
Category:	Board Governance	Date Established:	November 2005
Policy Number:	5.1		
Title:	Board Governing Structure	Most Recent Revision Date:	

Section 5.1: Board Governing Structure

Introduction

The Airdrie Municipal Library Board, hereinafter called “The Board,” is constituted and governed by the provisions of the Alberta Libraries Act and the Regulations made under this Act from time to time.

The Role of a Public Library Board

The Public Library Board is the governing organization established to define the purpose of the Library through the development of framework, governance and operational policies, as well as goals and objectives.

In addition to setting policies, the Board members (called Trustees) participate in the organization and implementation of marketing and advocacy activities, and help to secure adequate funds from government and alternate sources to carry out the goals and objectives.

Category:	Board Governance	Date Established:	January 1998
Policy Number:	5.1.1		
Title:	Appointment of Members	Most Recent Revision Date:	Nov. 2006

Section 5.1.1: Appointment of Members

1. Library Trustees are appointed by Airdrie City Council under the provisions of the Alberta Libraries Act.
2. There shall be not fewer than 5 and not more than 10 Trustees appointed by Council.
3. Not more than 2 members of Council may be appointed as Trustees.
4. Appointments to the Library Board are for a term of 3 years.
5. A Trustee may be reappointed for only 2 additional terms unless at least two thirds of the whole Council passes a resolution stating that the member may be reappointed for more than 3 consecutive terms.

Category:	Board Governance	Date Established:	January 1998
Policy Number:	5.1.2		
Title:	Election of Officers	Most Recent Revision Date:	

Section 5.1.2: Election of Officers

1. At the Organizational meeting in November of each year, the Board shall elect, from its members, a Chair and Vice-Chair who will take office immediately following the election.
2. Terms of office are for 1 year.
3. The Chair may serve consecutive years but must be re-elected to that position each year.
4. At the Organizational meeting, the Board shall appoint members to Committees.

Category:	Board Governance	Date Established:	November 2005
Policy Number:	5.1.3		
Title:	Conduct of Meetings	Most Recent Revision Date:	June 2007

Section 5.1.3: Conduct of Meetings

1. The rules contained in the current edition of The Scott Foresman Robert's Rules of Order Newly Revised shall govern the Library Board in all cases to which they are applicable and in which they are not inconsistent with by-laws and any special rules of order the Library Board may adopt.
2. Regular meetings of the Library Board shall normally be held on the last Tuesday of each month except in the months of July, August and December, or at such other time as may be agreed upon by resolution of the Board.

Regular meetings of the Library Board shall be open to the public. The agenda of regular meetings will include a Public Question and Answer Period that may last up to twenty minutes. The Board intends that this period will allow brief questions to be addressed. Members of the public wishing to make a presentation to the Board on an issue must submit a written request to the Board Chair at least ten days before a Board meeting and request to be put on the agenda.

Special meetings of the Board may be held at any time at the call of the Chair or on written request of any two members of the Board.

3. A quorum consists of half of the currently appointed Board members for a regular meeting or any special meeting. If a quorum is not present within 30 minutes after the hour for which any meeting of the Board has been called, the names of the Board members who are present shall be recorded and the meeting will stand adjourned.
4. Notice of regular and special meetings shall be given at least two days in advance of such meetings.
5. If any Board member is absent from regular meetings of the Board for three consecutive meetings without being excused by resolution entered in the minutes, such member vacates her/his seat on the Board. After two such absences, the Board Chair will contact the member for a reminder.
6. The regular meeting in November will be designated as the Organizational meeting. At this meeting, the Board shall hold elections for executive positions, and allocate Committee responsibilities.

Voting Procedures in Meetings

7. Each member of the Board is eligible to vote. Voting is accomplished by a show of hands unless otherwise requested by the Board.
8. The Chair shall have the same right of voting as other members of the Board and any motion upon which there is an equality of votes shall be considered to be lost.
9. All Board members present must vote on every issue brought before the body unless there exists a Conflict of Interest situation. Any member who declares a Conflict of Interest under the definitions contained in Library Board policies shall not vote thereon and shall remove herself or himself from any meeting or hearing at which said matter is under consideration.

10. Voting shall be conducted in person. An email/telephone motion/vote may be conducted in the event of cancelled meeting or in a month when a meeting is not scheduled, or when there are time sensitive issues that need resolution. An email/telephone motion/vote will be ratified at the next regular Board Meeting. There shall not be voting by proxy.

Amendments to Policies and By-laws

11. Amendments to Library policies and by-laws may be made by a majority vote of appointed members provided that notice of motion shall have been given.

Category:	Board Governance	Date Established:	March 2003
Policy Number:	5.1.4		
Title:	Committees Structure & Mandates	Most Recent Revision Date:	June 2015

Section 5.1.4: Committees - Structure and Mandates

Standing Committees

A standing Committee is constituted to perform a continuing function, and remains in existence permanently. The members of such a Committee serve for a term corresponding to that of the officers. A new body of Committee members is normally appointed at the annual Organizational meeting.

The Airdrie Municipal Library Board shall have two standing Committees.

A. Personnel Committee

Membership

The Personnel Committee consists of the Board Chair, Vice-Chair and a minimum of one Board Trustee at large elected by the Board at the annual organizational meeting. The Library Director is a non-voting member.

Chair

The Chair of the Library Board shall act as Chair of the Personnel Committee.

Mandate

- has the authority to take action under circumstances when issues cannot wait for a full Board Meeting
- provides annual performance review of Library Director
- ensures all personnel policies are kept current
- acts as a sounding board for Director

B. Finance Committee

Membership

The Finance Committee consists of a minimum of two Board Trustees at large elected by the Board at the annual organizational meeting. The Director is a non-voting member of this Committee.

Chair

The Finance Committee elects a Chair from amongst its own members.

Mandate

- prepares annual budget proposal in consultation with Library Director and makes recommendations to full Board
- participates in budget presentations to Municipal Council and/or Finance Advisory Committee
- reviews annual audited financial statements and makes recommendations to full Board
- previews up-coming issues that have a significant financial impact and makes appropriate recommendations to full Board

D. Special Committees

A Special Committee is a committee appointed, as the need arises, to carry out a specified task, at the completion of which it automatically ceases to exist.

For a list of current Special Committees and their mandates see Section 5.1, Appendix A.

Category:	Board Governance	Date Established:	February 1998
Policy Number:	5.1.5	Date Revised:	
Title:	Trustee Remuneration	Most Recent Revision Date:	

Section 5.1.5: Trustee Remuneration

1. Library Trustees shall not receive any regular remuneration for their services as Library Board Members.
2. On presentation of proper receipts, payment of registration fees, meals, accommodation and travel shall be paid to Library Board members for attendance at authorized conferences or workshops. Rate of payment shall be in accordance with the staff policy.

Category:	Board Governance	Date Established:	June 1998
Policy Number:	5.1.6		
Title:	Trustee Appreciation	Most Recent Revision Date:	

Section 5.1.6: Trustee Appreciation

1. The Library Board intends to express its appreciation for volunteer service on the Library Board to Trustees who resign, reach the end of a term and do not stand for reappointment, or reach the term limit as set out in the Alberta Libraries Act. A book chosen by the departing member will be added to the Library's collection. A book plate honoring the contribution of the Trustee will be inserted in the book. Trustees will be recognized in this way after one full year of service.

2. The maximum purchase price of the selection shall be \$50.00.

Category:	Board Governance	Date Established:	February 1998
Policy Number:	5.1.7		
Title:	Trustee Resignations	Most Recent Revision Date:	

Section 5.1.7: Trustee Resignations

1. A normal term of office for a Library Trustee is 3 years. Should a Trustee wish to resign before the term expires, written notification should be sent to Airdrie City Council and to the Library Board Chair.
2. At the end of a 3-year term, notification should be made to City Council if a Trustee wishes to be reappointed. Otherwise, it may be assumed that the Trustee does not seek a reappointment.
3. As stipulated in the Libraries Act Section 35(1), any Trustee who fails to attend, without being authorized by a resolution of the Board to do so, the meetings of the Board for 3 consecutive regular meetings is deemed to have resigned as a member of the Library Board. After two consecutive absences, the Chair will attempt to contact the Trustee to ensure this is understood.

Category:	Board Governance	Date Established:	May 2002
Policy Number:	5.1.8		
Title:	Library Board liabilities	Most Recent Revision Date:	

Section 5.1.8: Library Board Liabilities

1. Library Board members who are appointed to a Library Board are treated under the law as on any other corporate Board.
2. If the Board takes democratic action and votes to initiate an undertaking which later gives results which are detrimental or deemed to be harmful to the organization, the Board as a corporation may be liable, but individuals are not likely to be held liable.
3. If a Board member votes in favor of something, or does something, which is knowingly wrong, that person is culpable and, if it can be proven, he/she may be sued individually.
4. For Library Board members who are also elected councillors on the Municipal Council, the same applies. When Council members are appointed to a Library Board, they sit as Board members and all matters which apply to Board members also apply to them.
5. Municipal Council members who are appointed to a Library Board are Board members first, and vote as members of the Library Board. They do not represent the Municipal Council, and they do not necessarily represent the Library Board when sitting on Council. A Library Board may select whomever it chooses to represent the Board, although often it is a Council member who may function well as a conduit for ongoing information sharing.

Category:	Board Governance	Date Established:	September 2003
Policy Number:	5.1. Appendix A		
Title:	Special Committees	Most Recent Revision Date:	March 2009

Section 5.1: Appendix A: Special Committees

Art Displays Committee

Membership: One Library Staff member and members from the community to be appointed at the Director's discretion
Chair: APL Staff Member
Mandate: To organize and display art works in the Library facility according to Library policy

Facilities Committee

Membership: All Board Trustees
Chair: The Chair of the Library Board

Mandate:

- To function as a Steering Committee for planning and implementing the relocation of the Library to the new site
- To review progress reports
- To consider and decide on plans and recommendations
- To approve costs; and
- To monitor and plan for future opportunities to expand the Library facility in this new location

Category:	Board Governance	Date Established:	September 1997
Policy Number:	5.2.1	Date Revised:	
Title:	Ethical Conduct	Most Recent Revision Date:	

Section 5.2.1: Ethical Conduct

A. Code of Ethics

Library Boards exist to develop, promote and monitor Library services as a public trust. To this end, Library Trustees should be committed to the following principles:

1. The primary goal of public Library Trustees is to ensure that the public has access to the highest quality of Library services possible.
2. Trustees should ensure that each person has access to the most complete Library service possible compatible with equal service for others. Where limitations in service are unavoidable, any inherent inequality of service should favour those residents least able to obtain alternate service.
3. Library Trustees should observe ethical standards with truth, integrity and honour.
 - 3.1 Trustees should avoid situations where personal advantage or financial benefits may be gained at the expense of other Library users.
 - 3.2 Trustees should distinguish between their personal views and those of the institution by respecting the position of the Board, even though they may disagree.
 - 3.3 Trustees should respect the confidential nature of Library records within the framework which allows for the monitoring of material usage and the need for public accounting.
4. Trustees should respect the established structure of the Library.
 - 4.1 Trustees should attempt to work harmoniously with the Board and ultimately accept its will.
 - 4.2 Trustees should limit their Trusteeship role to policy governance and advocacy.
5. Trustees are expected to take responsibility for their personal development through continuing education opportunities and participation in provincial and national Library organizations.
6. Trustees should support intellectual freedom in the selection of Library material. Adapted from the Alberta Library Trustees Association Handbook, Third Edition, 1994.

The Airdrie Municipal Library Board endorses the Canadian Library Association (CLA) Statement of Intellectual Freedom, adopted by the CLA in 1974 and amended in 1983 and 1985.

CANADIAN LIBRARY ASSOCIATION STATEMENT OF INTELLECTUAL FREEDOM

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

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

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials. It is the responsibility of libraries to guarantee the right of free expression by making available all the Library's public facilities and services to all individuals and groups who need them. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

B. Conflict of Interest

GUIDELINES FOR AIRDRIE LIBRARY BOARD

The following guidelines are not intended to serve as an all inclusive list of potential Conflict of Interest situations. They are designed to serve as a guide for the general conduct of members of the Library Board and its Committees.

1. Duty to Vote

All Trustees must vote on every issue brought before the body unless there exists a Conflict of Interest situation.

2. Conflict of Interest

A Conflict of Interest is defined as anything that is capable of being measured in money. When a Conflict of Interest situation arises through a pecuniary interest, a Trustee should declare the conflict and abstain from discussion and voting on the matter in conflict.

The size of the pecuniary interest is irrelevant: a conflict exists no matter how small the pecuniary interest.

A direct or indirect interest does not exist when the Trustee shares the interest in common with all or a substantial number of the community.

Should a Trustee perceive a potential future benefit, that potential future benefit should be declared at the time of the vote.

In the event that a Trustee is concerned as to whether a Conflict of Interest does in fact exist, then the Trustee should take the following action:

- 2.1 Where the Trustee does not feel compelled to vote as a matter of principle, a Conflict of Interest should be declared where there is even a remote possibility of disqualification by way of pecuniary interest.
- 2.2 Where the Trustee believes he or she ought to vote on the item, disclose fully the circumstances which might give rise to the conflict, explain why he or she believes that no conflict exists, have the disclosure and explanation recorded, then vote.

The foregoing, of course, does not apply where a Trustee is confident that a conflict does not exist.

3. Staff-Board Relations

- 3.1 The immediate family of any Library employee will not be eligible to sit on the Board.

- 3.2 Staff representatives to the Board and its Committees will not have voting rights unless approved by Resolution of the Board beforehand.

Category:	Board Governance	Date Established:	September 1997
Policy Number:	5.2.2		
Title:	Responsibilities of Library Board, Officers and Trustees	Most Recent Revision Date:	

Section 5.2.2: Responsibilities of Library Board, Officers and Trustees

A. The Library Board

1. Employs a competent and qualified Library Director
2. Provides adequate compensation and reasonable fringe benefits for all employees
3. Determines and adopts written policies to govern the operation, use and programs of the Library; Adopts rules for Board procedures
4. Determines the goals and objectives of the Library and methods of evaluating progress toward meeting them
5. Maintains awareness of the Library needs of the community; Keeps abreast of standards and Library trends
6. Maintains awareness of local, provincial and national laws which affect libraries, and plays an active role in initiating and supporting beneficial Library legislation
7. Attends regional, provincial and national Library association meetings and workshops when possible, and joins appropriate organizations working for improved libraries; Studies Library publications
8. Establishes policies dealing with book and material selection
9. Maintains awareness of Library services and programs managed and/or supported by the Provincial government
10. Works with the Library Director to formulate annual budgets adequate to carry out the Library's goals and objectives; Presents budgets to public officials, and is prepared to explain and defend them
11. Helps to secure adequate funds for staff and services
12. Participates in and oversees fund-raising activities
13. Holds regular meetings and ensures that accurate records are kept on file
14. Ensures that complete and accurate records concerning finances, personnel, property, inventory and annual reports are kept on file
15. Provides a planned orientation program for new Trustees
16. Establishes, supports and participates in a planned public relations program
17. Reports regularly to Municipal officials and the general public
18. Engages in Library advocacy by representing the Library to the community, governments, foundations, corporations and funding agencies, and by developing community awareness of the purpose of the organization

B: Chair

1. Presides at all meetings of the full Board; Ensures that proper meeting procedures are followed
2. Ensures the agenda for Board meetings is prepared
3. Is an ex-officio member of all Committees
4. Is one of three co-signers on Library's bank accounts
5. Is the official spokesperson for the Library; Represents the Library at official functions or designates an alternate representative
6. Encourages regular meetings of Committees and attends same if possible and/or necessary
7. Remains aware of key City contacts and developments that impact upon the Library; Communicates with these contacts as necessary
8. Attends City Council meetings as required for such issues as budget presentations, special requests, information meetings, and similar matters
9. Consults with the Library Director on a regular basis at least once a month
10. Is responsible for and signs official Board correspondence (in cooperation with the Director) on issues such as provincial legislation and regulations, grant and donation requests, news releases, and similar matters
11. Performs all duties of a regular Board Trustee

C. Vice-Chair

1. Assists the Chair by taking on special projects or in other ways as needed
2. In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair
3. Is one of three co-signers for the Board's bank accounts
4. Is the Chair of the Executive Committee
5. Performs all duties of a regular Board Trustee

D. Committee Chairs

1. Ensure that their Committees meet regularly or as needed
2. Preside at Committee meetings
3. Ensure that there is an agenda for Committee meetings
4. Review Committee mandates with the full Board annually; Chairs of special and ad hoc Committees ensure there is a clear mandate when the Committee is established
5. Make reports to the full Board at regular Board meetings
6. Ensure that Committee work is carried out

E. Trustees

Library Trustees are expected to be fully informed on Library matters, to contribute to debates on issues, to make judgements on matters as they arise, and to accept their portion of the Board's collective responsibility for organizational affairs.

In addition, Trustees:

1. attend all regular and special Board meetings
2. notify the Chair or Director if unable to attend meetings
3. sit on one or more Board Committees
4. take part in Board discussions and vote on motions before the Board
5. represent the Library in day-to-day routines away from the Library
6. maintain awareness of the public Library needs of the community
7. attend City Council meetings as required
8. prepare for meetings by reading minutes and doing reports in advance
9. project positive image of Library Board (and Library) to community
10. maintain confidentiality of in-camera discussions
11. attend Committee and other meetings as required
12. participate in establishing annual and long-term goals and objectives for the Library

Category:	Board Governance	Date Established:	January 1998
Policy Number:	5.2.3		
Title:	Board Working Relationships	Most Recent Revision Date:	

Section 5.2.3: Board Working Relationships

CITY COUNCIL

1. Passes a bylaw providing for the establishment of a Municipal Library Board as required in provincial legislation
2. Appoints residents of the community to the Library Board
3. Receives annual budget drafts from the Library and allocates municipal grants to the Library
4. Approves auditor of Library's financial records
5. May disallow Library Board by-laws

THE LIBRARY BOARD

The Library Board is an autonomous corporation subject to provincial Library legislation and the legislation governing corporations. The Board establishes the purpose, identity, continuity, and progress of the Library in order to sustain it through periods of changing staff and conditions. The Library Board represents a community trust which goes far beyond the immediate concerns of the Library. The Board has the ultimate responsibility for the implementation of the purpose of the Library. It is the owner of the organizational structure set up to fulfill the Library's goals.

The Library Board:

1. Is responsible for appointing and dismissing a Library Director
2. Has final approval for annual budget and any expenditures not covered in the annual budget
3. Establishes goals and levels of service for Library operations; reviews and revises these on a Continuous basis
4. Establishes policies governing Board processes and procedures; reviews and revises these on a continuous basis
5. Establishes by-laws and policies governing conditions and terms under which Library materials and facilities are used or borrowed; reviews and revises these on a continuous basis
6. May make agreements with other libraries, Library systems, or Library organizations
7. Monitors government legislation and advises government officials on the impact of current and proposed policies
8. Reports to the Library membership on programs and services, legislation, and future planning
9. Actively engages in Library advocacy by representing the Library to the community, governments, foundations, corporations and funding agencies, and by developing community awareness of the purpose of the organization

10. Attempts to secure adequate funds from government and alternate sources to carry out the goals and objectives of the organization
11. Sets policies for staff salaries, compensation and benefits

THE LIBRARY DIRECTOR

The Library Director is accountable to the Library Board through the Chair of the Board. The Director is responsible for implementing the decisions of the Board to produce the level of Library programs and services prescribed by the Board. The duties and responsibilities of the Director are as outlined in the Employment Agreement document negotiated by the Board and Director.

