoc committees, and individuals as may be required. Committees may deal with matters such as finance, personnel, policy, and fundraising, for example, and will consist of at least two Board members. No committee shall speak or act for the Board except when formally given authority to for a specific purpose.

### Executive Committee

The Board Chair, Vice-Chair, and Treasurer form the Executive Committee. The executive committee

- acts in place of the Board between regularly scheduled Board meetings as necessary on urgent matters that cannot be delayed in the case that a special meeting of the Board cannot be called,
- has the powers and duties of the Board,
- will keep minutes and report to the Board in full on any decisions made in this manner.

### Finance

The Treasurer, one other Board member, and the Library Director shall form a Finance Committee. The Finance Committee

- reviews operating and capital budget proposals submitted by the Library Director,
- ensures that operating and capital budgets are appropriate to meet library purposes, goals, and objectives efficiently and effectively,
- ensures expenditures are consistent with approved budgets,
- seeks additional sources of revenue,
- recommends budgets to the Library Board and makes financial presentation to Municipal Council,
- meets as required, and
- reports to the Library Board as required.



## Personnel

The Chair, one additional Trustee, and the Library Director should form a Personnel Committee. The Personnel Committee

- may assist the Director with interviews of new employees,
- ensures effective employee/employer relations are maintained consistent with Board policy, goals, and objectives,
- recommends appropriate action to the Library Board,
- meets as required, and
- reports to the Library Board as required.

## Policy

Up to two Board members and the Library Director should form a Policy Committee. The Policy Committee

- reviews and offers feedback on draft policies brought forth by the Director,
- reviews existing policies as needed, and
- recommends new and amended policies to the Board.

## EVALUATION

The Library Board shall perform an annual evaluation that shall include a review of the Library's strategic plan and the Library Board's activities. The evaluation will

- take place during an in-camera portion of a regular board meeting,
- be chaired by the Board Chair or a designate, and
- be summarized in writing for the Board's future use.

## Employment & Personnel

### EMPLOYMENT POLICIES

The employer is the ELKFORD PUBLIC LIBRARY ASSOCIATION represented by the Library Board.

Where this policy provides a lesser benefit than the minimum standard contained in any applicable legislation, e.g., the Employment Standards Act of B.C., the minimum standard contained in such legislation shall prevail to the extent of the inconsistency.

#### Library Director

The Elkford Public Library Board is responsible for hiring/dismissal of the Library Director.

#### Part-Time and Other Staff

The Library Director has the responsibility of interviewing and hiring/dismissal of employees under consultation with the Library Board and dependent on the budget.

Wages are determined by the Library Board and reviewed annually during the budget process, in accordance with the Wage Policy described below.

Relatives of members of the Board shall not be considered for permanent employment. However, students hired on a temporary basis, e.g., during the summer, who are relatives of a Board member may be given consideration depending on their qualifications and available funding.

Applicants' references will be checked before hiring, including a criminal records review.

Appointments will be made in writing and be kept on file.

The Library Director position will require up to 6 months for their probationary period during which performance will be reviewed and continuance of employment confirmed or rejected.

The first three months of employment for part-time employees will be a probationary period during which performance will be reviewed and continuance of employment confirmed or rejected.

New employees will be required to read the policy package to acquaint themselves with library policies and benefits.

The Library Director will be required to give one month of notice of termination of employment. All other employees are required to give a 2-week notice.

Library staff will be paid twice monthly, within 7 days of the cutoff dates being the 15<sup>th</sup> and the last day of each month.

### EMPLOYEE WAGE POLICY

To ensure that the Elkford Public Library is able to recruit and retain competent employees, the Library will ensure that wages are competitive, fair, and equitable. Employee wage rates are set by the Library Board.

The Library Board, in determining wage rates, will consider the following:

- The available budget,

- The BC minimum wage,
- Comparable wage rates within Elkford, as are publicly available, and
- Reported “living wage” rates from Elkford and nearby communities.

The wage rates are designed on a “step” system. Step 1 corresponds to a casual or temporary position, Step 2 corresponds to a permanent position, and Step 3 recognizes an advanced level of competence in an employee. Advancement to Step 3 requires two years of service at Step 2 and the successful completion of an approved cataloguing course and one other course approved by the Director, provided the employee possesses full knowledge, ability, and experience in the position and has been performing satisfactorily. It is also contingent upon the recommendation of the Library Director and approval of the Library Board.

The Board will set annual wage rates in three-year blocks, subject to annual ratification by the Board based on funding. Setting the rates in three-year blocks allows for planning for both employees and the Library.

The Board will maintain records describing the rationale for setting wage rates to assist future Boards in their deliberations and to maintain continuity. The records will be kept by the Library Director and will be made available for review by Library employees upon request or may be released at the Board’s discretion.

Wage rates are detailed in Table 1.