The Library Director:

1. Establishes objectives based on Board's goals, and implements policies set by the Library Board
2. Administers the organization
3. Advises Board on policies to be set
4. Provides professional expertise and opinions to the Board
5. Administers Library funds according to the approved budget and Board guidelines
6. Hires, supervises, evaluates and dismisses staff
7. Advises Board Chair on regular organizational and structural activities

Category:	Board Governance	Date Established:	January 1998
Policy Number:	5.2.4		
Title:	Trustee Orientation & Education	Most Recent Revision Date:	

Section 5.2.4: Trustee Orientation and Education

Each new Board member will be contacted by the Board Chair to be welcomed, and to arrange for a meeting in the Library with the Library Director.

The new member will be given an overview of Board policies and practices which will include the following:

- a) Library funding
- b) Board operations and practices, including meeting schedules, Committee structure and Trustee roles and responsibilities
- c) the political environment, including municipal and provincial aspects
- d) relationships with Library organizations such as The Alberta Library Trustees Association, The Library Association of Alberta, The Alberta Library, and other applicable organizations Library legislation

The new member will be given an overview of the Library facility and the services offered. This may also include a review of projects underway and concerns the Library Board is currently addressing.

An up-to-date manual will be given to each new Board member. It will include at least the following:

- mission statement
- policies and by-laws of the Library Board
- brief history of the Library
- names of current Board members
- current budget
- annual report
- minutes of three previous meetings
- The Alberta Libraries Act and Regulation
- Alberta Library Trustees Association handbook

All Board members will be encouraged to participate in Trustee education opportunities. Remuneration will be as prescribed in established Board policies.

Examples of Trustee education events are as follows:

- the annual Alberta Library Conference
- the annual Canadian Library Conference
- Board development workshops sponsored by Alberta Community Development
- Alberta Library Trustee workshops

Category:	Financial	Date Established:	May 2003
Policy Number:	6.1		
Title:	Signing Authorities	Most Recent Revision Date:	Dec. 2014

Section 6.1: Signing Authorities

6.1 There will be four individuals designated as signing authorities for the Library. These are:

Board Chair
Board Vice-Chair
Library Director
Adult Services Manager

Two of these must sign cheques and documents relating to the Library's bank account(s).

Any cheques in amounts under \$3500 may be signed by one staff and a stamped board signature.

Any cheques in amounts exceeding \$3500 must be physically signed by two signatories: one staff and one board member.

All invoices will be approved by the Director or Operations Manager.

The Board Chair or Vice-Chair will approve the Director's expenditures over \$1000.

The Operations Manager may approve the Director's expenditures up to and including \$1000.

Category:	Finance	Date Established:	February 1998
Policy Number:	6.2		
Title:	Authority for Expenditures	Most Recent Revision Date:	Dec. 2014

Section 6.2: Authority for Expenditures

6.2 The Library Director may authorize expenditures as approved in the annual budget. Expenditures over \$1500 not included in the approved budget must be authorized by the passing of a motion by the Board.

Category:	Financial	Date Established:	May 2003
Policy Number:	6.3		
Title:	Budget Process	Most Recent Revision Date:	

Section 6.3: Budget Process

- 6.3 The Director will prepare a draft budget annually. This will be discussed by the Finance Committee and forwarded to the Board for final approval.

The Chair of the Finance Committee (or designate) will make a presentation to City Council (or Finance Advisory Committee if so indicated by Council) which will include discussion of the proposed Library budget and municipal operating grant request.

Category:	Financial	Date Established:	April 1999
Policy Number:	6.4		
Title:	Policy for Fundraising & Accountability	Most Recent Revision Date:	June 1999

Section 6.4: Policy for Fundraising and Accountability

6.4 The Library Board is responsible for securing adequate funds for Library services and facilities. The Board will develop strategies for raising funds and may work in partnership with the Advocates For Airdrie Public Library or others to generate revenue for the Library.

The Airdrie Public Library adheres to the following policies in its fundraising activities:

6.4.1 Use of Funds

- 1.1 All donations will be used to further the mission and charitable objectives of the Library.
- 1.2 All designated donations will be used for the purposes for which they are given; alternative uses will be negotiated with the donor if necessary due to program or organizational changes.
- 1.3 The Library's financial affairs will be conducted in an effective and responsible manner, in accordance with accepted principles of financial management, accounting procedures and operational policies, including the provisions of this policy.
- 1.4 The amount spent on administrative costs, including fundraising, will be equivalent to or less than legal limits.

6.4.2 Donors' Rights

- 2.1 Donors may be entitled to receive a charitable donations tax receipt.
- 2.2 Donors and prospective donors will never be subjected to coercion or undue pressure.
- 2.3 Donors will be encouraged to seek independent advice concerning any proposed gift that might significantly affect the donor's financial position, taxable income, or relationship with other family members.
- 2.4 All reasonable efforts will be taken to honor any request by a donor to be excluded from lists that the Library maintains. Such lists will not be shared with other organizations.
- 2.5 All reasonable efforts will be taken to honor any request by a donor or prospective donor not to be contacted in future fundraising campaigns.
- 2.6 All reasonable efforts will be taken to honor any request by a donor not to be contacted at home by telephone or other technology; also, all reasonable efforts will be taken to honor requests from donors who are contacted by telephone to receive printed material concerning the Library.
- 2.7 Any confidential information from or about donors that is obtained by or on behalf of the Library shall not be disclosed without the express consent of the donor.
- 2.8 All fundraising appeals will disclose the purpose for which funds are requested.

- 2.9 Donors and prospective donors are entitled to the following, on request and at no charge other than cost of reproduction and distribution:
- (a) the Library's most recent annual report and/or audited financial statements;
 - (b) the Library's most recent Charity Information Return (T3010) as submitted to Revenue Canada, (except the confidential schedules);
 - (c) a list of the names of the members of the Library's governing Board;
 - (d) a copy of this policy.
- 2.10 Donors and prospective donors are entitled to know, on request, whether the individual asking for funds is a volunteer or a paid fundraiser.

6.4.3 Fundraising Practices

- 3.1 Volunteers, staff and consultants who solicit or receive funds on behalf of the Library shall:
- (a) act with fairness, integrity, openness, and in accordance with all applicable laws; have no vested interest in a donor's gift that could result in personal gain;
 - (b) disclose immediately to the Library any actual or apparent conflict of interest;
 - (c) not accept gifts for purposes that are inconsistent with the Library's mission.
- 3.2 Fundraising solicitations will be truthful, accurately reflect the Library's mission and use of solicited funds, and neither exaggerate past achievements nor promise unrealistic results.
- 3.3 Paid fundraisers, whether staff or consultants, will be compensated by a reasonable salary, retainer or fee, and will not be paid finders' fees, commissions or other payments based on either the number of gifts or the value of funds raised; any performance-based compensation (such as bonuses) will be consistent with the Library's compensation policies that apply to non-fundraising staff.
- 3.4 The Library will maintain control and ownership of its charitable assets, including its fundraising revenues and donor list.

6.4.4 Financial Disclosure

- 4.1 Financial reports will be factual and accurate, and will not knowingly contain misrepresentations or material omissions.
- 4.2 Fundraising revenues will be reported in accordance with the guidelines established by the Canadian Institute of Chartered Accountants.
- 4.3 Government grants or contributions will be reported separately of other fundraising revenues.
- 4.4 Financial reports will disclose both the total amount of any fundraising costs that are allocated to other program expenses, and the total amount of any overhead or administrative costs that are allocated to fundraising expenses.
- 4.5 If any fundraising revenues are reported net of expenses, the gross amount of fundraising revenues will also be disclosed.

4.6 All promotional material and tickets for fundraising events will disclose the actual amount of the ticket or admission price that may be receiptable as a charitable donation.

6.4.5 Accountability and Enforcement

5.1 Each member of the governing Board will function as a steward and Trustee of funds donated to the Library.

5.2 The governing Board will annually review the cost-effectiveness of the Library's fundraising activities.

5.3 The governing Board will establish the Library's policies concerning external financial reporting including policies concerning the reasonable allocation, if any, of overhead costs to fundraising expenses.

5.4 Each member of the governing Board will receive a copy of this policy upon assuming office.

5.5 When any member of the governing Board is informed of an alleged breach of this policy by any person acting on behalf of the Library, the entire Board at its next meeting shall be informed of the allegation and any other relevant information, and the governing Board shall determine whether procedural, legal, disciplinary or other corrective action is required.

Category:	Financial	Date Established:	May 2001
Policy Number:	6.5		
Title:	Purchasing Guidelines	Most Recent Revision Date:	March 2015

Section 6.5: Purchasing Guidelines

6.5 Purpose: To provide timely and reasonable guidelines that ensure fiscal responsibility and efficient use of time.

6.5.1 Public Requests for Proposals will be issued for:

- o purchase of furnishings and equipment for which the total price is likely to be more than \$35,000
- o special projects and services for which the cost is likely to be more than \$35,000
- o ongoing contracts for which the annual cost is likely to be more than \$35,000

Requests for Proposals and Quotes will be submitted in collaboration with the City of Airdrie – Procurement Services through the Alberta Purchasing Connection website and/or through local media and websites.

6.5.2 All other purchases will be guided by the following:

- o Value of \$15,000 to \$35,000: three written quotes required
- o Value of \$1000 to \$15,000: two written quotes required
- o Value of up to \$1000: one verbal quote required

It is the intent of the Library Board to ensure that the general public has the opportunity to make application for significant projects, sales and services. However, the Director may use discretion in following these guidelines when the value of the project or service may be deemed to be of little significance when judged against the time and work required of companies or individuals in preparing proposals.

6.5.3 Capital Items:

- o Furniture/Shelving: An item will be considered a capital item if it has a value of over \$500 or an aggregate value of over \$500, with all items to be purchased on the same invoice. Life Expectancy = ten years.
- o Technology: An item will be considered a capital item if it has a value of over \$500 or an aggregate value of over \$500, with all items to be purchased on the same invoice. Life Expectancy = three years.

**Peripherals (such as monitors, keyboards, UPS's) are not considered capital items and will be booked as operational, irrespective of an aggregate value of over \$500.*

Category:	Financial	Date Established:	April 2009
Policy Number:	6.6		
Title:	Reserves Policy	Most Recent Revision Date:	January 2012

Section 6.6: Reserves Policy

6.5 Purpose:

The Airdrie Public Library (APL) recognizes that a critical component of fiscal stewardship is the establishment of Reserves or Stabilization accounts. These accounts maintain a prudent level of available financial resources to protect against the need to reduce service levels and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. Reserve funds also provide resources for repairs/replacement/upgrading or construction of new capital assets/infrastructure, balancing the use of long-term debt with pay-as-you-go financing.

The policy is to provide consistent standards and guidelines for the management of existing reserves and the establishment of new reserves.

DEFINITIONS

1. OPERATING RESERVES

Operating reserves are those reserves that are generally established to fund one-time expenditures of an operating nature or to provide stabilization to the budget as a result of a sudden economic downturn.

2. CAPITAL RESERVES

Capital reserves are those reserves that are generally established to fund expenditures of a capital nature including repairs/replacement/upgrading or construction of new assets/infrastructure.

GUIDELINES

- a. All reserve transactions, redesignations, revisions and new reserve requests must be approved by the Board of the Airdrie Public Library.
- b. All reserves must be fully described and must include a purpose, application and approval. Unless otherwise stated, all funds are considered committed for the specific purpose as outlined by the reserve.
- c. All reserve accounts must be represented in the APL's annual financial statements and budget documents.
- d. All reserves must be reviewed annually by the Library Board to determine if the reserves are still required. When the original intent of the reserve has been met or changed, any remaining amounts in the reserve shall, through an appropriate review and approval process by the Director and Board, be either returned to surplus or redesignated.
- e. Reserves can be funded from either internal or external sources such as:
 - a) Approved budget contributions;
 - b) Carryover of current year's budget funds which were approved for a specific purpose but were not expended during the year;

- c) Annual surplus contributions;
 - d) Government grants; and
 - e) Donations.
- f. All expenditures from reserves must have prior approval and be obtained from:
- a) The annual operating or capital budget approval;
 - b) Approved carryover project; or
 - c) Board resolution.
- g. Approval to redesignate reserve funds or approval for inter-reserve transfers must receive Board approval prior to the transaction occurring.
- h. Reserve transactions will be processed when expenditures occur. Annual budgeted contributions will be completed in the first quarter of the year.

RESERVE LIMITS

1. Ceiling limits may be established on individual reserves at Board's discretion.
2. It is suggested that total budgeted transfers to capital reserves from the operating budget in each calendar year will target 2% of the prior year's value of capital assets.
3. Total operating reserve balances will target 5% of the Library's annual operating budget, excluding the Carry Forward reserve.

SCHEDULE OF RESERVES

OPERATING RESERVES

Name	GENERAL OPERATING RESERVE
Type	Operating Reserve
Purpose:	To provide ongoing funding to ensure that a prudent level of available financial resources are maintained to protect against fluctuating revenues and expenditures in the operating budget.
Source of funding	<ul style="list-style-type: none"> a) 50% of the Library's year-end general operating surplus; b) annual contributions determined in the operating budget; c) one-time unexpected sources of revenue; d) any unused carry forward funds after completion of the project will be transferred to the General Operating Reserve
Ceiling:	5% of the annual operating Budget
Application:	<p>Funds may be used in the following manner:</p> <ul style="list-style-type: none"> a) for any operating expenditures approved by the APL Board and included in the approved operating budgets; b) for any emergency expenditure approved by the APL Board
Duration:	Ongoing
Interest bearing	Yes
Separate bank account	No

Name **CARRY FORWARD RESERVE**
Type Operating Reserve
Purpose: To carry forward unspent project funds from one year to the next to ensure funding is available to complete the project.
Source of funding a) unused operating funds for projects not completed in the current year, but will be completed in the following year
Ceiling: N/A
Application: Funds may be used in the following manner:
a) completion of projects carried over from the previous year; and
b) any unused project funds upon completion of the project will be transferred to the General Operating Reserve
Duration: Ongoing
Interest bearing No
Separate bank account No

CAPITAL RESERVES

Name **GENERAL CAPITAL RESERVE**
Type Capital Reserve
Purpose: To provide funding to ensure that a prudent level of available financial resources are maintained to provide resources for capital asset repairs, replacement upgrading or new construction while balancing the need for long-term debt financing.
Source of funding a) unspent funds to be carried forward to the following year;
b) one-time unexpected sources of capital revenue; and
c) 50% of the Library's year-end general operating surplus
Ceiling: N/A
Application: Funds may be used in the following manner:
a) annual capital projects as determined in the capital budget.
Duration: Ongoing
Interest bearing No
Separate bank account No

Name **BUILDING RESERVE**
Type Capital Reserve
Purpose: To provide funding for major renovations and repairs or construction of new Library facilities.
Source of funding a) annual contribution from the operating budget; and
b) proceeds of sale of fixed assets
Ceiling: N/A
Application: Funds may be used in the following manner:
a) significant repairs and maintenance of library facilities or construction of new facilities.
Duration: Ongoing
Interest bearing YES
Separate bank account YES

Name:	I.T. CAPITAL RESERVES
Type	Capital Reserve
Purpose:	To provide funding for replacement and upgrading of the Library's information technology infrastructure.
Source of funding	<ul style="list-style-type: none"> a) annual contribution from the operating budget; and b) unspent project funds to be carried forward to the following year for completion.
Ceiling:	N/A
Application:	<p>Funds may be used in the following manner:</p> <ul style="list-style-type: none"> a) purchase/upgrade hardware/software approved in the operating and capital budgets
Duration:	Ongoing
Interest bearing	No
Separate bank account	No

Category:	Personnel	Date Established:	June 2004
Policy Number:	7.1		
Title:	Definitions	Most Recent Revision Date:	June 2015

Section 7.1: Definitions

The policies laid out in this document apply to the employees of the City of Airdrie Library Board.

1. Hours of Work

Full-time: positions requiring 37.5 regularly scheduled hours per week.

Part-time: positions requiring hours of work up to 40 hours per week.

2. Employee Status

1.1. Permanent Full-time: salaried employees working 37.5 hours per week.

1.2. Permanent Part-time: employees working a minimum of 25 hours per week who are eligible for benefits.

1.3. Part-time: employees working fewer than 25 hours per week who are not eligible for benefits.

1.4. Term: an employee who is employed in a full-time capacity for a predetermined time period.

1.5. Temporary: an employee who is non-permanent and doing work of a project or seasonal nature.

1.6. Anniversary Date: the date on which an employee commenced continuous employment with the Library. The anniversary date determines vacation entitlement and long service awards.

3. The Board: means The City of Airdrie Library Board

4. Chair of the Library Board: means the elected Chair or designate

5. Director: means the Library Director or designate

6. Relatives include:

- a. current spouse or common-law spouse, and
- b. grandparents, parents, siblings, children and grandchildren of both parties, and their respective spouses
- c. step children, step parents and step grandparents of both parties, and
- d. dependent(s) or ward(s) living in the household of the employee.

7. Work Teams: includes all staff members who work under the same manager. This also applies to managers and coordinators who work together in teams.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.2		
Title:	Equal Opportunity Employment	Most Recent Revision Date:	

Section 7.2: Equal Opportunity Employment

It is the policy of the Airdrie Public Library to provide equal opportunity in employment for all qualified persons.

1. Employment opportunities are, and shall be, open to all qualified applicants solely on the basis of their experience, aptitudes, qualifications and abilities.
2. Advancement is, and shall be, based on the individual's achievement, performance, ability and potential for promotion.
3. The Library will comply with all Government regulations.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.3		
Title:	Recruitment, Selection and Appointment	Most Recent Revision Date:	June 2015

Section 7.3: Recruitment, Selection and Appointment

1. All Library positions which are vacant or new will be posted on the Library website. Additional recruitment venues will be used as appropriate for the position.
2. Applicants whose qualifications best match the needs of the position are interviewed.
 - a. Interviews are conducted by a minimum of two people including the supervisor.
 - b. Relatives of employees are not eligible for employment in the same work team or in positions where they would supervise or be supervised by a relative. Exceptions may be made at the discretion of the Director.
 - c. Relatives of Board members are not eligible for employment.
3. All new employees will complete a six (6) month learning commitment, beginning from the first day of employment, to allow both the employer and the employee time to evaluate his/her suitability for employment.
4. An employee who is assigned temporarily to the principal duties and responsibilities of a higher rated position for all assigned hours in a work day shall be paid at a rate which is next higher than her/his present salary rate, in the range applicable to the higher rated position.

Category:	Personnel	Date Established:	June 2004
Policy Number:	7.4		
Title:	Working Conditions	Most Recent Revision Date:	June 2015

Section 7.4: Working Conditions

1. Hours of Work
 - 1.1 Salaried employees regularly work a minimum of 7.5 hours per day or 37.5 hours per week.
 - 1.2 Hourly employees may be scheduled to work up to forty (40) hours per week.
 - 1.3 Employees will fill out time sheets using City of Airdrie format and submit according to the City of Airdrie payroll timelines. Time sheets must be signed by the employee and his/her direct supervisor.
 - 1.4 If an hourly employee desires an absence for a work shift, the employee may trade with another willing employee provided that the change is approved in advance by his/her supervisor.
 - 1.5 Employees must recognize that evening and weekend work is necessary. Scheduling for evening and weekend work will be carried out as equitably as possible. Final decisions regarding schedules rest with the Director.
 - 1.6 Additional hours of work outside regular schedule, must be approved by the employee's supervisor.
2. Rest Periods
 - 2.1 Salaried employees are entitled to an unpaid lunch or supper break of one hour per day.
 - 2.2 Hourly employees are entitled to an unpaid rest break of 1/2 hour minimum during each shift in excess of five hours of work.
3. Flex-time and Overtime
 - 3.1 Salaried employees will take time off with pay in place of overtime pay for those hours worked in excess of 7.5 hours in a day or 37.5 hours in a calendar week (Saturday through Friday) This is subject to a signed agreement between the employee and employer, which is a condition of employment. (Appendix A)
 - 3.2 Hourly employees will take time off with pay in place of overtime pay for those hours worked in excess of eight (8) hours in a day or forty (40) hours in a calendar week (Saturday through Friday.) This is subject to a signed agreement between the employee and employer, which is a condition of employment. (Appendix B)
 - 3.3 Notwithstanding the foregoing, full-time employees may work a flexibly scheduled work week such that any overtime worked will be taken as time off in place of the overtime pay. Flex-time arrangements are subject to a written agreement between the employee and the Director and are subject to the operating needs of the Library. (Appendix C).
 - 3.4 Where time off in lieu of overtime is to be taken, time off will be equal to the number of overtime hours worked. This banked overtime must be taken within 3 months of the pay

period in which it was earned at a time mutually agreed upon between the employee and his/her supervisor.

- 3.5 If an employee terminates before taking their entitled time off, overtime pay shall be paid upon termination.

4. Call Out Policy

4.1 Call Out Emergency: Employee is “not scheduled” and is called in during hours the Library is closed, to assist or support an activity that requires direct action due to a facility emergency or an alarm.

4.2 Employees who are not scheduled and are called out will be given the choice of two options:

- i) will receive two times his/her normal rate of pay for all hours worked with a minimum of two hours; or
- ii) will receive two times the hours required to deal with the emergency as lieu time, with a minimum of two hours.

5. Freedom of Information and Protection of Privacy

5.1 The Library has social events and recognition programs in which staff photos and information may be shared. In addition, the Library publishes pictures/information in various internal or external publications and presentations. Employees must sign a FOIPP agreement authorizing or not authorizing these uses, which is a condition of employment.

5.2 Employees participating in a posed picture will be deemed to have given consent for use of the picture in internal or external publications or presentations.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.4, Appendix A		
Title:	Overtime Agreement: Salary	Most Recent Revision Date:	June 2015

PERSONNEL POLICY

**Appendix A
Individual Overtime Agreement**

It is agreed between:

(EMPLOYEE'S NAME – PLEASE PRINT)

AND

THE CITY OF AIRDRIE LIBRARY BOARD of 111 - 304 Main Street SE, Airdrie, AB T4B 3C3

That either wholly or partly the employer will provide and the employee will take time off with pay in place of overtime pay for those hours worked in excess of:

Salaried Employees: 7.5 hours in a day or 37.5 hours in a week cycle (Saturday through Friday)

1. The time off with pay in place of overtime pay shall be provided, taken, and paid at the regular rate of wages, at a time that the employee could have worked and received wages from the employer.
2. The time off shall be provided, taken and paid within 3 months of the end of the pay period in which it was earned.
3. If the time off in place of overtime pay is not provided, taken, and paid in accordance with paragraph 2 and 3, the employee shall be paid at the overtime rate for all the overtime hours with respect to which time off was not provided, taken, and paid.
4. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.
5. No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

DATED THIS ____ DAY OF _____, 20 ____.

SIGNED _____
(For Employer) (Employee)

Category:	Personnel	Date Established:	June 2004
Policy Number:	7.4, Appendix B		
Title:	Overtime Agreement: Hourly	Most Recent Revision Date:	June 2015

PERSONNEL POLICY

**Appendix B
Individual Overtime Agreement**

It is agreed between:

_____ (EMPLOYEE'S NAME – PLEASE PRINT)

AND

THE CITY OF AIRDRIE LIBRARY BOARD of 111 - 304 Main Street SE, Airdrie, AB T4B 3C3

That either wholly or partly the employer will provide and the employee will take time off with pay in place of overtime pay for those hours worked in excess of:

Hourly: 8 hours in a day or 40 hours in a week cycle (Saturday through Friday)

1. The time off with pay in place of overtime pay shall be provided, taken, and paid at the regular rate of wages, at a time that the employee could have worked and received wages from the employer.
2. The time off shall be provided, taken and paid within 3 months of the end of the pay period in which it was earned.
3. If the time off in place of overtime pay is not provided, taken, and paid in accordance with paragraph 2 and 3, the employee shall be paid at the overtime rate for all the overtime hours with respect to which time off was not provided, taken, and paid.
4. Time off in place of overtime shall be treated as hours of work and remuneration paid in respect to time off in place of overtime pay shall be treated as wages.
5. No amendment or termination of this agreement shall be effective without at least one month's notice in writing by one party to the other.

DATED THIS _____ DAY OF _____, 20 _____.

SIGNED _____ (For Employer) _____ (Employee)

Category:	Personnel	Date Established:	June 2004
Policy Number:	7.4, Appendix C		
Title:	Flex-Time Agreement	Most Recent Revision Date:	

PERSONNEL POLICY

Appendix C

Flex-Time Agreement- Full-time Staff

It is agreed between (employee's name) _____

and (the employer) _____

1. that the employee named above will work a flexibly scheduled work week which results in a reduction of work days that the employee will work in consideration for increasing the daily hours of work for the employee.
2. that the increase in daily hours of work does not constitute overtime, but is balanced out over time by the reduction of work days. This balance must occur in not more than a 30 day period.
3. that decisions regarding work schedules are at the discretion of the Director.
4. that pay on a bi-weekly basis is for a normal 2-week period at 37.5 hours per week.
5. that the calculation of sick days, vacation days, and all other related calculations are carried out as if at a normal 37.5 hours per week.
6. that no amendment or termination of this agreement shall be effective without at least one month's notice in writing by the employer or the employee to the other party to the agreement.

Employee: _____ Date: _____

Employer: _____ Date: _____

Category:	Personnel	Date Established:	November 2001
Policy Number:	7.5		
Title:	Salary Administration	Most Recent Revision Date:	June 2015

Section 7.5: Salary Administration

1. Compensation

- 1.1 The Library Board utilizes the payroll services of the City of Airdrie.
- 1.2 Employees are paid on a bi-weekly basis through direct deposit. There are 26 pay periods with pay days every second Friday.
- 1.2 Deductions are made according to the requirements of law.
- 1.3 Benefit deductions are made as per the City of Airdrie Benefit Program every pay period, for all eligible employees.
- 1.4 Vacation pay for part-time employees will be paid on each pay period the employee has worked. Vacation pay for permanent part-time employees will be deposited in a vacation bank. Full-time employees will accrue hours in a vacation bank.
- 1.5 To accommodate the 12 statutory holidays for the year, all active hourly employees will receive an equivalent of 4.6% of their regular earnings for the pay period. This percentage will be applied to each pay period in which the employee has regular hours of work.

2. Salary Management

- 2.1 The salary grid includes nine bands with six steps in each band relative to responsibility and experience.
- 2.2 Employees move through the steps consecutively and annually, based on length of time with the Library.
- 2.3 New employees will be placed at Step 1, unless education, training and/or experience goes beyond the minimum requirements.
- 2.4 To ensure salaries and wages are competitive, a market survey will be conducted every three years.

3. Job Classification

- 3.1 Classifications: Library Assistants 1 through 4, Library Specialists, Department Heads, Operations Manager and Library Director.
- 3.2 Qualifications for each classification are outlined in job descriptions.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.6,		
Title:	Personnel Files	Most Recent Revision Date:	June 2015

Section 7.6: Personnel Files

1. A personnel file for each employee is maintained in a secure location at the Library. Key payroll documents are also stored at the City of Airdrie.
2. Inactive personnel files will be transferred to the Document Retention Department at the City of Airdrie annually.
3. All personnel shall be entitled to examine the contents of their file, such examination to take place in the presence of the Library Director or designate.
4. Information contained in an employee's personnel file is deemed confidential.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.7		
Title:	Performance Review	Most Recent Revision Date:	June 2015

Section 7.7: Performance Review

1. Library Employees

- 1.1 A probationary employee's performance will be given ongoing evaluation, and a written performance review will be conducted at the end of her/his 6 months learning commitment period.
- 1.2 Written reviews of employees shall be conducted annually. A copy will be given to the employee. A signed copy of the final review will be filed in the employee's personnel file.
- 1.3 Unsatisfactory performance will be addressed as issues arise, with written documentation clearly stating the standards which must be achieved and the time lines in which they must be achieved. In such cases, a follow-up review will be conducted at a specified time. If there is no improvement, disciplinary action will be taken.

2. Library Director

- 2.1 An annual review the Director shall be conducted as outlined below. In the case of an unsatisfactory review, the Library Board will give the employee written documentation clearly stating the standards which must be achieved and the time lines in which they must be achieved. In such cases, a follow-up review will be conducted at a specified time. If there is no improvement, disciplinary action will be taken.
- 2.2 The review process will be conducted by the Personnel Committee. The start of the review shall occur in the Spring, or at another point in the year mutually agreeable to the Director and the Personnel Committee.
- 2.3 The purpose of the review shall be:
 - To allow the Director to self-reflect on his/her own performance, particularly with regards to the Plan of Service, the APL Business Plan, and the Audited Financial Statements.
 - To provide a venue for the Director to outline his/her Personal Professional Priorities for the upcoming year.
 - To provide the Board with information related to the Director's performance.
 - To note areas of potential growth and seek input from the Director on what the Library Board can do to help the Director achieve that growth.
- 2.4 The Personnel Committee will seek to collect, on an annual basis, stakeholder feedback on the Director's performance from Board members, members of library staff who report directly to the Director, and three members of the community (one of which must be City of Airdrie staff), to be selected annually by the Personnel Committee in consultation with the Director.
- 2.5 Stakeholder feedback will be collected utilizing the survey template in Appendix A.
- 2.6 Collected responses will be summarized into a report by the Personnel Committee and presented to the Library Director at a private meeting. Individual stakeholders' responses will remain anonymous. The Library Director will have an opportunity to provide input and feedback.

- 2.7 Quarterly informal review meetings will be conducted, the content of which shall be recorded using the template in Appendix B.
- 2.8 The final summary of the annual review shall be recorded utilizing the template in Appendix C. The Personnel Committee will then produce a final report for presentation at a Library Board meeting that will summarize information collected from stakeholders and the final summary document.

Category:	Personnel	Date Established:	June 2015
Policy Number:	7.7, Appendix A		
Title:	Performance Review	Most Recent Revision Date:	

PERSONNEL POLICY

Appendix A

Director Performance Review: Stakeholder Feedback Collection

In this section, provide concrete examples of situations where expectations were met or exceeded or where improvement is needed. Such examples are the foundation for reinforcing good performance or helping to make improvements. The bullet points under each heading are not intended to be all-inclusive. They are only examples to guide the review process.

Where improvement is required, there should be details and examples in the comments section, and where performance has been exceptional, this should also be acknowledged with comments and specific examples.

Definitions:

Rating	Description
Exceeds Expectations	Performance for exceeds established standards and expectations.
Meets Expectations	Most people meet expectations most of the time. This implies that they are performing as expected for their role(s), level of skill, and experience.
Below Expectations	Performance sometimes meets established standards and expectations, but not on a consistent basis; or some skills meet expectations but others need some improvement. Plans should be outlined below to help the individual improve the consistency of their performance or sharpen specific skills.
Needs Significant Improvement	Performance is consistently below established standards and expectations. Frequent direction is required. Specific plans, with targets and timelines, should be outlined to help the individual improve.

Advocacy and Collaboration

- Develops and strengthens community partnerships
- Maintains good relations and works collaboratively with City departments, library organizations, and community groups and organizations
- **Library Board:** provides information and direction on library issues to the Board; promotes and organizes board development opportunities
- **Comments/Examples:**

Communication

- Demonstrates the ability to listen and respond in a manner that ensures effective interactions and facilitates understanding
- Effectively communicates organizational strategies so they are well understood and staff are motivated and engaged in achieving them
- Provides visible and effective support for the APL plan of service and business plan
- **Comments/Examples:**

Interaction

- Encourages full expression of ideas, opinions, and concerns
- Able to deliver difficult messages effectively and defuse high-tension situations with skill
- Ability to positively influence others through communication and interaction skills and to effectively get ideas and information across to others
- **Comments/Examples:**

Decision-Making

- Analyzes all factors involved to reach a sound conclusion
- Helps team members evaluate alternatives to reach a realistic solution
- Makes sound recommendations
- **Comments/Examples:**

Personal Effectiveness

- Knows what needs to be done by oneself and when to seek help or resources from others
- Demonstrates ability to trust others to perform by delegating both routine and non-routine work and decisions
- Shares both accountability and responsibility with others
- **Comments/Examples:**

Leadership

- Ability to develop a collective vision amongst employees
- Fosters an environment of empowerment at all levels in the organization
- Viewed as a change leader; identifies and successfully pursues opportunities that add value
- Challenges others to achieve beyond their expectations and values the contribution of others
- Able to clearly communicate the strategy of a change process and to create plans, structures and resources to support the change initiative
- Able to create an environment for the entire organization that promotes people development and encourages success for all employees
- Demonstrates and takes a leadership role to ensure the health and safety of the work environment

- **Comments/Examples:**

	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Significant Improvement
Advocacy & Collaboration				
Communication				
Interaction				
Decision-Making				
Personal Effectiveness				
Leadership				

Additional comments:

Your responses are kept anonymous and confidential. Please return this form at your earliest convenience to the Chair of the Airdrie Public Library Board of Trustees. Thank you for participating.

Category:	Personnel	Date Established:	June 2015
Policy Number:	7.7, Appendix A		
Title:	Performance Review	Most Recent Revision Date:	

PERSONNEL POLICY

Appendix B

Director Performance Review: Quarterly Informal Meeting Note Page Template

Employee Name: _____

Date of initial meeting: _____

Date of 1st Quarterly meeting: _____

Date of 2nd Quarterly meeting: _____

Date of 3rd Quarterly meeting: _____

Summary Informal Notes

Comments on Job Profile Accountabilities
Q1
Q2
Q3

Progress Comments on Personal Professional Priorities

Goal 1:
Q1
Q2
Q3

Goal 2:
Q1
Q2
Q3

Goal 3:
Q1
Q2
Q3

Category:	Personnel	Date Established:	June 2015
Policy Number:	7.7, Appendix A		
Title:	Performance Review	Most Recent Revision Date:	

PERSONNEL POLICY

Appendix C

Director Performance Review: year –End Formal Review Template

Employee Name: _____

Review of performance starting date: _____

Review of performance completion date: _____

Performance Rating Scale

- | |
|---|
| <p>1. Does not meet: Results are unsatisfactory. The employee’s contribution is well below what is expected.</p> <p>2. Partially meets: Results sometimes meet standards. Improvement is required in specific areas.</p> <p>3. Meets: Results consistently meet standards.</p> |
|---|

JOB PROFILE

<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
-------------------------------------	---------------------------------------	-----------------------------

Summary and specific comments:

Performance Goal 1:		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Performance Goal 2:		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Performance Goal 3:		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
Summary and specific comments:		

Stakeholder Expectations (use summary feedback from stakeholder assessments):		
<input type="radio"/> Does not meet	<input type="radio"/> Partially meets	<input type="radio"/> Meets
<p>Summary and specific comments:</p>		

Other successes:

Personnel Committee Comments:

Board Chair Signature: _____ Date:

Employee Comments:

Employee Signature: _____ Date:

By signing, the employee agrees that this conversation has occurred, but does not necessarily indicate agreement to the content.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.8		
Title:	Safety and Wellness	Most Recent Revision Date:	June 2015

Section 7.8: Safety and Wellness

It is the responsibility of both the The City of Airdrie Library Board and its employees to ensure safe working conditions are maintained.

1. Employees shall report to the Director any accidents occurring to them while on the job. Copies of these reports will be kept on file in the Director's office and referred to Worker's Compensation as necessary.
2. In case of accident occurring to the Director at work, copies of reports will be sent to the Chair of the Library Board and to the Worker's Compensation Board as required.
3. The Library will be staffed by a minimum of two personnel at all times the Library is open to the public, one of whom must be 18 years or older.
4. The Library will be compliant with Alberta Occupational Health and Safety Regulations.
5. It is the responsibility of the Library Director to ensure that there are current safety and evaluation procedures in place and that these procedures are regularly reviewed.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.9		
Title:	Statutory Holiday Guidelines	Most Recent Revision Date:	June 2015

Section 7.9: Statutory Holiday Guidelines

1. The Library recognizes statutory holidays in accordance with City of Airdrie policy.

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Heritage Day	Christmas Day
Easter Monday	Labour Day	Boxing Day

2. General holiday entitlements

Salaried Employees

- 2.1. Where a holiday falls on a salaried employee's scheduled day off, the employee shall be entitled to another day off in lieu of that holiday, to be taken at a time agreed upon between the Director and the employee.
- 2.2. All salaried employees who work a scheduled shift on a statutory holiday will receive one and a half hours time in lieu for every hour worked.

Hourly Employees

- 2.3. If the hourly employee does not work on a statutory holiday, no further remuneration is provided.
- 2.4. If the hourly employee works a scheduled shift on a statutory holiday, they will be paid time and a half for hours worked.