### Library Director

The wage rate for the Library Director will be determined by the Library Board and reviewed annually.

**Table 1: Elkford Public Library Employee Wage Scale**

Rates effective June 1<sup>st</sup>.

	2022			2023 (2.00%)			2024 (2.00%)		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Casual Clerk	19.56			19.95			20.55		
Library Clerk	20.54	21.03	22.50	20.95	21.45	22.95	21.58	22.09	23.64
Program Coordinator	20.54	21.03		20.95	21.45		21.58	22.09	

## HOURS OF WORK AND PERFORMANCE RULES

### Library Director

Hours are based on an average of 31.5 hour week.

The schedule will vary according to management requirements and can be modified by approval of the Library Board. Overtime (over 40 hours per week) is to be avoided, but if necessary, time off in lieu of pay will be approved by an executive Library Board member (Chairman, Vice-Chairman, or Treasurer).

### Part-Time and Other Staff

Hours of part-time workers will be scheduled by the Director to cover the Library hours of operation in a fair and efficient manner.

### REST BREAKS

Shift of 3-5 hours:

- Employee is entitled to a 10-minute rest break half-way through the shift.

Shift over 5 hours:

- Employee will take an unpaid 30-minute meal break half-way through the shift.
- Two rest breaks of 10 minutes may be taken: one in the morning period and one in the afternoon.

When an employee is required to work through the meal break due to having no staff coverage, the half hour will be paid.

### SCHEDULING

Regarding absences, employees are required to notify the Library Director or the Board Chair (if the Director is not available) in case of absence as soon as possible, a minimum of three (3) hours before the start of the missed shift. Notification is to occur by text message if outside of library operating hours. In the case of lateness, employees are required to notify the Director as soon as possible.

The shift schedule will be posted a minimum of three (3) months in advance.

Vacation time will be posted as soon as it is approved.

The posted shift schedule is subject to change in unforeseen circumstances, e.g., illness.

Changes to the posted shift schedule made by employees must be made a minimum of twelve (12) hours in advance. See *Leave of Absence – Unpaid Days* (below).

### PERFORMANCE APPRAISALS

A performance appraisal will be conducted annually to evaluate each employee’s effectiveness. Strengths and opportunities for improvement will be communicated and an action plan for the following period will be established. The Chairperson of the Board will complete the performance appraisal of the Library Director after allowing an opportunity for input from all Board members.

The Library Director will complete a performance appraisal of each staff member and report the results to the Board.

### STATUTORY HOLIDAYS

Twelve (12) statutory holidays will be granted during the year and eligible staff paid as per Employment Standards Act of B.C.

New Year’s Day	Family Day
Good Friday	Victoria Day
Canada Day	BC Day
Labour Day	National Day for Truth and Reconciliation
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

### COMPENSATION

Employees are covered by Workers’ Compensation Board benefits. All injuries must be reported to the Director and recorded. The employee must consult her/his physician for treatment of an injury, the employee must also notify the person in charge in order that the proper forms be completed and submitted to the W.C.B.

## LABOUR DISPUTES

In the event of a labour dispute affecting the building, the library staff is not obligated to cross a picket line to get to work. Time not worked will be unpaid. The Library Director or member of the Library Board must be contacted.

## BENEFITS FOR PERMANENT STAFF

For the Library Director: in lieu of Health, Wellness, or Pension benefits, 10% will be provided in each pay period.

## VACATION

### Library Director

1-3 years service: three weeks paid vacation (15 days)

4-9 years service: four weeks paid vacation (20 days)

10+ years service: five weeks paid vacation (25 days)

Vacation year runs from January 1 – December 31 each year. Vacation must be taken before December 31. In the event vacation time is not taken, the excess will be paid out.

A variation to entitlement may be considered by the Library Board.

### Part-Time and Other Staff

Part-time, casual, and temporary employees shall be paid vacation pay in accordance with the *Employment Standards Act*. At the time of writing,

- Employees are entitled to vacation pay, which is paid on each regular paycheque.
- Employees are entitled to two (2) weeks unpaid vacation time for 1 to 4 years completed service at the library.
- Employees are entitled to three (3) weeks unpaid vacation time for 5 or more years completed service at the library.

An employee must give a minimum of four (4) weeks notice when requesting vacation time.

Vacation time will be based on the calendar year. To ensure being allocated your requested days off, vacation requests should be submitted before March 31<sup>st</sup> of the year in which the vacation is taken. Late requests will be approved contingent on availability.

Preference in the selection of vacation periods will be based on seniority, starting with the most senior employee and ending with the employee with least seniority. In the case where the seniority is the same, the Library Director will decide the vacation schedule. Each twenty (20) days of continued absence without pay shall reduce vacation in that year by one twelfth.

Vacation for year zero will be prorated based on employee start date.

New employees may not submit a request for vacation time until three (3) months after their official start date.

One week of vacation time is five business days regardless of how many days in the week employees are currently or typically scheduled. One calendar week is considered one week of vacation time.

The library closes for a two-week period at the end of the year, around Christmas and New Year's Day. Though employees may not be scheduled for shifts during this time, this two-week period is not considered employee vacation time.

## LEAVE

### Sick Leave

Six (6) paid days and three (3) unpaid days per year. After three consecutive days, a doctor's certificate may be required. Unused paid days can be carried forward to a maximum of 12 days.

Employees may be granted additional paid sick leave covering the duration of an isolation period, if, in relation to COVID-19, the employee has been diagnosed with COVID-19, or the employee is under quarantine or self-isolation in accordance with an order of the provincial health officer, an order made under the *Quarantine Act* (Canada), guidelines of the British Columbia Centre for Disease Control, guidelines of the Public Health Agency of Canada, or if the employer has directed the employee not to work due to the employer's concern about the employee's exposure to others.

### Bereavement Leave

Up to three (3) regularly scheduled days paid leave per instance according to the definition of Relative.

### Leave of Absence – Unpaid Days

#### LIBRARY DIRECTOR

The Library Director must use up Regular Vacation before requesting unpaid days off, except for protected leave detailed in the *Employment Standards Act*.

The Library Director is not expected to use Regular Vacation during library closures, e.g., over the winter holidays, and may choose to work if they desire.

## PART-TIME AND OTHER EMPLOYEES

Unpaid days off are not considered vacation time or protected leave.

Employees are responsible for finding their own replacements when requesting unpaid days off. Employees are NOT to contact Casual employees regarding shift coverage unless approved by the Director.

The Library Director must be notified of any changes to the posted shift schedule. If the Director is not in office, employees must inform the Director via e-mail of schedule changes.

Employees may be expected to come into work on scheduled days off under exceptional circumstances, e.g., to cover employee absences due to illness/injury leave or other forms of protected leave, to ensure that the library remains open. Employees will not be asked to work during approved vacation time.

During scheduled library closures, such as the annual closure surrounding Christmas and New Year's Day, staff might not be scheduled to work and may not receive pay for these days off except where required by the *Employment Standards Act*, e.g., on statutory holidays.

## EMPLOYEE RECOGNITION

To thank Board members, employees, and students for their valuable service, the Board and/or Director may choose to provide cash or non-cash recognition annually or upon retirement, contingent on the available budget. Criteria for

recognition are detailed in Table 2. The Board may choose to set values that differ from those below on a case-by-case basis.

To qualify for a student bursary, the student must have volunteered at the Elkford Public Library for a minimum of 50 hours in the previous three years. They must have graduated from grade 12 and must write a letter to the Library Board requesting the bursary. A maximum of two Student Volunteer Bursary awards will be given in any year. The Library Director and staff will choose the qualifying recipient(s). If a student bursary is not presented one year, the Board has the option to give out an additional bursary the following year.

**Table 2: Monetary Value(s) for Recognition**

<b>Item</b>	<b>Value</b>
Annual Bonus	
Permanent Employees	\$200 after tax
Director	\$300 after tax
Retirement/Resignation	
Employee	\$20 per year of service, up to \$200
Library Director	\$25 per year of service, up to \$250
Board Chair (2+ years service)	\$75
Student Volunteer Bursary	\$150
Annual Financial Review	\$70

### In-Kind Use of Library Services

Current employees of the Elkford Public Library may use library services such as faxing, scanning, copying, printing, and laminating for free up to a maximum of a \$10.00 value per month.

## STAFF EDUCATION AND DEVELOPMENT

Although the employee has primary responsibility for her/his own growth and development, the employer (Library Board) with pre-approval will encourage this process by:

- with prior approval, reimburse staff for courses up to \$500 annually upon successful completion.
- where possible, granting leave with pay to attend workshops, conferences, and meetings, etc. which are relevant to library work.
- where possible, assuming costs of these workshops and meetings, etc.
- proof of attendance may be required.
- employment must continue for at least a 6-month period or repayment may be required.

## TRUSTEE AND STAFF REPRESENTATION AT CONFERENCES AND WORKSHOPS

Trustees and staff authorized to represent the Library at Library conference and workshops will be reimbursed for reasonable expenses incurred.

- Registration fees
- Accommodations – receipt required
- Transportation – as per CRA Mileage Rates – BC
- Meal allowance – as per CRA Rates – BC

## WORKPLACE BULLYING AND HARASSMENT

### Workplace Conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

### Bullying and Harassment

- Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

### Workers Must

- Not engage in the bullying and harassment of other workers.
- Report if bullying and harassment is observed or experienced.
- Apply and comply with the employer's policies and procedures on bullying and harassment.