Category:	Personnel	Date Established:	November 2000
Policy Number:	7.10		
Title:	Vacations	Most Recent Revision Date:	June 2015

Section 7.10: Vacation Allotment

1. Full time Employees and Permanent Part-time Employees
 - 1.1 Upon commencement of employment, the employee will accrue vacation entitlement at an annual rate of 6% (approximately three weeks) of annual regular hours worked.
 - 1.2 After six years completed service, the employee will accrue vacation entitlement at an annual rate of 8% (approximately four weeks) of annual regular hours worked.
 - 1.3 After thirteen years completed service, the employee will accrue vacation entitlement at an annual rate of 10% (approximately five weeks) of annual regular hours worked.
 - 1.4 Vacation time is accrued on a biweekly rate which corresponds to the annual rates set out above.
2. Part-time Employees:
 - 2.1 Shall be entitled to vacation pay as set out in the Employment Standards Code and Regulations, which state:
 - Less than 5 years completed service - 4% of wages
 - After 5 years completed service - 6% of wages
 - 2.2 Hourly employees are entitled to an unpaid leave of absence in each calendar year, as follows:
 - Less than 5 years completed service - a 2-week calendar period
 - After 5 years completed service - a 3-week calendar period
 - 2.3 Additional unpaid vacation time is subject to authorization by the Director.
- 3 Years of service for employment will be measured from each employee's anniversary date.
- 4 Vacation leave will be provided based on the needs of all staff and the organization. Vacation leave may be taken in one continuous period, or in separate periods of not less than one work day upon mutual agreement between the employee and immediate supervisor. Vacation leave may not be used to alter a regular work week in an ongoing manner (i.e.: every Friday).
- 5 Vacation leave may not be granted before it has been earned, or during the first 6 month Learning Commitment. Exceptions may be made at the discretion of the Director.
- 6 Vacation will not be accrued while on a leave of absence.
- 7 For salaried and permanent part-time employees, accrued vacation leave shall be taken within the year accrued or in the following year or will be forfeited by the employee unless prior approval is granted by the Library Director. For part-time employees, no unpaid vacation leave will be carried over into the next calendar year.

- 8 Vacation leave for all employees must be applied for in writing to immediate supervisors. Supervisors will provide a written response.
 - 8.1 Normally, requests for vacation leave will be accepted up to 6 months in advance. If the vacation includes a down payment deadline (i.e.: transportation ticket), a submission of greater than 6 months in advance will be considered.
 - 8.2 A minimum of one month's notice for vacation leaves between two to five workdays is required. A minimum of two month's notice for vacation leaves over five workdays is required.
 - 8.3 Supervisors will aim to minimize overlapping vacation time within the same department.
 - 8.4 If employees wish to cancel or revise a vacation time that has already been approved, subsequent changes will move to the end of the queue.
- 9 If employment is terminated before the employee has taken vacation leave, accrued vacation shall be paid out.
- 10 If an employee qualifies for sick leave or bereavement leave during the period of vacation, such leave shall be added to the vacation period or be used at a later date by mutual agreement of both parties. A medical certificate verifying sickness is required.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.11		
Title:	Sick Leave	Most Recent Revision Date:	June 2015

Section 7.11: Sick Leave

1. All Sick Leave

Time off is available for employees to care for themselves or a family member for short periods of time. Time away for personal appointments should be scheduled outside scheduled work hours where possible.

1.1 An employee who is unable to report for duty due to illness or injury, should inform the Library as soon as possible.

1.2 A doctor's certificate may be required for an absence.

1.3 The employee is responsible to keep their manager advised of any changes to their situation.

1.4 Employees who are absent due to illness or injury for an extended period:

1.4.1 After seven (7) consecutive calendar days of illness, the employee must provide a medical certificate indicating they are not currently able to perform his/her duties.

1.4.2 It is the responsibility of the employee to keep the Library regularly apprised of his/her ability to return to work.

1.4.3 After 17 consecutive weeks of illness, the employee must provide a medical certificate indicating the timeline for resuming full or partial duties.

1.4.4 Employees returning after an extended illness will be reinstated in the same or similar position or rate of pay as was in effect at the commencement of absence.

2. Paid Sick Leave

Paid sick time is a benefit accorded to full-time and permanent part-time employees and is based on the City of Airdrie Benefit Program.

2.1 Annual Sick Leave Allotments

2.1.1 Full-time employees: 90 hours allotted based on 7.5 hr. days.

2.1.2 Permanent part-time employees: 96 hours allotted prorated by the employee's full-time equivalent percentage (actual hours worked).

2.1.3 Sick allotment is not carried over year to year.

2.2 When health related appointments cannot be scheduled outside work hours, employees may use sick leave allotment, take the time as unpaid, use banked or vacation time, or make up the time. An employee's supervisor must give prior approval for non-emergency medical appointments.

2.3 If there is no time remaining in an employee's sick leave allotment arrangements, the employee and manager, subject to the Director's approval, will design a plan based on leave without pay, banked time, vacation time or another arrangement.

2.4 After seven (7) consecutive calendar days of illness the short-term disability plan comes into effect for employees covered by benefits. Upon the expiration of the short-term disability (17 weeks), long-term disability comes into effect for employees covered by benefits.

3 Family Responsibility

Sick time can be used for family responsibility to provide support for immediate family members in emergency situations when they are unable to take care of themselves. This includes illness, medical or unscheduled emergency situations or appointments that couldn't be planned on non-work days, before or after work

- 3.1 The maximum allowable family responsibility leave is up to a maximum of three consecutive (3) days per incident.
- 3.2 Employees are expected to return to work if the situation is resolved before the end of their workday.

Category:	Personnel	Date Established:	February 2006
Policy Number:	7.12		
Title:	Health & Insurance Plans	Most Recent Revision Date:	

Section 7.12: Health and Insurance Plans

1. Participation in these plans is compulsory for full-time permanent and part-time permanent employees and is in accordance with the City of Airdrie Benefits plan.

NOTE: An employee may opt out of the supplementary pension plan.

2. It is a condition of employment that all eligible employees join the Local Authorities Pension Plan upon date of hire. Payment for participation in the plan shall be paid by the employee and the employer as outlined in the plan. Details of the plan are available from the Director.

Category:	Personnel	Date Established: October 2014
Policy Number:	7.13	
Title:	Special Leave Guidelines	Most Recent Revision Date: June 2015

Section 7.13: Special Leave Guidelines

1. Bereavement Leave: a leave absence will be granted to all employees to deal with a death.
 - 1.1 Bereavement leave covers only scheduled working hours and days.
 - 1.2 When a relative dies, the employee is entitled to leave on any normal working day that falls within the four-day period immediately following the day the death occurred. At the Director's discretion, delayed funeral arrangements will be accommodated.
 - 1.3 Bereavement leave for a relative (as defined in 7.1) – up to 4 days
 - 1.4 Bereavement leave for non-relative - 1 day.
 - 1.5 Travel time - an extension of up to two days may be granted for travel in excess of 200 kilometers at the discretion and approval of the Director.

2. Compassionate Leave
 - 2.1 Compassionate leave may be granted to employees who have to be away from work temporarily to provide care or support to a family member who is gravely ill with a significant risk of death. The leave will be unpaid and will be up to 8 weeks in length.
 - 2.2 Those who provide care to a parent, child, spouse, brother, sister, grandparent, grandchild, son-in-law, aunt, uncle, niece, nephew, foster parent, ward, guardian, or a gravely ill person who considers the claimant to be like a family member are able to claim the benefit.
 - 2.3 Leave may be shared by two or more employees of the same family, but the total leave cannot exceed 8 weeks. Employees should provide their team leader with reasonable notice (when possible) in writing of the date compassionate leave begins and the expected date of return.
 - 2.4 During the leave, an employee will be required to pay their premium for those health and insurance benefits they are eligible for. This payment should be made in advance or by post-dated cheques prior to the date of expected commencement of leave.
 - 2.5 Upon returning to work, the leave will be considered as continuous employment and the anniversary date will remain the same.

Employment Insurance Benefits: Employees may be eligible to receive Employment Insurance of up to six (6) weeks compassionate care benefits plus the waiting period of two (2) unpaid weeks. To be eligible for Employment Insurance benefits, the employee must have a minimum number of insurable hours in the last year and an acceptable medical certificate stating the ill family member has a significant risk of death within twenty-six (26) weeks and that he or she needs the care. Details regarding this benefit can be obtained from an Employment Insurance office.

3. Leave for Election

- 3.1 Time off with pay shall be granted to allow the employee to vote in federal, provincial or municipal elections as required by law.
4. Leave for Court Proceedings
 - 4.1 An employee summoned to appear as a witness during court proceedings, during jury selection or to serve jury duty shall be paid the difference between what would have been earned and the fee received. The Library Board may require the employee to furnish a certificate of service from an officer of the court before making any payment. The employee will come to work during any hours when not required to attend court.
5. Leave for Political Activity
 - 5.1 School Board

Employees may run for School Board, however, a request for a general leave of absence without pay so as to run for School Trustee must be forwarded to the Director for approval. In the determination of approval the following will be considered:

 - 6.1.1 is such action likely to impair public confidence in the existing or subsequent performance of the employee's duties on behalf of the Library
 - 6.1.2 is such action likely to interfere with the time and attention the employee is able to devote to the duties and responsibilities of the position held in the Library

If, in the opinion of the Director, either item (i) or item (ii) is likely to result, then the leave of absence can be denied.
 - 5.2 Municipal, Provincial, or Federal

Employees shall be entitled to a general leave of absence without pay if they are candidates for Municipal, Provincial or Federal election. Upon election, the employee must resign from the Library's service. An employee who seeks election and is not elected shall be entitled to return to the same or similar employment effective the day after the election.
 - 5.3 Participation in Political Parties and/or Organizations

Any employee may participate actively in the affairs of political parties and/or organizations. All related activities must be done on the employee's own time and without use of Library equipment or resources.
6. Other Leaves: Employees may be eligible for additional unpaid leaves after discussion with and approval by the Director. Any leave must be requested in writing at least one (1) month in advance.

Category:	Personnel	Date Established:	April 2001
Policy Number:	7.14		
Title:	Parental Leave	Most Recent Revision Date:	June 2015

Section 7.14: Parental Leave

An employee who has completed one year's continuous service may apply for a leave of absence for reasons of pregnancy or adoption.

"Maternity" or "parental leave" shall be defined as the total period of time the employee is absent and is comprised of health-related and voluntary periods combined.

This leave will not normally exceed 52 weeks unless extended on the advice of the employee's physician.

The health-related portion is normally comprised of nine (9) weeks before the birth and 6 weeks after the birth, for a total of fifteen (15) weeks.

The voluntary portion will normally consist of a maximum of thirty-seven (37) weeks.

1. The "**health-related**" portion shall be the period during which the employee is absent due to medical reasons which, if necessary, will be supported by proper medical certificates.

Health-related maternity leave shall be subject to the conditions of normal sick leave provisions and shall include periods prior to and following the date of delivery.

During the health-related portion of maternity leave, those employees eligible for Short Term Disability benefits will, upon application supported by proper medical documentation, be paid by the Library the difference between what they would receive on Short Term Disability and Employment Insurance payments.

2. The "**voluntary**" portion shall be the period chosen at the employee's discretion.

Application for the voluntary parental leave shall be submitted in writing to the Library Director not less than four (4) months prior to the estimated date of delivery and such leave will normally commence between five (5) and sixty (60) days prior to the estimated date of delivery or earlier if, in the opinion of the employee's physician, an earlier commencement is necessary.

During the period of voluntary leave, the employee will be required to pay the premiums for eligible health and insurance benefits. This payment shall be made in advance or by post-dated cheques prior to the date of expected commencement of voluntary parental leave, or the employee may make arrangements to repay the Library upon return to work.

It is understood that voluntary leave is without payment of wages. An employee may request to shorten the duration of parental leave upon providing a medical certificate indicating the resumption of work by the employee will not endanger her health.

3. Parental leave benefits can be collected by both natural and adoptive parents while they are caring for a newborn or adopted child. A maximum of 37 weeks benefits can be received by one parent or split between the two. These benefits are payable at any time during the twelve month period after the child arrives home.
4. Employees returning from maternity leave will in normal circumstances be reinstated in the same or similar position and rate of pay as was in effect at the commencement of maternity leave.

5. The phrase “date of delivery” shall mean the date when the pregnancy of an employee terminates with the birth of a child or the pregnancy otherwise terminates.
6. Holidays and/or sick days will not accrue during parental leave but will be calculated on a prorated basis to actual time worked during the year. Earned holidays and/or sick days will not be used to extend such leave unless otherwise authorized.
7. If an employee returns to work after the conclusion of parental leave, the parental leave will be considered as continuous employment and the anniversary date will remain the same.
8. An employee on parental leave must provide 4 weeks notice of return to work date or 2 weeks notice of termination of employment.

Category:	Personnel	Date Established:	November 2000
Policy Number:	7.15		
Title:	Staff Development	Most Recent Revision Date:	June 2015

Section 7.15: Staff Development

The Library Board recognizes the importance of informed well-trained staff. It supports this policy by providing, within the limits of its budget, orientation programs, opportunities, encouragement and support for continuous learning. Every new employee will attend an orientation session to review the APL Employee Handbook.

1. As a commitment to a culture of continuous learning, Airdrie Public Library supports employee learning through (but not limited to):
 - In-house training and training programs
 - Funding of external learning opportunities
 - Work schedule adjustments and/or time off to enhance learning opportunities
 - On the job learning opportunities such as mentoring, coaching, work experiences on other teams, secondments
2. The following considerations will assist in the allocation of funding for learning activities:
 - Needs of the Library
 - Airdrie Public Library strategic priorities
 - Degree to which the activity enhances the employee's ability to carry out current responsibilities
 - Previous approvals received by the applicant and equitable distribution of opportunities
 - Availability and expenses of alternative training opportunities
 - Timing of the request and funds available
3. Employees are accountable for identifying training their needs in consultation with the Director and as outlined in their annual accountability agreement and for recognizing that this is an investment in both themselves and the organization.
4. Managers are accountable for identifying training needs of staff they supervise, ensuring that staff possess the skills needed to perform their jobs, developing staff for potential advancement, identifying training opportunities, and arranging workload and shift coverage during the employee's absence.
5. Employees requesting specific training must apply in writing to their Manager and the Director for approval.
6. The Library will be closed to the public up to six days annually to accommodate staff development and facility or technology projects. These closures will be at the discretion of the Director.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.16		
Title:	Disciplinary Policy	Most Recent Revision Date:	June 2015

7.16: Disciplinary Policy

Whenever the Director deems it necessary to discipline an employee due to unacceptable behaviour or performance, the following steps shall be followed:

1. A formal documented meeting between the employee and his/her manager will be scheduled to discuss the unacceptable behaviour or performance and to clarify expectations. A written plan of action and a timeline for improvement will be established.
2. In the event of continued unacceptable behaviour or performance:
 - 2.1 A reprimand shall be given with documentation in writing stating the reason(s) for the reprimand, with a copy kept by the Library and a copy given to the employee. This documentation will include a warning of the possible consequences, such as suspension or dismissal, that may occur if the problem is not resolved. The employee shall be advised of her/his opportunity to use the grievance procedure.
 - 2.2 If a problem still exists, the employee shall be assigned a probationary period. The probation and the reasons for it shall be documented in writing, with one copy kept by the Library and one copy given to the employee.
 - 2.3 If the problem continues, the Director will make a decision on suspension without pay or dismissal.

Category:	Personnel	Date Established:	May 1996
Policy Number:	7.17.		
Title:	Grievance Procedure	Most Recent Revision Date:	

Section 7.17: Grievance Procedure

1. If an employee has a grievance or complaint with their manager, the employee should first discuss the problem verbally with the Director.
2. If the employee is dissatisfied with the Director's decision or actions, the grievance must be submitted in writing to the Chair of the Library Board.
3. The employee will meet with the Director and the Board Personnel Committee within 3 weeks of receipt of the grievance.
4. The decision of the Board Personnel Committee is final and binding on all parties.

Category:	Personnel	Date Established:	February 2003
Policy Number:	7.18.		
Title:	Termination	Most Recent Revision Date:	June 2015

Section 7.18: Termination and Resignation

1. Notice of resignation by the Director will be in writing to the Board Chair, Vice-Chair or designate as stated in the Employment Agreement for the Director.
2. Notice of resignation is required from all other employees as laid out in the current labour legislation.
3. The Library will give the employee two weeks written notice of termination unless the employee is terminated for just cause.
4. Dismissed employees may receive pay-in-lieu of notice.
5. Employees engaging in illegal activities in the workplace or during working hours, including but not limited to, theft, physical or verbal abuse, use of drugs or alcohol may be grounds for immediate dismissal.

Category:	Personnel	Date Established:	February 2003
Policy Number:	7.19		
Title:	Staff Recognition Program	Most Recent Revision Date:	June 2015

Section 7.19: Staff Recognition Program

1. An event recognizing staff as integral to the operations of the Library will be held annually.
2. The event will include all staff, Board members and spouse or significant other of each. The Board will approve a budget for this event annually.
3. Informal recognition of co-workers for service excellence in regards to internal and/or external customers is encouraged.
4. Awards recognizing milestones of service, will be presented at the annual staff event according to the schedule in Appendix A.

Category:	Personnel	Date Established:	February 2003
Policy Number:	7.19, Appendix A		
Title:	Recognition Awards	Most Recent Revision Date:	June 2015

PERSONNEL POLICY

Appendix A Schedule of Awards Recognizing Milestones of Service

Length of Service	Award
One year	Airdrie Library Memento
Three years	*Gift up to \$50
Five years	*Gift up to \$75
Ten years	*Gift up to \$100
Fifteen years	*Gift up to \$150
Twenty years	*Gift up to \$200
Twenty-five years	*Gift up to \$250

Retirement

Employees retiring with a minimum of ten years of service who continue to reside in Airdrie and Rocky View County will be awarded a lifetime household membership.

End of Service

When an employee leaves the Library, they may choose a book from the collection to be plated in recognition of their service.

Category:	Personnel	Date Established:	June 2015
Policy Number:	7.20		
Title:	Employee Code of Ethics	Most Recent Revision Date:	

7.20 Employee Code of Ethics

The purpose of this Code of Ethics is to define acceptable behaviours and to promote high standards of practice.

1. **Supplementary Employment:** Employees may take supplementary employment, including self-employment unless the employment may be perceived as an official act or endorsement of the Library. Activities related to supplementary employment may not be performed at the Library or during Library employment hours.
2. **Dealings with Relatives:** An employee acting in connection with the hiring or contracting of labour or the purchase of materials or supplies for the Library should seek permission from the Director, or his/her delegate, prior to allotting any work to, or ordering any supplies from, the following:
 - an immediate relative, including in-laws,
 - any firm or partnership in which the employee alone or his/her immediate relatives holds any interest, regardless of size,
 - any company, partnership or firm in which the employee or his/her immediate relative holds a directorship or management position.
3. **Confidential Information:** A Library employee should not release sensitive and confidential information or data that may harm the Library or people who the Library deals with. Sensitive and confidential information includes, but is not limited to, the following:
 - the contents of meetings
 - personal information relating to Library staff or customers
 - personnel matters including discipline, dismissals, resignation, job and salary information
 - information given in confidence

If an employee has concerns about confidentiality of information, they should discuss with their manager.
4. **Criminal Offence:** Employees are expected to obey and observe the laws of the federal, provincial and local governments. Breaking a law, whether at work or not, may contravene this expectation and disciplinary action may be initiated. Employees are required to inform their manager if they have been convicted of a criminal offence at any time during their employment. If convicted of a criminal offense, the employee may be disciplined which can include suspension or dismissal.
5. **Acceptance of Gifts:** As long as a professional relationship is maintained and there is no expectation of preferential treatment, employees may accept reasonable tokens on behalf of the Library, to be used for library purposes or shared with all employees.
6. Employees should not use their position with the Library to obtain special advantages from dealing with a business or other organizations. Points/bonuses etc. should be not be directed toward personal accounts.
7. **Breach of the Code of Ethics:** If an employee's actions are in question with respect to the Code, a thorough investigation will be conducted. If the investigation concludes that a breach or violation of the Code of Ethics has occurred, the employee will be subject to corrective action up to and including termination.