### Application

This policy statement applies to all board members and workers, including permanent, temporary, casual, contract, student workers, and volunteers. It applies to interpersonal and electronic communications, such as email.



## Privacy Management

### PURPOSE & SCOPE

Section 36.2 of the Freedom of Information and Protection of Privacy Act (FOIPPA) states that the head of a public body must develop a privacy management program for the public body. A privacy management program (PMP) is a set of policies, procedures, and tools meant to ensure accountability and transparency with respect to the management of personal information.

Guidance in the PMP applies to and is carried out by the library director and all library employees and volunteers.

### PRIVACY CONTACT PERSON

The Elkford Public Library Director is the designated point of contact for privacy matters. Privacy questions and concerns should be addressed to or forwarded to the Director.

### PERSONAL INFORMATION & PRIVACY

All patrons have a right to privacy and confidentiality at the library and when accessing library services. The library collects and maintains personal information in accordance with FOIPPA as necessary for its operation and to provide services. Library employees may access a patron's personal information during the scope of their duties. A minor has the same rights as an adult with respect to personal information. The appropriate use of personal information is the responsibility of all library employees and volunteers.

### COLLECTION OF PERSONAL INFORMATION

When collecting personal information, the guidelines below must be followed.

- The purpose for which personal information is collected must be disclosed prior to collecting the information.
- The information collected must be relevant to the purpose for which it is being collected.
- The individual must consent to the collection of their personal information.
- Information collected will be used only for the stated purpose for which it was collected unless consent is obtained from the individual or as required by law.
- Personal information will only be retained for as long as it is needed.
- Personal information will, to the best of the library's ability, be accurate, complete, and up-to-date. Incorrect or outdated personal information must be corrected if informed by the individual that it is incorrect.
- Individuals may request a copy of their personal information. Requests must be submitted in writing and must provide enough information to identify the individual and the record(s) sought. Verification of identity must be made prior to providing a copy of the information. Written proof of authority must be provided if the requester is acting on behalf of another person.

### SECURITY MEASURES

Personal information collected by the library will be protected via reasonable security arrangements against loss, theft, unauthorized access, disclosure, copying, or misuse. Where practicable, the library and its employees will adhere to the following:

- Ensure that physical records containing personal information are stored in locked rooms or in locked drawers or cabinets.
- Ensure that digital records containing personal information are stored securely, e.g., are password protected and that the passwords used are appropriately strong.
- Use caution in verbal conversations so as not to disclose personal information to third parties.

- Only allow employees and volunteers access to files necessary to complete their job duties.
- Do not display or orient computer terminals or physical media in a manner that may lead to personal information being disclosed unduly.

## PRIVACY IMPACT ASSESSMENTS

A privacy impact assessment (PIA) is a step-by-step review process to ensure that personal information collected and used at the library is protected. Like a risk assessment, the PIA helps identify and mitigate privacy risks involved in projects or initiatives. PIAs help to determine whether a project or initiative involves personal information, and if so, how personal information will be collected or used.

A PIA should be carried out for new initiatives for which no PIA has been previously conducted, or before implementing a significant change to an existing initiative. The latter includes if/when there is a change to the location in which personal information is stored when it is stored outside of Canada.

Steps for completing a PIA, including a PIA template, are available at

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/privacy-impact-assessments/complete-a-privacy-impact-assessment>.

## PRIVACY BREACHES & COMPLAINTS

### Reporting a Privacy Breach

A privacy breach is an unwanted or unexpected incident involving personal information that threatens privacy or information security. Breaches can be intentional or accidental, and they may involve the theft, loss, alteration, or destruction of information. If a breach is reasonably expected to result in significant harm to an individual, the library will issue a notification about that breach to the affected individual(s) and to the Information and Privacy Commissioner.

Employees aware of or involved in a privacy breach must immediately report the breach to the Director. The report must include the date, time, and nature of the breach. The nature and extent of the breach as well as the cause of the breach must be investigated by the library, and remedial action should be taken and documented. This may include altering procedures or increasing security measures and will depend on the nature of the breach. Documentation of privacy breaches and subsequent steps taken to recover the personal information, remediate the incident, and prevent future breaches will be kept by the Director.

More information about reporting privacy breaches is available at

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/privacy-breaches>.

### Privacy Complaints

Library members may alert the Library Board to issues with privacy or protection of personal information. Privacy complaints must be made in writing to the Library Board. After review, the Board will respond to complaints in writing.

## EDUCATION & TRAINING

PMP documentation is included as part of the Elkford Public Library Policy Manual. Employees must read and acknowledge that they have understood the Policy Manual upon hire. The Policy Manual is available to all employees and to the public on our website. Additional training may be provided to the library director, library employees, and/or volunteers as necessary.