.Category:	Personnel	Date Established:	November 2005
Policy Number:	7.21		
Title:	Violence & Harassment Policy	Most Recent Revision Date:	

Section 7.21.: Violence & Harassment

The Airdrie Library Board is committed to maintaining an environment in which all people behave with respect for one another. Any act of violence or harassment committed by or against any individuals within this organization is unacceptable conduct and will not be tolerated.

1. The purpose of this policy is to ensure that:

- 1.1 Individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be taken,
- 1.2 Those subjected to acts of violence or harassment are encouraged to access any assistance they may require in order to pursue a complaint, and
- 1.3 Individuals are advised of available recourse if they are subjected to, or become aware of, situations involving violence or harassment.

2. Definitions and Guidelines

2.1 Acts of violence and harassment can take the form of physical contact or non-physical behaviours and can include but are not limited to:

- threatening behaviour, such as shaking fists, destroying property or throwing objects, verbal or written threats, and any expression of an intent to inflict harm
- harassment such as any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate actions
- verbal abuse such as swearing, insults or condescending language
- physical attacks such as hitting, shoving, pushing or kicking

2.2 Acts of violence and harassment destroy individual dignity, lower morale, engender fear, and break down work unit cohesiveness. These consequences may result from behaviour that is unintentionally abusive. Consideration must be given to whether a reasonable person knows or ought to have known that the behaviour would be considered unwelcome or offensive by the recipient.

3. Consequences

3.1 Library employees engaging in acts of violence or harassment may be subject to disciplinary action commensurate with the incident, up to and including dismissal.

3.2 For acts of violence or harassment by individuals outside of this organization, action taken will be commensurate with the incident up to and including temporary or permanent withdrawal of services or legal action.

4. Procedures

- 4.1 All incidents involving violence, harassment and abusive behaviour occurring in or on the Library site will be reported to the Library Director.
- 4.2 When the complaint is against a Library employee, the Director will assess the situation against the criteria of intent, and attempt to achieve a reconciliation between the complainant and the alleged offender.
- 4.3 If the issue is not resolved at this time, the Director will inform the Library Board's Executive Committee of the situation, and ensure appropriate documentation is filed in the Library personnel files. Action may be taken as stated in Section 3 of this policy.
- 4.4 When the complaint is against an individual outside of this organization, the Director will be informed at the earliest opportunity, and a formal report will be forwarded to the Library Board's Executive Committee. Action may be taken as stated in Section 3 of this policy.
- 4.5 Library employees faced with an urgent situation involving violent behaviour or threats of violence, where there is reasonable belief that the safety of individuals may be threatened, should contact the police immediately by calling 911 or taking any other appropriate action. At no time should an employee physically attempt to deal with a potentially harmful situation.

Category:	Personnel	Date Established:	June 2015
Policy Number:	7.22		
Title:	Purchasing & Reimbursement	Most Recent Revision Date:	

7.22. Purchasing & Reimbursement

1. Purchasing

The City of Airdrie Library Board recognizes the benefits of a credit card to facilitate efficient handling of payments and purchases. The primary purpose of the credit card is to make purchases or pay invoices for the Library.

1.1 P-Cards: Credit cards are issued through the City of Airdrie P-Card program and are the property of the Airdrie Public Library.

- 1.1.1 They will be issued to employees who have job responsibilities requiring purchasing or payment of library materials, equipment, technology, program supplies, services, meeting and conference accommodation, meals and travels expenses, and recognition expenses.
- 1.1.2 Use of the credit card must be preauthorized by the Director and requires the staff member to sign the City's internal p-card agreement.
- 1.1.3 Itemized receipts for total card debit must be presented to the Library's finance department within a week following the purchase and prior to the card payment date.
- 1.1.4 Under no circumstances are personal purchases permitted on the credit card.

1.2 Petty Cash: Use of petty cash is deemed necessary for those expenses where credit card transactions are not possible.

- 1.2.1 Petty cash reimbursements and withdrawals will only be made for authorized library expenses.
- 1.2.2 Personal purchases should not be included on any receipts to be submitted for library expenses
- 1.2.3 Itemized receipts must be submitted within one week.

2. Reimbursement

It is the policy of the Library to reimburse for reasonable and necessary expenditures incurred by individuals while representing the Library, engaging in official Library business, attending meetings, conferences, seminars or other training opportunities. Reimbursement rates are established in the *Reimbursement Schedule of Rates* (Appendix A) based on current City of Airdrie rates.

2.1 Qualified Travel Expenses

- 2.1.1 Where travel is authorized, the most direct and economical route and method of transportation shall be used unless otherwise authorized. Car rental vs personal mileage should be weighed and the most economical method chosen.* Where an employee chooses to use a method other than prescribed, the employee shall be reimbursed as though the method of transportation prescribed was used.

- 2.1.2 It is expected that any Airdrie Public Library employee using their personal vehicle for any business purpose is properly insured and carry a minimum of \$1,000,000 liability.
- 2.1.3 Other ground transportations: Taxi, C-Train, and/or buses will be reimbursed at cost with a proper receipt being submitted.
- 2.1.4 Employees must complete an itemized travel expense report upon return from travel with appropriate documentation supporting expenses being claimed.
- 2.1.5 Staff may not claim for meals that are provided or included by the conference, seminar, or hotel. Alcoholic beverages will not be reimbursed.
- 2.1.6 Expenses for personal entertainment (including refreshments) and recreation activities are considered by CRA (Canada Revenue Agency) to be a taxable benefit and will not be reimbursed by APL (e.g. in-room movies, additional activities at conferences, etc.)
- 2.1.7 APL will not pay or reimburse costs for any tickets, fines, or penalties resulting from a violation of any Local, Provincial, or Federal Statutes.
- 2.1.8 When two or more employees are attending the same event, car pooling shall be practiced whenever possible. Employees who elect to drive separately from designated car pool driver will not be reimbursed for mileage.
- 2.1.9 When feasible, employees will conserve Library travel funds by considering cost saving alternatives (e.g. sharing rides, sharing rooms).
- 2.1.10 Where private arrangements for accommodations are made, and commercial facilities are not used, an allowance as determined by the Director may be claimed. The intent of this allowance is to show appreciation to the host for the accommodation.

2.2 Qualified Training and Education Expenses

- 2.2.1 Where training has been approved and budgeted, the Library will pay for normal associated expenses, such as: Registration fees, books/materials. Common educational materials paid for by the Library remain the property of the Library and should be housed in the Library for shared use by other staff.
- 2.2.2 Regular earnings (salary) will be maintained while attending a seminar or conference. No additional consideration in either the form of pay or time off will be granted on those occasions when the course and/or travel may extend outside normal working hours, nor in the event that a statutory holiday or regular day off occurs.
- 2.2.3 Those employees required to attend courses, seminars, or conferences on their regular days off shall be reimbursed with compensating time off or wages.
- 2.2.4 An employee may apply to the Director for funding for library-related diploma or degree programs (ie. Library Technician/Masters of Library Science). Funding may include part or all of the following: tuition, books/materials, leave of absence, paid or unpaid time off, other living expenses. If the Library funds the full or a significant portion of educational expenses, the employee must sign a learning contract.

2.2.5 An employee may apply to the Director for funding to take a continuing education course outside of regular work hours (U of C, SAIT, Bow Valley, etc.). Funding may include part or all of the following: tuition, books/materials, leave of absence, paid or unpaid time off, other living expenses

2.3 Professional and Individual Membership Fees

2.3.1 The Library Director may recommend corporate or individual memberships in professional organizations with national, regional, and/or local affiliation. These memberships will be considered on an individual basis and paid in part or full. The particular request for membership will be brought to the Director for approval.

2.3.2 Professional or individual membership fees paid on behalf of an employee are not considered by CRA to be a taxable benefit as long as the fees are considered to more advantageous to the employer than the employee, or are a condition/requirement of the position.

2.3.3 The CRA does not allow reimbursement for membership in any club organized solely for pleasure, recreation or other social purpose, or if the membership is primarily in the interest of the employee. This includes hotel and airline clubs.

Category:	Personnel	Date Established:	December 2008
Policy Number:	7.22 Appendix A		
Title:	Reimbursement Rates	Most Recent Revision Date:	June 2015

REIMBURSEMENT SCHEDULE OF RATES

APL will change rates in tandem with the City.

EXPENSE CATEGORY	DESCRIPTION / EXPLANATION	ALLOWABLE CLAIM Before gratuity
Meal Allowance	Requires receipts (limits do not apply to ALC) Gratuities should not exceed 15% of cost of service.	Breakfast \$10.00 Lunch \$10.00 Dinner \$20.00
Accommodation Rate	Higher rates require additional approval (ALC)	\$150.00 per night
Vehicle Mileage	All staff	CRA rates 2015 \$0.55 per km, first 5000 km \$0.49 per km, over 5000 km
Private Accommodation allowance, in lieu of paid accommodation	Charged per full day and night, to assist with host appreciation	\$50.00 per day
Personal Allowance	Requires no receipts (i.e. phone calls, non-billed gratuities)	\$5.00/day after 24 hours

Rental vs Personal Vehicle Calculation

To make the weighing of the options a simple calculation, the cost for a vehicle rental has been established to be \$75 per day on a travel day (Cost of rental + fuel), and \$50 per day on a non-travel day (cost of rental + limited fuel expenses).

Category:	Personnel	Date Established:	June 2015
Policy Number:	7.23		
Title:	Building & Equipment Use	Most Recent Revision Date:	

7.23 Building & Equipment Use

1. Building Use

1.1 The Library facility is intended for use by employees for library purposes and in performing her/his duties.

2. Use of Library Equipment and Supplies

2.1 Library Equipment is intended for use by employees for library purposes and in performing her/his duties.

2.2 Equipment/Supplies are shared property not intended for exclusive use by an individual

2.3 Equipment/Supplies are to be used in a legal & ethical manner in strict compliance with all other Library and copyright policies.

3. Personal Devices

3.1 As a measure of respect to co-workers and to maximize effective performance, use of personal devices should be limited to rest breaks and non-public areas.

3.2 Use of music devices are acceptable in the Library when it does not affect customer service or co-workers.

4. Parking

4.1 During daytime hours employees are requested to leave parking spaces in the mall area available for customers. Parking is available at the Lutheran Church except for posted restrictions.

5. Personal Use

5.1 At onset of employment, employees receive a free household membership renewed annually during their employment with the Library.

5.2 Employees are exempt from overdue fines, but are encouraged to be responsible borrowers and return materials on time.

5.3 Employees are responsible for full replacement costs for lost /damaged items and are subject to public borrowing policies.

5.4 Employees using equipment for personal use (ie. printing, photocopying, faxing, scanning) are subject to fees at an employee discount rate. The discount is intended for individual personal use only and not for groups or organizations to which the individual may be affiliated.

5.5 Current staff members are able to purchase items for personal use through the technical services coordinator from specified vendors at designated time

periods, in order to receive any discount available to the Library. Staff members are responsible for paying for their orders and any shipping charges upon receipt of item.

5.6 Booksale items are available to employees at an employee discount rate.

Category:	Library By-Laws	Date Established:	February 2000
Policy Number:	By-Law 8.1		
Title:	Interpretation	Most Recent Revision Date:	

By-Law 8.1: Interpretation

The Airdrie Library Board enacts the following by-laws pursuant to The Alberta Libraries Act, Chapter L-12.1, 1983 and The Libraries Amendment Act, Chapter 19, 1998, Section 40.

8.1 Interpretation

8.1.1 For the purposes of this by-law, the expression:

- 8.1.1.1 “Act” refers to The Alberta Libraries Act, Chapter L-12, 1983 and The Libraries Amendment Act, Chapter 19, 1998
- 8.1.1.2 “Board” means the Airdrie Library Board
- 8.1.1.3 “borrower” means the person to whom a Library membership card has been issued
- 8.1.1.4 “Library Director” and/or “Director” means the person charged by the Board with the operation of the Airdrie Library or designate
- 8.1.1.5 “Library materials” includes books (whether hard cover, paper cover or soft cover), periodicals, newspapers, sound recordings, audio and video tapes, motion pictures, filmstrips, filmloops, slides, paintings, drawings, prints or photographs (whether or not they are mounted or framed), micro materials in all formats, toys and games, computer software and multi-media kits in the collection of the Airdrie Municipal Library or borrowed by the Airdrie Municipal Library

8.1.2 In these by-laws, unless the contrary intention appears in the context:

- 8.1.2.1 words imparting male persons include female persons
- 8.1.2.2 words in the singular include the plural and words in the plural include the singular
- 8.1.2.3 where a word is defined, other parts of speech and tenses of that word have corresponding meanings
- 8.1.2.4 where a period of time dating from a given day, act or event is prescribed or allowed for any purposes, the time shall be reckoned exclusively of such day or of the day of such act or event.

Category:	Library By-Laws	Date Established:	May 2003
Policy Number:	By-Law 8.2		
Title:	Library Facility & Equipment	Most Recent Revision Date:	March 2007

By-law 8.2: Library Facility and Equipment

8.2.1 The portion of any building used for public Library purposes is open to any member of the public FREE OF CHARGE during the regular hours of operation as set out by the Airdrie Library Board from time to time.

(see Policies, Section 9, Appendix 2)

8.2.2 Any person using the Library building shall conduct himself so as not to disturb others in the Library.

8.2.3 There will be no smoking in any part of the Library.

8.2.4 No person using the Library shall solicit other Library users for commercial, religious or political purposes.

8.2.5 Charges for the use of Library premises not normally used for public Library purposes are set out in Schedule G that is attached hereto and forms part of this bylaw.

8.2.6 Charges for use of the photocopier are as provided in Schedule A.

8.2.7 Office furnishings and equipment in the administration offices are for Library use only.

8.2.8 The Library Director or designate must approve materials posted on the bulletin Boards. All material shall be of a cultural, recreational or educational nature.

8.2.9 Public use of Library equipment such as computers and printers may be available in the Library on a rental basis. Rental charges are as set out in Schedule A.

8.2.10 Furnishings and equipment deemed by the Library Director to be no longer useful will be disposed of in accordance with the following guidelines.

- a) offered for sale through public advertising
- b) donation to other not-for-profit organizations
- c) discarded through the City of Airdrie disposal process

The Library Director has the authority to make whatever disposition of these items she/he deems appropriate.

Category:	Library By-Laws	Date Established:	
Policy Number:	By-Law 8.3	Revised	February 2007
Title:	Procedure for Acquiring a Membership Card	Most Recent Revision Date:	June 2009

By-law 8.3: Procedure for Acquiring a Library Card

- 8.3.1 Any person who is 13 years and older is eligible to register for a library card at the Airdrie Public Library.
- 8.3.2 Registration pursuant to 8.3(1) shall be as follows:
- a) completion of application in a form prescribed by the Library Director accompanied by the fee as prescribed in Section 8, Schedule B
 - b) include a current address and telephone number
- 8.3.3 The Library will issue a library card to a person who has made proper application pursuant to 8.3(1) and 8.3(2). Library cards are valid for one year from the date of purchase.
- 8.3.4 Notwithstanding 8.3(2), the Library may issue a free year card for the Airdrie Public Library to a person who is a resident of the City of Airdrie or Rocky View County, when the cardholder fee presents a financial hardship to that individual.
- 8.3.5 Any person who is a current member in good standing of Airdrie Public Library or is a resident within Marigold Library System is eligible to register for a membership card for The Alberta Library (TAL) in accordance with the membership requirements of TAL.

'Chief Librarian' be changed to 'Library Director'.

'Rocky View M.D. be changed to 'County of Rocky View'

Effective Date

This By-law is deemed to come into effect on March 15, 2010

Read a first time February 23, 2010

Read a second time February 23, 2010

Unanimous consent for third reading.

Read a third time and adopted February 23, 2010

This repeals all previous By-laws.

Judy Dufort, Chair

Janine Jevne, Library Director

Category:	Library By-Laws	Date Established:	February 2000
Policy Number:	By-Law 8.4		
Title:	Responsibilities of Membership	Most Recent Revision Date:	March 2011

By-law 8.4: Responsibilities of Membership

- 8.4.1 Library cards or legal identification must be presented when an APL members borrow materials.
*Borrowers from other libraries must present valid library cards from their institutions.
- 8.4.2 Library members shall notify the Library of any change of address and/or telephone number.
- 8.4.3 Library members are responsible for the observance of Library rules and regulations and are responsible for all materials entrusted to their care.
- 8.4.4 Materials borrowed by Library members should be returned or renewed by the due date or are subject to fines as per Schedule D. Library members may renew items as per TRAC guidelines, with the exceptions of materials with holds and inter-library loan items.
- 8.4.5 Library members shall notify the Library of any lost or stolen cards.
- 8.4.6 Library members are responsible for all material checked out on the card prior to the official notification being made.

Category:	Library By-Laws	Date Established:	February 2000
Policy Number:	By-Law 8.5		
Title:	Loan of Materials	Most Recent Revision Date:	

By-law 8.5: Loan of Materials

- 8.5.1 In accordance with the Libraries Act Section 40 (3), there shall be NO CHARGE for the use of Library resources. This includes:
- (a) admittance to any portion of a building used for public Library purposes
 - (b) using Library resources on Library premises
 - (c) borrowing Library resources, in any format normally lent by the Library
 - (d) acquiring Library resources through inter-library loan
 - (e) consultation with members of the Library staff
 - (f) receiving basic information service
- 8.5.2 Persons shall not remove materials from the Library unless they have properly checked them out according to Library procedure.
- 8.5.3 The loan periods for various materials are set in Schedule C.
- 8.5.4 Library materials may be reserved in accordance with policy established by the Board.
- 8.5.5 Library materials may be renewed in accordance with policy established by the Board.

Category:	Library By-Laws	Date Established:	February 2000
Policy Number:	By-Law 8.6		
Title:	Penalty Provisions	Most Recent Revision Date:	

By-law 8.6: Penalty Provisions

- 8.6.1 The fines for late return of materials are set out in Schedule D.
- 8.6.2 The fines for damaged or lost materials are set out in Schedule D.
- 8.6.3 The procedures for demanding the return of overdue materials are as set out in Schedule D.
- 8.6.4 A membership card may be revoked by the Director for the reasons set out in Schedule D.
- 8.6.5 The opportunity to place holds will be restricted for the reasons set out in Schedule D.
- 8.6.6 Access to Library premises may be denied as per Policies, Section 9.3.3.
- 8.6.7 A person who has had membership revoked pursuant to 8.6(4) or Library access denied pursuant to 8.6(5) may, within 30 days of notice of such revocation, make an appeal to the Board in writing setting out the grounds of the appeal.
- 8.6.8 The decision of the Board in an appeal pursuant to 8.6(6) is final and not subject to further appeal.
- 8.6.9 In cases of serious dereliction, the Board may prosecute an offence under The Libraries Act, Section 45. The range of penalties applying on conviction for such an offence is set out in Schedule D.
- 8.6.10 Any fine or penalty imposed pursuant to an offence under 8.6(7) enures to the benefit of the Airdrie Library Board in accordance with the Libraries Act, Section 46.