## RELATED POLICIES

Records Management and Retention

# Collection Development

## OVERVIEW

This policy provides guidance on how the library's collection is developed and maintained to ensure that our collection best serves the needs of the public and are reflective of our values and strategic objectives. Library employees must abide by this policy when making changes to the collection. This policy applies to all formats including print, non-print, audio-visual, and electronic materials.

## GOALS

The goals of the collection are

- to support the informational, recreational, and educational needs of our service population,
- to include well-rounded, up-to-date information covering a variety of subject areas,
- to provide resources that foster learning, inspire a love of reading, and cater to the demonstrated interests of our service population,
- to respect and reflect various cultural, ethnic, religious, and philosophical backgrounds,
- to reflect the accessibility needs of our service population,
- and to follow all applicable federal, provincial, and municipal laws.

The ultimate responsibility for the choice and use of materials in the library's collection rests with the individual. Parents and guardians are responsible for monitoring the use of library materials by their children. The library will not restrict access to materials for any person, except where required by law.

## MATERIAL SELECTION

The Library Director is responsible for selection of materials for the library.

### Purchases

Selections of titles for the library collection, both physical and electronic, will be made based on

- the needs and interests of library members,
- notable trends,
- the completeness of the collection, noting any title or topic gaps or outdated titles requiring updating,
- the cost of materials within the context of the budget,
- the reliability of the publisher(s),
- the language and format,
- the relationship between other books in the collection and impact on existing resources,
- and the availability at other libraries and electronic sources.

If possible, book purchases will be made through an official book supplier. As the quality of self-published books varies, purchases of self-published books or additions of self-published books to the collection may be considered on a case-by-case basis where they meet the needs and interests of library members.

### Donations

Donations of books or other material will be accepted and disposed of at the discretion of the Library Director.

Donated materials added to the library collection will follow all criteria used to evaluate purchases and will also

- be in good used condition or better, and must not contain markings, tears, or other damage beyond normal wear and tear for the age of the material,
- not contain personal information, e.g., former owners' names, visible at the time of cataloguing.

In general, the Elkford Public Library does not make any guarantees that donated materials will be added to the collection.

Donated books which are not added to the collection may be sold for fundraising purposes or disposed of at the discretion of the Library Director.

## COLLECTION MANAGEMENT

The purpose of collection management is to maintain the size, scope, and quality of the collection. Materials will be regularly assessed as to their condition, accuracy, currency, circulation history, relevance to the collection, and relevance in the context of the wider network of British Columbia's public library system. Timelines for assessment are determined by the library Director but generally the fiction sections of the library should be assessed every three years, and the non-fiction sections of the library should be assessed every five years. Staff hours may be budgeted specifically for collection management.

Repairs and preventative maintenance will be carried out by library employees on an as-needed basis. Materials that are lost or damaged may or may not be replaced depending on the cost, availability, and demand for the item.

Materials removed from the library's collection may be sold for fundraising purposes or disposed of at the discretion of the Library Director.

The ultimate responsibility for the library collection rests with the Library Board.

## INTELLECTUAL FREEDOM

See the *Value Statements* subsection of this policy manual, page 8.

### Requests for Reconsideration

If a library member or group of members request that a book or material is restricted or removed from the library, a formal request, i.e., a letter to the Board must be made. The letter must include the following information:

- What specific material do you object to (pages, passages, etc.),
- Did you review or read the entire work or material? If not, what part(s) did you review?
- What reviews or analyses of this material have you consulted?
- What do you think the overall theme of this material is?
- What material would you recommend in place of this material, to serve the same or similar purpose?

Understanding that restricting or removing a material makes that material more difficult for others to access, the challenged material(s) will be reviewed based on

- the relevant selection criteria used for purchases,
- the library's values, including intellectual freedom,
- the condition, accuracy, currency, and demand for the item.

Following review, a written letter will inform the request initiator of the Library's decision.



## Records Management and Retention

### PURPOSE

The purpose of this policy is to ensure a reliable and accurate records management plan is enacted in the library in all formats (whether electronic or paper). This policy is in place to comply with requirements specified under federal and provincial legislation, while supporting the working elements of the library and its history.

### DEFINITIONS

Active Records - The day-to-day records a library is required to retain.

Board - The elected group of people who represent the library as an organization. Also known as the Board of Trustees.

Disposal/Disposition - When a record has come to the end of its retention period and is no longer serving a purpose, this is the decision to either archive or destroy it.

Destruction/Destroy - When a record is permanently destroyed. The records retention schedule will dictate the specific timeline for the record's destruction.

Evidential Record - A record which either relates to, provides, or constitutes evidence.

FOIPPA - Freedom of Information and Personal Privacy Act

Historical Records - Long-term records for the library.

Library - Refers to the library in question.

Life Cycle - The stages of a record, from its creation through to its disposition.

Permanent Record - Records which are determined to have a long-term value to the library's corporate, service or cultural history. This also includes documents regarding the creation of the library's board as an entity, as well as any of its policies, key events, or historically important events.

Record - All formats of recorded information (including: accounts, business records, correspondence, documents, drawings, films, financial statements, maps, memorandums, minutes, personnel files, photographs).

Record Series - Documents kept or filed together based on a related subject or function. Documents which share a common element.

Records Management - The managing of records within pre-established requirements.

Retention Period - The timeframe a Record is kept (prior to its destruction).

Records Retention Schedule - Documentation of which Record Series are being managed and the timeline for them being retained as well as what is needed for their disposal.

Transitory Records - A Record with no long-term value, as they are not needed to fulfill a legislative requirement.

## RESPONSIBILITIES

- The Board will ensure compliance with federal regulations in regard to library records management.
- The Board designates the Library Director into the role of Records Manager, who shall act on behalf of the library in all regards of library records management.
- The Board grants the authority to the Library Director to follow the records retention schedule enacted within this policy.
- The Board passes the authority for the destruction of records to the Library Director, and the responsibility for ensuring the records are destroyed following the established protocols under this policy.
- Employees and/or volunteers may be appointed to assist as deemed necessary by the Library Director.
- All employees and volunteers of every level will comply with this policy once it is enacted, as well as any internal procedures that arise to support this policy and/or the records management program.

## APPLICATION

- This policy applies to both the library Board and its employees, as well as volunteers, of all levels. It pertains to all records in all formats, both created or received by the library (this includes records created in external locations).
- This policy applies to records that are either administrative, legal, or financial, and is applicable to records which the Board either creates or acquires, as well as any records from government bodies or any businesses.
- This policy does not apply to the items within the library's special, historical, or archives collections.

## REGULATORY REQUIREMENTS

The policy and the measures within it shall comply with the requirements specified under all applicable acts and regulations, including but not limited to:

- Library Act, RSBC 1996, chapter 264
- Canada Revenue Agency Regulations
- Employment Standards Act, RSBC 1996, chapter 113
- FOIPPA
- WorkSafe BC

## CONTEXT FOR RETENTION AND DISPOSITION

- The life cycle of all records will be followed as per the attached retention schedule and file list.
- Any records retained beyond their retention period will need a valid reason for the exception as well as Board authorization.
- Record destruction will be carried out in a manner consistent with confidentiality requirements.

## PROTECTION, ACCESS, AND STORAGE

- The library will ensure that its records are maintained in accordance with the appropriate legislative regulations and that
- Active records will be held in the library.
- Records which are designated as permanent, historical, or evidential will be retained and protected in a secure manner on-site within the library.



- Electronic documents will be stored within the databases of the library.
- Any non-active records which are digital will be stored/kept where they are created.
- Transitory records which are needed on a legal, or administrative level will be retained, if not they will be destroyed.
- Any paper-based records that contain personal information will be stored in a secure manner/location until such time as they are to be destroyed.

## RELATED DOCUMENT LINKS

- [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96264\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96264_01)
- <https://laws-lois.justice.gc.ca/eng/acts/L-7.7/>
- [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96165_00)
- <https://www.oipc.bc.ca/guidance-documents/1466>
- <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/42nd-parliament/2nd-session/bills/first-reading/gov22-1>
- <https://laws-lois.justice.gc.ca/PDF/C-10.11.pdf>
- <https://www.worksafebc.com/en/law-policy/workers-compensation-law>

## FEEDBACK

Any questions or concerns regarding this policy should be directed to the Library Director.

## POLICY REVIEW AND ADOPTION

- New and revised policies may come from the KLF and/or the Ministry responsible for public/municipal libraries.
- This policy will not be in effect until such time as the Board has granted approval. Review of this policy will occur by the Board on a two-year rotation and any revisions made at that time will need to have Board approval.

## The Elkford Focus

The Elkford Public Library is a non-profit organization. We use library funding and advertising revenue to print the Focus. We accept articles and announcements about the citizens and community of Elkford. Whether something is considered an article or an advertisement will be at the discretion of the editor.

### ADVERTISING COSTS

Advertising costs are determined by the Elkford Public Library Board. Current advertising rates are listed below.

<u>Size</u>	<u>Black &amp; White</u>	<u>Color</u>
Business Card	\$7.00	\$12.00
Quarter Page	\$15.00	\$30.00
Half Page	\$20.00	\$45.00
Full Page	\$25.00	\$80.00

### NON-PROFIT ADVERTISING

Non-profit organizations may receive two free color ads (half page or less) in a year if they have contributed articles (with photos) to the Focus. Any additional advertising will be charged at regular rates. We will not run recurring ads for free.