The opportunity to place holds will be restricted for the reasons set out in Schedule D.

Effective Date

This By-law is deemed to come into effect on April 26, 2011

Read a first time April 2011.

Read a second time April 2011.

Unanimous consent for third reading.

Read a third time and adopted April 2011.

This repeals all previous By-laws.

Judy Dufort, Chair

Janine Jevne, Library Director

Category:	Library By-Laws	Date Established:	February 2000
Policy Number:	By-Law 8.7		
Title:	Non-Profit Status	Most Recent Revision Date:	

By-law 8.7: Non-Profit Status

The Library shall be carried on without purpose of gain for its members and any profits or other gain to the Library shall be used in promoting its objectives.

Category:	Library By-Laws	Date Established:	February 2000
Policy Number:	By-Law 8.7		
Title:	Non-Profit Status	Most Recent Revision Date:	

By-law 8.8: Retention and Disposition of Library Documents

Airdrie Library Board will provide for the retention and disposal of Airdrie Library documents according to the Retention and Disposition Plan and Schedule as set out in Schedule E.

Category:	Library By-Laws	Date Established:	February 2000
Policy Number:	By-Law 8.9		
Title:	Freedom of Information and Protection of Privacy (FOIPP)	Most Recent Revision Date:	

By-law 8.9: Freedom of Information and Protection of Privacy (FOIPP)

Whereas, pursuant to Section 89 of the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, c.F-18.5, the Airdrie Library Board must designate a person or group of persons as the Head of the Board for the purposes of the Act;

And Whereas, pursuant to Sections 87 and 89 of the *Freedom of Information and Protection of Privacy Act*, the Airdrie Library Board may set any fees payable to the Board for services under the Act and Regulations;

The Airdrie Library Board enacts:

Purpose

The purpose of the By-law is to establish the administrative structure of the Airdrie Library Board in relation to the *Freedom of Information and Protection of Privacy Act*, and to set fees thereunder.

Definitions

In this By-law, unless the context otherwise requires:

Act means the *Freedom of Information and Protection of Privacy Act*, S.A. 1994, c.F-18.5.

Applicant means a person who makes a request for access to a record under section 7(1) of the Act.

Board means the Airdrie Library Board and includes any committee, commission, panel, agency or corporation that is created or represented by the Airdrie Library Board and all the members or officers of which are appointed or chosen by the Airdrie Library Board.

Head of the Board means the senior staff person designated by the Airdrie Library Board to carry out the responsibilities relating to the Act.

Library Director means the person charged by the Board to be responsible for the operation of the Airdrie Public Library.

Province means the Province of Alberta.

Interpretation

The marginal notes and headings in this By-law are for reference purposes only.

Designated Head

For the purposes of the Act, the Library Director is designated as the Head of the Board. The Library Director may delegate responsibilities relating to compliance with the Act (see Section 8: Schedule F).

Fees

Where an applicant is required to pay a fee for services, the fee payable is in accordance with the Freedom of *Information and Protection of Privacy Regulation*, AR 200/95, as amended from time to time, or any successor Regulation that sets fees for information from the Province (see Section 8: Schedule F).

Effective Date

This By-law is deemed to come into effect on February 28, 2000.

Where a request for information is given and not disposed of before the coming into force of the By-law, the request is deemed to be a request made on October 1, 1999, under the provision of the Act.

Read a first time January 31, 2000

Read a second time February 28, 2000

Read a third time and adopted February 28, 2000

This repeals all previous By-laws.

Rey Rawlins, Chair

Mary Westcott, Library Director

Category:	Library By-Laws	Date Established:	February 2000
Schedule Number:	Schedule A		
Title:	Equipment Charges	Most Recent Revision Date:	June 2010

Schedule A: Equipment Charges

1. Photocopier

1.1 Charges are \$0.20 per copy for black and white and \$0.50 for colour.

2 Public Computer Stations

2.1 Patrons must book computer time slots, either by phone or in-person.

2.2 Public computers may be booked for up to one hour per session.

2.3 Fees for printing from the computer work stations are \$0.20 per copy for black and white and \$0.50 for colour

3 Faxing and Scanning

3.1 Charges are \$1.00 for local or toll free faxing, \$1.50 for long distance and \$2.00 for International for up to and including five sheets. Rates remain the same for every increment of five.

3.2 Charges are \$1.00 up to and including five sheets. Rates remain the same for every increment of five.

* Users may need to book a time with the Library for large jobs: over 20 sheets.

Category:	Library By-Laws	Date Established:	May 2002
Schedule Number:	Schedule B		
Title:	Membership Fees	Most Recent Revision Date:	June 2015

Schedule B: Membership Fees

Membership fees

Residents of the City of Airdrie and the County of Rocky View

	<u>12 month</u>
Individual Adult	\$20.00
Household Membership	\$25.00
Student	\$10.00
Youth (13-17)	\$ 5.00
Children (12 and under)	Free with an Individual or Household card.
Senior Individual & Couple	\$ 5.00
Community Partner	Free
Educator	Free

1. Non-resident

	<u>12 month</u>
Adult and/or Family	\$70.00
Senior and/or Family	\$70.00

2. Those who own property and/or own or operate an Airdrie-based business may take out cards at the resident rate upon presentation of a paid tax receipt for the previous year.
3. Cardholders are issued cards when they purchase cards for the first time. After that, cardholders retain the same card(s) when they renew. Replacement charges for lost cards will be \$2.00 per card.
4. The Library's community partners are eligible for one household membership for professional use, at the regular household rate.
5. The Library Director will accept written applications for refunds within 30 days of purchase.
6. There will be a \$5.00 administration fee for processing all refunds. No refund application will be considered for any membership that has outstanding penalties.
7. With the purchase of an individual adult card, children 12 and under receive a free card.
8. Cardholder fees will be waived in cases of financial hardship.

Definitions:

- Household: Includes two adults (18 yrs. and older) and anyone living in the household under 18 or still in high school.
- Student: post-secondary student, with presentation of a valid student card.
- Senior: 65 years or older.
- Senior Couple: two adults 65 years or older living in the same household.
- Community Partners: non-profit organizations that work with the Library to serve community needs that connect to the Library's Plan of Service. The Director is responsible for determining community partner designation.

- Educator Card: gives teachers the opportunity to take out a maximum of 40 items at one time, for use within their classrooms. The card is free, but a contract would be required, signed by a school signing authority, declaring responsibility for any fines and replacement costs. No holds are allowed and e-resource use is restricted to teacher use only within the classroom.

*Persons with special needs are added to any household membership at no charge.

The opportunity to place holds will be restricted for the reasons set out in Schedule D.

Effective Date

This By-law is deemed to come into effect on June 30, 2015

Read a first time June 30, 2015.

Read a second time June 30, 2015..

Unanimous consent for third reading.

Read a third time and adopted June 30, 2015.

This repeals all previous By-laws.

Daniel Nelles, Chair

Janine Jevne, Library Director

Category:	Library By-Laws	Date Established:	February 2000
Schedule Number:	Schedule C		
Title:	Loan of Materials	Most Recent Revision Date:	May 2015

Schedule C: Loan of Materials

1. The loan period for DVD materials is 1 week with the exception of series.
2. The loan period for all other circulating library materials is 3 weeks.
3. The most current issue of a magazine may not be borrowed.
4. Resource Sharing
 - 4.1 The Regional Automation Consortia (TRAC): loan periods for all circulating materials are set by the lending library.
 - 4.2 The Alberta Library Online (TALonline): loan periods for interlibrary loan materials are set by the lending library.
 - 4.3 ME: The right of any resident in Alberta holding an eligible public library card to borrow on-site. Loan periods are set by local lending policies.
5. All materials are available for local borrowing and resource sharing with the exception of:
 - o reference items
 - o designated special collections
6. Number of items which can be borrowed at any one time:
 - a. The limit is determined by the shared TRAC Library System.
 - b. There may be a limit on the number of items of a certain topic or format that can be borrowed at any one time.
 - c. Certain items may be designated as temporarily non-circulating to expedite library programming and service needs.
 - d. The Library Director is responsible for determining designations and limits.
7. The Library will loan items to schools or organizations for the use of groups with the provision that:
 - a. Books must be signed out on the teacher's or leader's card.
 - b. The person referred to in 7.1 is responsible for lost or damaged books.
 - c. The Library's book stock is not depleted to the detriment of the general public.
 - d. The Library Director is responsible for determining designations and limits.

Category:	Library By-Laws	Date Established:	May 2003
Schedule Number:	Schedule D		

Title:	Penalty Provisions	Most Recent Revision Date:	July 2007
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Schedule D: Penalty Provisions

1. Fines for the late return of library materials are as follows:
 - a. For children's, junior and young adult materials: 10 cents per day per item to a maximum of \$5.00.
 - b. For adult materials: 10 cents per day per item to a maximum of \$10.00.
 - d. Fines are charged for days the book is overdue, only when the library is open.
 - e. All accounts are blocked when cardholders have reached \$10.00 or more on their library account.
8. Fines for damaged or lost library materials will be as follows:
 - a. If a borrowed item is lost or damaged beyond repair, the member must pay the price listed in the catalog record.
 - b. \$2.00 for lost or damaged packaging, cases, bags. No charge for replacing barcodes.
9. Library cardholder and/or borrowing privileges may be revoked or suspended if persons have previously demonstrated that they cannot fulfill the responsibilities as set out in Section 8.4.
10. Cardholders who have reached the maximum fine as outlined in this schedule will not be allowed to borrow resources until their account is paid below the maximum charge as noted in 1.4.
11. Cardholders who have lost items or have items damaged beyond repair will not be allowed to borrow resources until their account is paid below the maximum charge as noted in 1.4.
12. Cardholders who have consistently not picked up their hold requests after receiving notification by phone, email and mail will have their hold request maximum reduced to two.
13. The procedures for notice of overdue materials and demand for return of materials are as follows:
 - a. When material is overdue 7 days, the user will be notified by automated telephone or email.
 - b. When material is overdue 21 days, the user will receive 2nd notification by automated telephone or email.
14. After 45 days the status of an item is set to "lost". A replacement charge is attached to the user's account.
15. Access to library premises may be denied if:
 - a. a person damages library property
 - b. a person causes a disturbance for other patrons

When access has been denied, the patron (or parent or guardian) will be notified verbally and in writing of the denial of access to library premises. Notification will include time period of denied access, reason, and the terms under which access may be reinstated.

16. At the discretion of the Director, an overdue account may be sent to a collection agency. The collection agency's fee is assessed as a percentage of the overdue account and will be added to the cardholder's overdue account.
17. Paid penalties are not refundable. The price of material that is found after being deemed lost and paid for may be refunded within six months of the paid date on the library receipt. The material must be in good condition and the library receipt must be presented for reimbursement.

Category:	Library By-Laws	Date Established:	February 2000
Schedule Number:	Schedule E		
Title:	Document Retention and Disposition	Most Recent Revision Date:	May 2002

Schedule E: Document Retention and Disposition

1. Records Retention and Disposition

1.1 Purpose

The purpose of this By-law is to ensure that records are examined for their historical and informational value before deciding their length of retention and/or ultimate destruction.

1.2 Objective

To ensure that records of continuing value are preserved and that records no longer of current value are preserved properly, stored and/or destroyed.

1.3 Scope

The Retention and Disposition Program covers all Library records except, stocks of publications and processed documents.

1.4 Definitions

1.4.1 Public Record or Records: Any document containing Airdrie Public Library's information relating to the conduct of Airdrie Public Library's business regardless of physical form or characteristic; prepared, used or retained by the Airdrie Public Library.

1.4.2 Original or Official Record: That document which is produced by handwriting or direct typing; or which is a carbon copy or photocopy which bears the signature of the author or is designated by such author as the original document.

1.4.3 Retention: As being the maintenance and preservation of original Airdrie Public Library records.

1.4.4 Disposition: A technique aimed at the systematic, timely and effective disposal or removal of obsolete or inactive records.

1.4.5 Records Retention Committee: Consist of the Technical Services Coordinator and the Director and is responsible for the approval of the destruction of records whose retention period is complete.

1.4.6 Inactive File List: As a complete list of records which do not pertain to current activities and are stored in the Records Centre.

1.5 Responsibilities

1.5.1 Under the direction of the Director, the Technical Services Co-ordinator will be responsible for the following duties relating to Document Retention for the Airdrie Public Library:

- 1.5.1.1 To establish a Records Retention Scheme for the Airdrie Public Library by assigning specific retention times to each file's category in compliance with any federal, provincial or municipal requirements, and to review the validity of these periods on a yearly basis.
- 1.5.1.2 To ensure that files are reviewed annually and records are either transferred or disposed of in accordance to outlined procedures.
- 1.5.1.3 To determine the best methods of final disposition of records no longer required.
- 1.5.1.4 To coordinate the final disposition of records no longer required.
- 1.5.1.5 To update the Inactive Records Manual on a regular basis.

2. Records Management Program

2.1 Purpose

The Airdrie Public Library recognizes the importance of the role in which records play in the existence and continuance of the organization and hereby supports and promotes the control, protection and preservation of its records through the administration of the Records Manager.

2.2 Objectives

- 2.2.1 To furnish accurate and complete information when it is required in order to manage and operate the organization efficiently.
- 2.2.2 To process and handle recorded information as efficiently as possible.
- 2.2.3 To provide information and records at the lowest possible cost.
- 2.2.4 To render maximum service to the user of the records.

2.3 Scope

The Records Management Program provides control, protection and preservation of all Airdrie Public Library records, from their creation through to their final disposition.

2.4 Definitions

- 2.4.1 Records Management: Is the application of systematic and scientific control over recorded information that is required in the operation of an organization's business. Such control is exercised over the creation, distribution, utilization, retention, storage, retrieval, protection, preservation, and final disposition of all types of records within the organization.
- 2.4.2 Records: Are documents, generated or received by the organization, that contain data or information relating to the conduct of the Library's business regardless of physical form or characteristic.
- 2.4.3 Non-Records: Are materials used for reference, research or exhibition purposes such as catalogs, magazines and other publications. Materials which have no

documentary value are also non-records, i.e.: duplicate copies, drafts, stencils, offset plates, shorthand notes which have not been transcribed.

3. Active Files Management

3.1 Purpose

The purpose of this By-law is to ensure that active records are readily accessible through the administration of an effective, cost efficient management program.

3.2 Objective

3.2.1 To furnish consistency in the storage and retrieval of active records through the provision of a sound records classification and filing system.

3.2.2 To maximize efficiency by providing the best possible physical location for active records.

3.2.3 To provide standards for records equipment and supplies.

3.2.4 To ensure immediate retrieval of records.

3.3 Scope

Active Files Management provides systematic control of all records during their current administrative use.

3.4 Definitions

3.4.1 Active Records: Are those that are consulted in the performance of current administrative work.

4. Inactive Files Management

4.1 Purpose

The purpose of this By-law is to provide low cost, efficient storage of inactive records during their specified period of retention.

4.2 Objectives

4.2.1 To ensure non-current records are moved out of high-cost space and filing equipment into low-cost storage areas as rapidly as possible.

4.2.2 To provide systematic control over the storage of inactive records in order to ensure prompt retrieval.

4.3 Scope

The Inactive Files Management Program provides control of all inactive records from the time they are extracted from active files through their inactive life span.

4.4 Definitions

4.4.1 Inactive Records: Are those records which do not pertain to current activities of the organization and/or those records which are infrequently accessed.

4.4.2 Storage Area: Is a facility which accommodates the systematic control of inactive records, and accommodates required housing techniques, such as security, accessibility, categorical classification; at the lowest possible cost.

5. Document Retention File Scheme and Retention Periods

This chart indicates the number of years a document of a specific type will be retained, and where it can be found.

The listed types of documents are common to most Library programs and activities. Locations for Library documents are as follows:

Department: refers to the desk of the person who generated the document, or the main file cabinet in Administration Offices

Retention Centre: indicates boxed storage on Library premises

Total years retained for these types of records conform to the criteria adopted by the City of Airdrie.

NOTE: Within the Financial section, the City of Airdrie will retain a permanent copy of the Library's General Ledger annual summary report.

FILE TYPE	<u>Location</u>	<u>Location</u>	<u>TOTAL YEARS RETAINED</u>
	<u>Department</u>	<u>Retention Centre</u>	
Agreements and Contracts	Permanent		Permanent
Board Agendas and Minutes	1 year	Permanent	Permanent
Finance	2 years	5 years	7 years
General	1 year	2 year	3 years
Policies and Procedures	Permanent until superseded		Permanent until superseded
Statistics	1 year	6 years	7 years

Category:	Library By-Laws	Date Established:	February 2000
Schedule Number:	Schedule F		
Title:	Freedom of Information and Protection of Privacy (FOIPP)	Most Recent Revision Date:	

Schedule F: Freedom of Information and Protection of Privacy (FOIPP)

1. The Library Director, designated as "Head of the Board" for the purposes of the *Freedom of Information and Protection of Privacy Act*, delegates responsibilities relating to the *Act* as follows:
 - 1.1 delegates to the Co-ordinator of Technical Services all responsibilities related to handling FOIPP requests, advising the Director on FOIPP matters, and co-ordinating and implementing the Airdrie Public Library's compliance with the *Act*.
 - 1.2 delegates to the Co-ordinator of Public Services the responsibility to work with the Co-ordinator of Technical Services to ensure that all aspects of Public Services comply with the requirements of the *Act*, and that all Public Services staff are trained accordingly.

2. The fee structure for the provision of services under the *Act* is as follows:
 - 2.1 For locating and retrieving a record \$6.75 per ¼ hour
 - 2.2 For producing a record from an electronic record:
 - 2.2.1 computer processing and related charges Actual amount charged to Library
 - 2.2.2 computer programming \$10.00 per ¼ hour
 - 2.3 For preparing and handling a record for disclosure \$6.75 per ¼ hour
 - 2.4 For supervising the examination of a record \$6.75 per ¼ hour
 - 2.5 For shipping a record or a copy Actual amount incurred by the Library
 - 2.6 For copying a record:
 - 2.6.1 photocopies, hard copy laser print and computer printouts \$0.25 per page
 - 2.6.2 floppy disks \$10.00 per disk
 - 2.6.3 computer tapes \$55.00 per tape
 - 2.6.4 microfiche (diaso film) \$0.50 per fiche
 - 2.6.5 duplication of 16mm microfilm) \$25.00 per roll
 - 2.6.6 duplication of 35mm microfilm \$32.00 per roll
 - 2.6.7 duplication microfilm or microfiche to paper \$2.00 per page

2.6.8	photographs (color or black and white from negative)	
	(i) 4" x 5"	\$10.00
	(ii) 5" x 7"	\$13.00
	(iii) 8" x 10"	\$19.00
	(iv) 11" x 14"	\$26.00
	(v) 16" x 20"	\$40.00
2.6.9	plans and blueprints	\$0.50 per sq ft
2.6.10	duplication of slide	\$2.00 per slide
2.6.11	duplication of audio cassette	\$5.00 per tape
2.6.12	duplication of video cassette (1/4", 1/2" or 8mm - 1 hour)	\$20.00 per tape
2.6.13	duplication of video cassette (1/4", 1/2" or 8 mm - 2 hour)	\$25.00 per tape
2.6.14	duplication of video cassette (3/4" - 30 minutes)	\$18.00 per tape
2.6.15	duplication of video cassette (3/4" - 1 hour)	\$23.00 per tape
2.6.16	any other media not listed above	Actual cost to Library

The Library Director may excuse an applicant from paying all or part of a fee if, in the opinion of the Director, payment of the fees would cause financial hardship or for any other reason it is deemed fair to excuse the payment.

Category:	Library By-Laws	Date Established:	May 1, 2007
Schedule Number:	Schedule G		
Title:	Meeting Room and Equipment Rental Fees	Most Recent Revision Date:	

Schedule G: Meeting Room and Equipment Rental Fees

There is no charge for use of meeting rooms by City agencies or by groups presenting programs in which the Library is a sponsor or co-operating agency. Non-profit community groups will be charged as follows:

<u>Meeting Room Charges:</u>	Half Day: up to 4 hours	Full Day: over 4 hours
McCall Meeting Room		\$25.00 / half day \$50.00 / whole day
Program Room		As per the above charges

Additional fees will be charged for the following:

Coffee Supplies (for the Program Room)	\$5.00 for use of coffee maker. (Please bring your own coffee) (Includes cups, creamer, and sugar)
DVD player (in-house use only)	\$5.00 / use
Digital Projector	\$25.00 / use
TV/Laptop Connection	\$25.00 / use
Videoconference Equipment	\$25.00 / use
Miscellaneous Equipment	\$5.00 / use for all (flipchart, white board, overhead projector)
Proctoring	\$40.00 per exam, if in possession of an APL card \$80.00 per exam without a valid APL card

*There will be a \$10 charge for no shows or cancellations without twenty-four hours notice.

Category:	Library Services, Collections, Management	Date Established:	June 2001
Policy Number:	9.1		
Title:	Mission Statement	Most Recent Revision Date:	April 2014

Mission Statement

June, 2001

“Airdrie Public Library is an accessible centre of information that enhances quality of life and offers opportunities through its inclusive services, programs, collections and spaces that support literacy, lifelong learning, leisure and cultural connections within the community.”

Goals:

1. Provide easy access to information in varied formats including print, audio, video and electronic; equipment and facilities for public use; and well-trained and knowledgeable staff
2. Develop long-range plan (3 - 5 years) for quality Library service to the community, including the recognition and management of change in a positive way and using technology and partnerships to maximum advantage
3. Continue to improve the quality and be responsive in building our materials collection
4. Encourage young people to develop an interest in reading and learning through a variety of services for children and young adults
5. Extend Library services beyond the Library's walls through the use of digital media and telecommunications technology as they become widely accepted in the community
6. Provide programming and opportunities for life-long learning

Category:	Library Services, Collections, Management	Date Established:	June 1998
Policy Number:	9.2.1		
Title:	Membership	Most Recent Revision Date:	

Section 9.2.1: Membership

Membership fees for residents of Airdrie and surrounding municipalities will be set by a decision of the Board and Library Director. (see By-laws)

Membership fees may be subsidized or waived under criteria established by the Board and Library Director. (see By-laws)

The required procedures for acquiring a membership include presentation of identification documents and signing a form accepting responsibility for all materials signed out on that card. The signature of the applicant also indicates her or his responsibility for the materials and services accessed by any additional adults or minors included on the membership form. (see By-laws)

If a membership card is lost, the card-holder must notify the Library as soon as possible so that borrowing privileges can be suspended. Until the Library receives such notification, all materials borrowed on the card will be the responsibility of the card-holder.

Category:	Library Services, Collections, Management	Date Established:	June 1998
Policy Number:	9.2.2		
Title:	Borrowing of Materials	Most Recent Revision Date:	June 2009

Section 9.2.2: Borrowing of Materials

No person shall remove material from the Library unless she or he holds a current library card and has properly checked out materials according to Library procedure.

The number of items borrowed at one time will be determined by the shared TRAC Online Library System. Any further limitations will be the responsibility of the Library Director. (see By-laws).

The Board considers the person who has signed the membership application to be responsible for any materials signed out on her or his borrower's card. If the materials are lost or damaged, the card-holder will be charged the appropriate penalties. (see By-laws)

A library card must be produced by a borrower in order to borrow or renew materials in the library. Online access to holds and renewals requires a library card number and a pin number.

The loan period of circulating materials will be set in accordance with procedures established by the Library Director. Some materials may be designated as non-circulating when they are deemed to be of best use by remaining in the Library.

Category:	Library Services, Collections, Management	Date Established:	June 1998
Policy Number:	9.2.3		
Title:	Conduct in the Library	Most Recent Revision Date:	

Section 9.2.3: Conduct in the Library

The Library Board will take all reasonable measures possible to ensure that the Library premises provide a safe and appropriate environment for the enjoyment and use of Library services.

Any person who damages Library property, causes a disturbance for other patrons or staff, or refuses to abide by the Library's rules and regulations may be requested to leave the premises, and may be denied future access to the Library. (see By-laws)

Library staff are instructed to call the appropriate Emergency Services in the City if the need arises. Library staff are not expected to undertake heroic measures in any crisis situation.

Category:	Library Services, Collections, Management	Date Established:	February 2007
Policy Number:	9.2.4		
Title:	Unattended Child	Most Recent Revision Date:	

Section 9.2.4: Unattended Child

The Airdrie Public Library welcomes children to use its facilities and services, but it cannot be responsible for their safety and supervision. For the safety and comfort of children, it is the policy of the Airdrie Public Library Board that parents, guardians, or other adult caregivers accompany children while they are using the Library and its services. Parents and caregivers are to be solely responsible for the safety and supervision of their children.

Library staff members are not responsible for children left unattended in Library facilities or on surrounding premises.

Children under five must be accompanied by a parent/guardian/caregiver at all times. Children ages five to eight are to be accompanied by a parent/guardian/caregiver who must remain within library facilities. Children aged nine and older may visit the Library independently on terms determined by their parent/guardian.

Category:	Library Services, Collections, Management	Date Established:	June 1998
Policy Number:	9.2.5		
Title:	Fines and Penalties	Most Recent Revision Date:	

Section 9.2.5: Fines and Penalties

The Board and Library Director will set fines and penalties for lost or damaged materials, late return of materials, and/or such other situations when it is deemed necessary. These will be carried out within the parameters as set out in the Libraries Act and Regulations. (see By-laws)

Category:	Library Services, Collections, Management	Date Established:	April 1998
Policy Number:	9.3		
Title:	Library Services	Most Recent Revision Date:	Oct 2010

Section 9.3: Library Services

- 9.3.1 The Library will serve all residents of Airdrie and surrounding municipalities.
- 9.3.2 Service will be provided to all within the limits of available resources.
- 9.3.3 The use of the Library and/or its services may be denied for due cause. Such cause may be a failure to return books or to pay penalties, destruction of Library property, disturbance of other patrons or any other objectionable conduct on Library premises (see By-laws Section 8.6).
- 9.3.4 The Airdrie Public Library Board will ensure optimal hours of operation while allowing the library to remain fiscally responsible. Current hours of operation will be found in Section 9.3 Appendix A.
- 9.3.5 Group visits to the Library must be arranged in advance. Accommodation of these requests will depend upon staff and space availability.
- 9.3.6 The Library staff will provide guidance and assistance to enable people to find the information they seek. The extent to which the Library's resources are allocated to the retrieval of information may be limited at the Library Director's discretion and according to direction from the Board. In general, limitations may occur when the request involves circumstances such as:
- homework exercises and assignments, puzzles and contests
 - specialized subject areas such as law or medicine
 - AND / OR when costs relating to document or information retrieval fall beyond budgetary allocations
- 9.3.7 The Library will initiate programs to stimulate the use of Library materials for the enlightenment of people of all ages.
- 9.3.8 The Library will cooperate with other community agencies and organizations to determine and meet the educational, recreational and cultural needs of the community and to assist them in their programs.
- 9.3.9 Resource Sharing: The City of Airdrie Library Board supports and participates in resource sharing among libraries within Alberta, working toward the vision of The Alberta Library: "universal barrier-free access for all Albertans to information and ideas delivered in a dynamic model of cooperation extending beyond walls and beyond current levels of performance".

The Library will participate in a provincial resource sharing network within guidelines laid out in the document, *Provincial Resource Sharing Network Policy for Alberta Public Library Boards*, published by Alberta Municipal Affairs. Airdrie Public Library will not lend materials to Alberta libraries who do not participate in the Provincial Resource Sharing Network.

The Library will participate in The Alberta Library (TAL) card program by making resources available to all library users who carry a valid TAL card and ensuring that items belonging to other libraries are returned efficiently. The Library participates in interlibrary loan service beyond Alberta's borders.

The Library will participate in intra-library loan of all library resources within the Marigold Library System and the TRAC System. All circulating material may be loaned to libraries throughout the system.

Requests to borrow materials from other sources will be accepted only from people with a current card in good standing at the Airdrie Public Library. In accordance with the Libraries Act, the Library will not charge a fee for acquiring items from other libraries, but any external or additional costs will be the responsibility of the customer. Customers will be notified in advance of any costs incurred.

- 9.3.10 Periodic reviews will be made of Library service to determine whether the needs of the community indicate that present services should be modified or new services added.
- 9.3.11 The Library will endeavor to respond to requests for materials in languages other than English so far as budget allows and access to these resources is available. To this end, the Library will maintain a membership with the International Collection Consortium.
- 9.3.12 The Library will endeavor to respond to requests for materials and information by persons unable to use conventional print so far as budget allows and access to these resources is available. Some restrictions may apply in specific programs run by outside agencies.

Category:	Library Services, Collections, Management	Date Established:
Policy Number:	9.3, Appendix A	
Title:	Hours of Operation	Most Recent Revision Date: June 2010

Section 9.3: Appendix A

Hours of Operation

Winter Hours

Monday	9:00 a.m. – 8:30 p.m. (now open Mondays) *
Tuesday	9:00 a.m. – 8:30 p.m.
Wednesday	9:00 a.m. – 8:30 p.m.
Thursday	9:00 a.m. – 8:30 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Summer Hours

Monday	9:00 a.m. – 8:30 p.m. (now open Mondays) *
Tuesday	9:00 a.m. – 8:30 p.m.
Wednesday	9:00 a.m. – 8:30 p.m.
Thursday	9:00 a.m. – 8:30 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	CLOSED

9:00 a.m. – 8:30 p.m.

The Library recognizes statutory holidays in accordance with City of Airdrie policy. The Library will be closed on these days. Statutory holidays are as follows:

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Remembrance Day
Good Friday	Heritage Day	Christmas Day
Easter Monday	Labour Day	Boxing Day

In addition, the Library will be closed on Easter Sunday and will operate at reduced hours on Christmas Eve Day and New Year's Eve Day. These are unpaid closures.

Further closures:

The Library will be closed to the public up to six days annually to accommodate staff development and facility or technology projects. These closures will be at the discretion of the Director.

Category:	Library Services, Collections, Management	Date Established:	January 1999
Policy Number:	9.4.1		
Title:	Collection Development	Most Recent Revision Date:	May 2015

Section 9.4:1 Collection Development

Airdrie Public Library is an accessible centre of information with collections that support literacy, lifelong learning, leisure interests/activities, enhance quality of life and reflect our social and cultural diversities.

The Airdrie Public Library Board is committed to the following principles as set forth in the documents below and noted in full in Appendices A, B, C.

- The Canadian Library Association Statement of Intellectual Freedom
- The Library Association of Alberta Statement of Intellectual Freedom
- The Province of Alberta Resource Sharing Policy

Materials are selected to meet the needs of a diverse clientele whose interests, points of view and informational needs are varied and worthy of consideration.

Collection development is focused on local needs, while balancing resource sharing opportunities and responsibilities.

Materials are selected within the context of specified selection criteria including (but not limited to):

- anticipated demand and use
- appropriateness to the Library's mission and current Plan of Service
- appropriateness of format and level
- currency and authoritativeness
- critical acclaim, awards and professional evaluation

Airdrie Public Library is committed to supporting Canadian and local authors and musicians, and Canadian content provided items meet the general selection criteria.

Marigold Library System is responsible for online collection development.

Collections and items are evaluated on a regular basis according to accepted professional practices and may be withdrawn or replaced as necessary.

Category:	Library Services, Collections, Management	Date Established:	April 2000
Policy Number:	9.4.1, Appendix A		
Title:	Collection Development	Most Recent Revision Date:	May 2015

The City of Airdrie Library Board endorses the Canadian Library Association (CLA) Statement of Intellectual Freedom.

CANADIAN LIBRARY ASSOCIATION STATEMENT OF INTELLECTUAL FREEDOM

http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm

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

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

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

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

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

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

Category:	Library Services, Collections, Management	Date Established:	April 2000
Policy Number:	9.4.1 Appendix B		
Title:	Collection Development	Most Recent Revision Date:	May 2015

The City of Airdrie Library Board endorses Library Association of Alberta Statement of Intellectual Freedom

LIBRARY ASSOCIATION OF ALBERTA STATEMENT OF INTELLECTUAL FREEDOM

http://www.laa.ca/page/intellectual%20freedom.aspx#.VW4Y1Gd_mM8

Every Albertan, as embodied in the Canadian Charter of Rights and Freedoms, and as supported in the Alberta Bill of Rights and Alberta's Human Rights, Citizenship and Multiculturalism Act, has the fundamental right 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 democracy and society in Alberta.

Libraries in Alberta have a fundamental responsibility to protect and promote intellectual freedom.

Alberta libraries have a responsibility to guarantee and facilitate access to all expressions of knowledge, opinion, creativity and intellectual activity including those which some elements of society consider unconventional, unpopular, unorthodox or unacceptable.

To this end, Alberta libraries shall acquire and make available, through purchase or resource sharing, the widest variety of materials and communication media (including the Internet) that support the intellectual and recreational pursuits of both their communities and individual Albertans.

Alberta libraries have a responsibility to guarantee the right of free expression by making available all of the library's facilities and services to any Albertan who needs them regardless of age, religion, ability, gender, sexual orientation, social or political views, national origin, economic status, location and/or level of information literacy.

Alberta libraries provide service based upon the right of each Albertan to judge individually on questions of politics, religion and morality. Parents have the responsibility for determining their children's access to all library materials.

Alberta library employees do not need to endorse or support every idea or presentation contained in the materials they make available. Alberta library employees do have the responsibility to insure that all perspectives are represented in their collections.

Alberta libraries should resist all efforts to limit their ability to protect and promote intellectual freedom, while at the same time recognizing the right of criticism by individuals and groups. All requests for removal or limitation of access to materials must, however, follow the library's written procedures for reconsidering materials.

Category:	Library Services, Collections, Management	Date Established:	April 2000
Policy Number:	9.4.1 Appendix C		
Title:	Collection Development	Most Recent Revision Date:	May 2015

PROVINCE OF ALBERTA PROVINCIAL RESOURCE SHARING POLICY

<http://www.municipalaffairs.alberta.ca/documents/libraries/resource-sharing.pdf>

Statement of Purpose

Resource sharing is the lending of local library resources to users of other public libraries, for example via interlibrary loan (ILL). Resource sharing strengthens public library service to Albertans by increasing the range of materials available for borrowing.

Effective resource sharing must be reciprocal, with each library providing the same level of access to their collections. Users must be able to find and request items, and libraries must be able to administer requests, delivery, tracking, and returns of items effectively. This operational policy establishes processes and rules which enforce reciprocity and make effective, consistent workflow and systems possible.

Policy

The Government of Alberta supports resource sharing between network participants to enable equitable access for Albertans.

1. Network participants will share library resources through an organized system coordinated by PLSB in cooperation with the Nodes.
2. Network participants are obligated to lend resources at the level defined in the operational guidelines, ensuring reciprocity.
3. Library cards issued by non-network participants are not eligible for resource sharing through the Public Library Network.
4. Albertans have access to resources provided by Alberta public libraries through the network at no additional charge.
5. The local public library has primary responsibility for developing and providing a local library resource collection to meet community needs. Resource sharing, including interlibrary loan service, is supplementary and is not meant to substitute for the local collection.
6. Albertans holding a public library card that is eligible for Alberta-Wide Borrowing may borrow on-site from any public library participating in the network.

Category:	Library Services, Collections, Management	Date Established:	January 1999
Policy Number:	9.4.2		
Title:	Use of Materials	Most Recent Revision Date:	May 2015

Section 9.4.2: Use of materials

Library materials are equally available to all members of the community.

Library materials are available to all Albertans in accordance with resource sharing policies and local restrictions.

Control of access to Library materials, by children, as well as overdues, lost and damaged items related to those materials are the responsibility of parents or guardians.

Youth (ages 13-17) have the option of independent membership which gives them control of access to Library materials. Overdues, lost and damaged items with access to information related to those materials, remains with the parent or guardian.

Category:	Library Services, Collections, Management	Date Established:	January 1999
Policy Number:	9.4.3		
Title:	Gifts and Donations	Most Recent Revision Date:	May 2015

Section 9.4.3: Gifts and Donations

Airdrie Public Library welcomes support of the Library's collections through donations.

Donations of used or new materials will be evaluated in the context of local needs and resources. Decisions and disposal of donations, including additions to collection, recycling, booksale or other revenue generating programs remains the prerogative of the Library.

Financial gifts will be added to general collection funds. Specifications by and recognition of donors are covered under guidelines set out in the Collection Development Program Manual.

Category:	Library Services, Collections, Management	Date Established:	January 1999
Policy Number:	9.4.4		
Title:	Disposition of Materials	Most Recent Revision Date:	May 2015

Section 9.4.4: Reconsideration of Materials

The Library Director and Board will consider any written complaint regarding Library materials.

The process and form are outlined in Appendix A.

Category:	Library Services, Collections, Management	Date Established: April 2000
Policy Number:	9.4.4 Appendix A	
Title:	Collection Development	Most Recent Revision Date: May 2011

The City of Airdrie Library Board

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

LIBRARY RESOURCE

Title of material:

Format (for example, book, CD, DVD, magazine):

Author of material:

LIBRARY CUSTOMER

Date of request: _____

Library Card Number: _____

Phone Number: _____

Name:

Address:

Please circle the response that most closely approximates your use of this library resource.

I have read/listened to/ viewed:

- less than 25%
- 25% to 50 %
- 50% to 75%
- 100%

Reason for request to reconsider:

What action would you like to recommend to the Board?

PROCEDURE

This form will be presented to the Library Board at its next regular meeting. If you wish to make a presentation to the Board regarding this material, please contact the Library Director at least 10 days prior to the Board meeting. The Board generally holds its regular meetings on the last Tuesday of each month, excluding July, August and December.

A written response to this request will be sent to the applicant within 30 days of the Board's consideration of the matter.