### CHRISTMAS ADVERTISING AND GRAD SUPPLEMENT

Christmas advertising costs are determined by the Elkford Public Library Board. The Christmas ads will be business-card sized and in colour. Other sizes will be charged at regular rates. Grad supplement ads are in colour and size is determined by available space. We charge regular advertising rates for these.

### THANK YOU

A Thank You is free if it is a half page or less. Other sizes will be charged at regular advertising rates.

### OBITUARIES AND ANNOUNCEMENTS

Obituaries and announcements are a half page or less and photos are in colour. These items will be free of charge when requested by the family. We do not place obituaries or announcements if they haven't been requested.

### AVAILABLE SPACE AND THE SIZE OF AN AD

If an ad doesn't fit the space requested, we will try to contact the advertiser, but if we are unable to do so, the editors have discretion to change the ad. Placement of materials is at the editor's discretion.

### EDITING AND PROOFREADING

Editing and proofreading is done at the editor's discretion. If you have sent an article or ad in a document that is not in an editable format, we will not be able to change it. If we must make major changes to an ad or article, this will be done at the editor's discretion.

### SUBMISSION DEADLINES

We publish 10 months a year. The submission deadline is always the 20<sup>th</sup> of the month before the Focus is printed. If your article or ad is submitted late, placement in the Focus is at the editor's discretion. If your submission will be after the 20<sup>th</sup>, please let us know as soon as possible.

## PAYMENT FOR ADS

Payment for advertising is required before an ad can be placed unless prior arrangements have been made. Future advertisements may not be considered if past payments are outstanding.

## Computer and Internet Use

In response to advances in technology and the changing needs of the community, the Elkford Public Library endeavours to be an advocate for the community in development, enhancement, promotion, and provision of recreational and educational services.

The library will have computers available for people to access the web, use office and other software that the library makes available. The library charges for the use of these computers. The charges for using our equipment are posted in the computer area.

The Elkford Public Library does not monitor, and has no control, over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian of the child.

Computers are in a public area and users of computers must not access inappropriate materials that may be viewed by other patrons. Material will be considered inappropriate if it contains anything in theme, language, nudity, sex, violence or other matters that, in the view of the staff, would offend people or parents whose younger children view the screen.

### INTERNET AND COMPUTER USE RULES AND PROCEDURES

The Elkford Public Library has computers available for public use. These computers can be used to do word processing, access the internet and databases, etc. There are charges to use a library computer or printer. Charges are posted on a "Computer Use Charges" sheet in the computer area or you can ask staff for this information.

There is no charge for accessing e-resources that are only available in the library.

Free wireless internet is available. Ask the staff for the password to access the internet on your device.

To maximize computer availability, and to ensure fair accessibility for all, please follow these rules and procedures:

1. Please sign in and mark your start time whenever you use a library computer.
2. Library computers are available on a first come, first served basis. If there are people waiting, and if you have been using a computer for more than an hour, you may be asked to end your session.
3. Computer access is only available during library hours.
4. The computers do not contain software to restrict access to information unsuitable for children so we do not guarantee that children will not be able to access unsuitable material. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian of the child. Therefore, we ask that you supervise children 11 years of age or younger.
5. Computers are in a public area where other patrons can see what is on your screen. Accessing inappropriate materials will result in your being banned from using the library's computers. Material will be considered inappropriate if it contains anything in theme, language, nudity, sex, violence or other matters that, in the view of the staff, would offend people or parents whose younger children view the screen.
6. You may not use your own software programs on the library computers. Please check with staff before installing or updating programs from the internet.
7. Anybody misusing or damaging computers, or using the Internet for illegal or inappropriate purposes, may have their library privileges suspended, may be prosecuted, and will be financially liable for any damages.
8. If you are having difficulty using the computer or the Internet, our staff will help you as time and work allows.

## COMPUTER USE CHARGES

The Elkford Public Library has computers available for public use. These computers can be used to access the web, use office and other software.

The first 15 minutes of your first session of the day is free. After that, there is a charge of \$1.00 per half hour. You can pay at the end of your session when you sign out.

There is no charge for accessing e-resources that are only available in the library.

## Technology Lending

### OVERVIEW

The Elkford Public Library has in its collection technology such as laptops, tablets, and e-readers (referred to as Devices), for the purpose of lending to library patrons. This document outlines the circumstances under which patrons may borrow Devices and the responsibilities of the Library staff.

### BORROWING CRITERIA

- Patrons borrowing Devices must be at least 19 years old (photo ID will be required if patrons are not known to staff).
- Patrons must have a valid Elkford Public Library card for at least three months and it must be in good standing.
- If the Device requires an e-mail or other personal account to operate, such as tablets or e-readers, patrons must set up the Device using their own personal account(s).
- Patrons must read, initial, and sign the Elkford Public Library Agreement for Borrowing Technology.
  - Patrons are responsible for paying the replacement or repair cost if the Device or its accessories is lost, stolen, or damaged.

### LOAN PERIOD

The loan and renewal periods detailed in Table 3. Devices may be put on hold, as with other items in the Library's collection. When a hold is put on a Device, it will be held for one week, after which time the hold will expire and the item will become available to other borrowers.

Table 3: Device Loan and Renewal Terms

Device	Loan Period / days	Renewal Period / days	Maximum Renewals
Radon Detector Kit	As recommended by BC Lung Association for radon detection		
Tablet (iPad or other)	21	21	1
eReader	21	21	1
Laptop	21	21	1

### LOAN LIMIT

Up to two Devices per library card can be borrowed at any one time.

### EMPLOYEE RESPONSIBILITIES

- Employees processing Devices for loan must be familiar with the basic operation of the equipment.
- Employees will ensure that all personal information, personal files, and accounts are removed from Devices upon their return, and prior to lending to patrons.
- Employees will ensure that the Device is in good working order before lending it to patrons and will note any pre-existing damage.
- Employees must report damaged or missing equipment to the Library Director so that it may be repaired or replaced.

# COVID-19

## OVERVIEW

This document outlines the expectations of employees and volunteers as pertaining to the disease known as COVID-19, caused by the 2019 novel coronavirus SARS-CoV-2.

## COVID-19 SAFETY PLAN/COMMUNICABLE DISEASE PLAN

While in the workplace, employees and volunteers must abide by the library's COVID-19 Safety Plan and/or Communicable Disease Plan. Employees must ensure that they understand the procedures and protocols outlined in these plans and that they remain up to date with current procedures and protocols.

## COMING TO WORK

Public Health recommends anyone who has even one symptom of COVID-19 should stay at home and follow testing guidance. Employees should be reviewing their health prior to leaving their residence and stay home if they feel unwell.

## EMPLOYEES MUST NOT ENTER THE WORKPLACE IF

1. They have symptoms of COVID-19,
2. They have tested positive for COVID-19 and/or have been directed by Public Health to self-isolate,
3. They have arrived from outside of Canada and have been directed to quarantine or self-isolate.

Employees should consult with their healthcare provider or HealthLink BC (8-1-1) to determine whether it is safe to come to work if

1. They have been exposed to COVID-19 or had contact with someone who displays possible symptoms of COVID-19.
2. They are part of a vulnerable population that is at increased risk for more severe outcomes.
3. They live in the same household as a person who is part of a vulnerable population.

## IF YOU FEEL ILL AT WORK

If you become ill while at work

1. Inform the library director.
2. Leave work immediately.
3. If you cannot leave immediately,
  - a. Wash your hands,
  - b. Put on a mask,
  - c. Isolate yourself until you can leave.

## RETURN TO WORK

If an employee has been barred from entering the workplace based on the criteria listed above, or has become ill at work, a doctor's certificate may be required for that employee to return to work.

## WORKING HOURS

Working hours may be modified to accommodate new procedures and protocols in relation to COVID-19, including to reduce the risk of transmission and to accommodate modified workloads.

## REFERENCES

<https://www.worksafebc.com/en>

<https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing/when-to-get-a-covid-19-test>



# Temporary COVID-19 Working at Home Policy

## OVERVIEW

This document outlines the expectations of employees working from home during the ongoing COVID-19 pandemic.

## POLICIES

All Elkford Public Library policies must be adhered to regardless of an employee's work location. Employees are responsible for securing and protecting Elkford Public Library property.

## TYPE OF WORK

Employees are expected to do all regular duties that may be safely carried out from the home, including but not limited to communication with patrons, developing programs, updating online resources and social media pages, professional development, etc.

## TOOLS REQUIRED TO WORK FROM HOME

Employees must possess the following to be able to work from home:

1. Computer or laptop with camera.
2. Home phone or cellular phone.
3. Internet.

## HOURS OF WORK

Employee hours while working from home will be determined by the library director and may differ from regular library hours. Employees are expected to work the number of hours they are assigned on the day or time specified and to provide weekly updates to the library director on how they are using their time. Employees are expected to attend a weekly meeting with the library director held during daytime hours; note the meeting may not fall on a day assigned to that employee for work.

## OCCUPATIONAL HEALTH AND SAFETY

Employees must ensure that they maintain a safe work environment at home. For example, employees should ensure that their workplace is free from hazards, has adequate lighting, and that they have the proper equipment for the task they are carrying out. Employees must report to the library director if they do not have a safe area in which to perform their work or if they are unable to properly protect the documents, property, or information of the Elkford Public Library.

Employees must not take undue risks while working from home.

## MODIFICATION OR TERMINATION OF THE POLICY

The *Temporary COVID-19 Working at Home Policy* may be updated, modified, extended, or concluded at any time.