“The information on this form is collected under the authority of the Libraries Act and the Freedom of Information and Protection of Privacy Act. The information will be used to provide you with library services and maintain statistics”

Category:	Library Services, Collections, Management	Date Established:	January 1999
Policy Number:	9.5		
Title:	Library Promotion & Marketing	Most Recent Revision Date:	January 2015

Section 9.5: Library Promotion and Marketing

9.5.1. Objectives

- 1.1 The Library Board recognizes that Library promotion and marketing are essential to ensure that the citizens of Airdrie are aware of the services provided by the Library. The Board is also aware of the necessity of promoting the value of the Library so that City Council and Airdrie residents will support the Library through taxes, memberships, donations, and volunteering for marketing and fundraising projects.
- 1.2 The Library Board intends to develop a formal marketing plan each year that addresses these objectives of public awareness and support. This plan will be reflective of the Library's Mission Statement, and will be supported by appropriate allocations in the budget on an annual basis.

9.5.2 Roles and Responsibilities

Members of the Board, staff, and Advocates For Airdrie Public Library each have distinctive roles in promotional and marketing projects and activities. Yet there may be times when these roles are not distinct, and members from all three groups, as well as volunteers from the community, may be working on one project together.

In general, the following guidelines should prevail:

1.1 Advocates For Airdrie Public Library

The Advocates For Airdrie Public Library is an autonomous organization that, in a formal context, operates separately from the Library's Board and staff. However, the Board will maintain regular contact with this group to support its projects and facilitate the exchange of information regarding objectives and plans so that there is a consistent and coordinated image of the Library presented to the public.

In general, the Friends group focuses its activities on fundraising.

1.2 Library Staff

The Library Director ensures the continuing stewardship of the Board's marketing plan.

The Library Director may assign promotional functions to staff relating to Library programs, services and procedures. These functions are allocated and supervised by the Director. When appropriate and possible, the Director may assign staff to projects being implemented by the Board, the Friends, or under other circumstances where Library representation is warranted. Library staff will be paid their regular wage rates for these assignments.

Library staff are welcomed, of course, as volunteers on any projects. It should be understood by all parties that staff are not required to volunteer, and that, if they do, their activities in no way impact on their performance evaluations as Library employees.

1.3 Library Board

Members of the Library Board represent the Library at community functions, meetings of other organizations, and wherever official recognition is required. This may be delegated to the Director when appropriate.

The Library Board may undertake promotional or fundraising projects as needed, and may participate in projects initiated by either staff or the Friends group.

9.5.3 Official Communications with the Media and the Public

To ensure that there is coherence and consistency in all public communications, all Board, staff, and Friends members must be committed to a team approach to public communications. These guidelines will help make this possible:

- 1.1 Press releases, posters, and other print or electronic messages will be reviewed by the Director or designate before being released or published.
- 1.2 On matters of Library policy and governance, only the Chair of the Library Board or designate will communicate with the media or members of the public.
- 1.3 Communication with the media and the public on matters of administration and implementation of services is the responsibility of the Library Director or designate.

9.5.4 Social Media

Introduction and Objective

Online social networks can be valuable tools for communicating with the public and the Airdrie Community. Airdrie Public Library (APL) employees, board members and volunteers are encouraged to evaluate and implement these communications methods where appropriate.

Definition

Social Media can include blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or any other existing or emerging communications platform.

There are two recognized uses for social media at APL:

Organizational Use: in the name of, sanctioned by, or using the identity of APL.

Personal Use: any use that is **NOT** in the name of, sanctioned by, or uses the identity of APL.

A. Organizational Use

1. Employees must receive prior approval from the Library Director before starting to use any social media site to represent APL or to inform anyone about APL. This includes any social media site that will be managed by the employee as part of his or her official duties.
2. The use of social media tools should never interfere with an employee's work-related duties and responsibilities, except when the use of such social media tools is needed to perform those duties and responsibilities.
3. When reposting or referencing a post on one of Airdrie Public Library's online sites, an employee will ensure that content is current, factually accurate and authentic.

4. An employee will not post or link to any materials that are defamatory, harassing or indecent.
5. An employee will not use threatening, offensive, hateful, disrespectful or defamatory comments or images while using any social media site for APL business. An employee will not post or link to any materials that are defamatory, harassing or indecent.
6. An employee will not allow APL to be a “fan” of an individual or cause if there is an implied support for a political cause.
7. An employee will uphold any laws governing copyright, intellectual property or official trademarks by citing and linking to sources whenever possible.
8. Before publishing or sharing photographs or videos on any social media site while conducting APL business, an employee will ensure that the proper permissions have been acquired.
9. An employee will follow all applicable APL policies including the Code of Ethics and Confidentiality and Privacy Policy. For example, an employee must not share confidential or proprietary information about the Airdrie Public Library and must maintain the privacy of its board members, staff, patrons, and business partners.
10. If an employee receives an unsolicited official contact through his or her personal email or social media presence, it is expected that this employee will provide APL with a copy of that correspondence.

B. Personal Use

Airdrie Public Library employees, board members and volunteers should be sensitive to the fact that social networks and other online forums can easily blur the distinction between an individual’s official and personal identities, including the distinction between an employee’s public and private life. If an employee identifies the fact that he or she works for the Airdrie Public Library, anything that is posted can and does reflect on APL and its reputation.

1. An employee will refrain from expressing personal views or beliefs pertaining to APL business, community members or APL partners.
2. If it is reported that an employee’s social media postings (including photos and videos) adversely affect APL’s reputation or disparage any APL employee, Board member or individual associated with the APL organization, the Library Director or Operations Manager will investigate and take appropriate disciplinary action if the allegations are founded.
3. If an APL employee /board member identify himself or herself as an APL employee/board member in any online social medium or network, he or she must make it clear that he or she is not speaking for APL when discussions about the library occur.
4. An employee will refrain from using APL logos or branding when using social media sites for personal use.

Category:	Library Services, Collections, Management	Date Established:	January 1999
Policy Number:	9.6	Most Recent Revision Date:	
Title:	Confidentiality of Patron Records		

Section 9.6: Confidentiality of Patron Records

- 9.6.1 For the protection of the privacy of Library patrons and the Library itself, it is necessary that Library Staff and Board members adhere to policies and practices consistent with the Alberta Freedom of Information and Protection of Privacy Act 1994.
- 9.6.2 Personal information will be collected from patrons only when that information relates directly to and is necessary for operating a Library program or activity. The patron must be informed of the purpose for which the information is collected.
- 9.6.3 Personal information collected from patrons must be stored in a secure manner where it is only available to Library Staff.
- 9.6.4 An individual's personal information may be used only for the purposes for which it was collected.
- 9.6.5 In general, an individual's personal information may not be discussed with or disclosed to a third party. There are exceptions to this which are listed in the Act. Some of these are:

compliance with a court order collecting a fine or debt

responding to a request from a law enforcement agency to assist in an investigation. If a question of disclosure arises, reference should be made to Sections 37 through 41 of the Act

and, if necessary, legal or expert advice should be sought.

Category:	Library Services, Collections, Management	Date Established:	May 1998
Policy Number:	9.7.1		
Title:	Library Facilities - Objectives	Most Recent Revision Date:	

Section 9.7.1: Library Facilities - Objectives

1. To achieve the goal of good Library service, the Board accepts the responsibility to see that public Library building facilities are provided which will adequately meet the physical requirements of modern Library service. Such facilities will offer to the community a compelling invitation to enter, read, look, listen and learn.
2. The Board of Trustees will acquire sites and/or new buildings only after a service program has been adopted and the Library Director or a consulting librarian has written an outline of the community's Library building needs.
3. The Board accepts the responsibility for securing the funds for needed facilities.
4. The Library will not be used for other than Library purposes except on a joint decision of the Library Director and the Board and only for groups involved in the general field of culture, education or recreation.

NOTE: Specific rules governing the use of Library facilities are as laid out in By-laws and Schedules, Section 8.

Category:	Library Services, Collections, Management	Date Established:	May 1997
Policy Number:	9.7.3		
Title:	Displays on Library Premises By Non-Library Individuals or Groups	Most Recent Revision Date:	

Section 9.7.3: Displays on Library Premises by Non-Library Individuals or Groups

The Library seeks to maintain a balanced and impartial collection of informational and cultural resources accessible to all individuals and groups.

The Library Board upholds the Canadian Library Association's Statement of Intellectual Freedom, which states in part:

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials. It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

It is the intention of the Library to help individuals and groups present informational material to the public when it is possible and feasible according to the Library's space, programs and schedules.

Displays on Library premises shall be informational in nature. That is, the intention of the material and presentation techniques should be to impart information or knowledge to those who show interest.

The Library Director will be responsible for approving applications for displays, and will establish the necessary procedures and agreements for the displays.

Guidelines for approval of displays shall be the same as those for the selection of Library materials. The Director will exercise the best judgement possible, consult reliable and reputable review sources when available, and consider prevailing standards. In no case will any applicant be denied display space because of race, nationality, political or religious views.

Category:	Library Services, Collections, Management	Date Established:	February 1998
Policy Number:	9.7.4		
Title:	Fundraising in Library Facilities	Most Recent Revision Date:	

Section 9.7.4: Fundraising in Library Facilities

Fundraising activities in Library facilities will be for Library purposes only.

Category:	Library Services, Collections, Management	Date Established:	March 1999
Policy Number:	9.7.5		
Title:	Art Exhibitions	Most Recent Revision Date:	April 2008

Section 9.7.5: Art Exhibitions

1. All exhibitions will be by Airdrie and district artists or groups and the Alberta Foundation of the Arts Traveling Art Exhibition Program.
2. Exhibits may consist of one or more art forms, or may follow a theme.
3. Exhibits will be on display for a minimum of four (4) weeks, except by special arrangements with the Program Coordinator and Library Director.
4. Individuals may exhibit no more than once (1) every calendar year, unless the Program Coordinator and Library Director make an exception.
5. Area artists or groups may submit examples or slides of their work to the Program Coordinator and Library Director. Acceptance and display of any work of art is at the discretion of the Program Coordinator and Library Director and their decisions are final.
6. An artist must give thirty (30) days notice of inability to produce an exhibition.
7. The Library and Library Board assumes no liability for items displayed or exhibited in the Library.
8. No prices are to be displayed in the Library with the works of art. Any patrons wishing this information will contact the artist directly. The Program Coordinator may, however, make special arrangements in regard to the sale of artworks in the Library.
9. When art works are displayed in the Library, the Program Coordinator or designated volunteer will ensure an inventory list is produced that includes the artist's name, title of work(s), medium, size, valuation, and date checked in to the exhibit. This document will be signed and dated by the Program Coordinator or designate volunteer. A copy of the agreement and inventory list are provided to the artist.
10. When the exhibit is taken down, the Program Coordinator or designated volunteer will review the inventory and ensure that the artist signs the "returned" portion of the document. A copy of the updated inventory list will be provided to the artist.
11. Once an exhibit is on display, no items may be removed by the artist or artist's agent, without the written permission of the Program Coordinator.
12. Promotion of current exhibits will be included as part of the Library's regular publicity.
13. Artists may provide the Program Coordinator with a brief autobiography which will be displayed with the art. Airdrie Public Library display cards must be submitted with the artist's work. Artists may also leave their business cards at the front desk for distribution.

In the event of an artist's cancellation or a month not being booked, the Program Coordinator will make alternate arrangements.

Category:	Library Services, Collections, Management	Date Established:	March 1999
Policy Number:	9.7.5 Appendix		
Title:	Art Exhibitions	Most Recent Revision Date:	

AIRDRIE PUBLIC LIBRARY ART AND CULTURAL DISPLAY POLICY

1. All exhibitions will be by Airdrie and district artists or groups and the Alberta Foundation of the Arts Traveling Art Exhibition Program.
2. Exhibits may consist of one or more art forms, or may follow a theme.
3. Exhibits will be on display for a minimum of four (4) weeks, except by special arrangements with the Art & Culture Coordinator and Library Director.
4. Individuals may exhibit no more than once (1) every calendar year, unless the Program Coordinator and Library Director make an exception.
5. Area artists or groups may submit examples or slides of their work to the Art & Culture Coordinator and Library Director. Acceptance and display of any work of art is at the discretion of the Program Coordinator and Library Director and their decisions are final.
6. An artist must give thirty (30) days notice of inability to produce an exhibition.
7. The Library and Library Board assumes no liability for items displayed or exhibited in the Library.
8. No prices are to be displayed in the Library with the works of art. Any patrons wishing this information will contact the artist directly. The Art & Culture Coordinator may, however, make special arrangements in regard to the sale of artworks in the Library.
9. When art works are displayed in the Library, the Art & Culture Coordinator or designated volunteer will ensure an inventory list is produced that includes the artist's name, title of work(s), medium, size, valuation, and date checked in to the exhibit. This document will be signed and dated by the Program Coordinator or designate volunteer. A copy of the agreement and inventory list are provided to the artist.
10. When the exhibit is taken down, the Program Coordinator or designated volunteer will review the inventory and ensure that the artist signs the "returned" portion of the document. A copy of the updated inventory list will be provided to the artist.
11. Once an exhibit is on display, no items may be removed by the artist or artist's agent, without the written permission of the Program Coordinator.
12. Promotion of current exhibits will be included as part of the Library's regular publicity.
13. Artists may provide the Art & Culture Coordinator with a brief autobiography which will be displayed with the art.
14. Airdrie Public Library display cards must be submitted with the artist's work. Artists may also leave their business cards at the front desk for distribution.
15. In the event of an artist's cancellation or a month not being booked, the Art & Culture Coordinator will make alternate arrangements.

I hereby acknowledge that I have received a copy of the above Policy and agree to abide by and be bound by the Policy and the terms and conditions contained herein.

Dated in the City of Airdrie in the Province of Alberta on this _____ day of _____ A.D. 20__.
Signed in the presence of:

Witness: _____ Artist: _____

"The information on this form is collected under the authority of the Libraries Act and the Freedom of Information and Protection of Privacy Act. The information will be used to provide you with library services, promotional information and to maintain statistics."

Category:	Library Services, Collections, Management	Date Established:	November 1998
Policy Number:	9.7.6		
Title:	Access to Library Facilities	Most Recent Revision Date:	

Section 9.7.6: Access to Library Facilities

1. The public Library facilities are open to the public regardless of membership or any other factor.
2. Item A notwithstanding, access to Library facilities may be denied for due cause. Such cause may be destruction of Library property, disturbance of other patrons, or failure to comply with the rules of conduct as specified in Policy 9.2.3 and Library By-laws, Section 8. Penalties in these instances are found in Section 8 Schedules.
3. The Library Board will take all reasonable measures possible to ensure that the Library premises provide a safe and appropriate environment for the enjoyment and use of Library services. Library staff are instructed to call the appropriate Emergency Services in the City if the need arises.
4. Library users will not be permitted into the Library except during designated open hours.
5. Pets are not allowed in the Library. Access may be granted to animals trained as aids to accompany people with disabilities.

Category:	Library Services, Collections, Management	Date Established:	February 2007
Policy Number:	9.7.7		
Title:	Rental of Facilities	Most Recent Revision Date:	Oct. 2011

Section 9.7.7: Rental of Facilities

Purpose: The Airdrie Public Library views its facility resource as a valuable community asset.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to non-profit community groups/organizations, in accordance with this policy as established by the Library Board. In cases where a non-profit designation is not readily apparent, proof of tax exempt status may be required to establish eligibility to use the room.

There is no charge for use of meeting rooms by City agencies or by groups presenting programs in which the Library is a sponsor or cooperating agency. *The final determination regarding charges will be left to the discretion of the Director.*

The room may not be used by organizations for commercial purposes or for private social events for individuals. Rooms may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, panel discussions, workshops and other similar functions.

No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the Library co-sponsors the program.

Groups may reserve space for up to one meeting per week. Groups may only book up to six months in advance, unless the Library is a co-sponsor.

Rooms are rented for a fee that reflects reasonable market value.

Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the Constitution Act, Canadian Charter of Rights and Freedom, 1982. The Library reserves the right to attend any meeting held in its facilities.

1. Bookings:

- 1.1 All bookings and equipment rentals must be made through the designated library staff member.
- 1.2 All renters booking the meeting rooms must complete a facility rental agreement prior to first time use. Signers of the rental agreement must be eighteen years old or older.
- 1.3 Facilities will not be rented on statutory holidays or days when the Library is closed unless specifically approved by the Director.
- 1.4 No alcohol may be served.
- 1.5 The Board may enter into a separate rental agreement at the Board's discretion.

2. Exemptions:
 - 2.1 City agencies or groups presenting programs in which the Library is a sponsor or cooperating agency will not be charged rental for meeting rooms.
 - 2.2 There will be no charge for meetings and functions organized by the Society of Friends of the Airdrie Public Library.
3. Renter Responsibility:
 - 3.1 Pre-payment is preferred. Payment confirms booking.
 - 3.2 The renter shall be financially responsible to the Board for all loss or damage to the meeting rooms, equipment, or facilities occasioned by any person or persons admitted to the premises by, or acting on behalf of, the renter.
 - 3.1.1 No building or construction of any kind is allowed in the meeting rooms.
 - 3.1.2 All young adults and children participating in events must be supervised by the renter.
 - 3.3 Renters are responsible for ensuring that all external publicity includes the following disclaimer: Rental of library meeting rooms does not imply Airdrie Public Library endorsement of the aims and objectives of the renter.
4. Board Responsibility:
 - 4.1 The Airdrie Public Library Board will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada and the Canadian Charter of Rights and Freedoms.
 - 4.2 The Library Board assumes no responsibility for the safety, loss or damage of items held on Library premises for the renter.
 - 4.3 The meeting rooms shall be under the supervision of a Library employee to the extent that the Library employee may request adherence to the rental policy and to Library By-Law 8.2: Library Facility and Equipment.
 - 4.4 The employee shall have the authorization to request that the renter vacate the premises due to inappropriate conduct or overstaying of time.
5. Access:
 - 5.1 Renters using library facilities cannot have access before library opening without prior approval by the Director.
 - 5.2 The meeting rooms must be vacated by half hour before closing.
6. Cancellations:
 - 6.1 Cancellations must be made through the designated library staff member at least 24 hours in advance of the booking date. The Library reserves the right to apply full charges to renters who provide less notice.

7. Failure to Comply:

- 7.1 Failure to comply with the Rental of Facilities policy or Library By-Law 8.2 Library Facility and Equipment, shall disqualify the renter from further use of the meeting rooms.
- 7.2 The decision of the Library Director shall be final in all matters pertaining to the interpretation of this policy.

Category:	Library Services, Collections, Management	Date Established:	February 2007
Policy Number:	9.7.7, Appendix A		
Title:	Rental of Facilities	Most Recent Revision Date:	July 2007

Airdrie Public Library

Facility Rental Agreement

There is no charge for use of meeting rooms by City agencies or by groups presenting programs in which the Library is a sponsor or cooperating agency, designated "partner" below.

NOTE: A cancellation fee of \$15 will be applied to any groups that fail to notify the library of a cancellation (minimum of 24 hours notice).

Circle Renter Category: Library Partner Non-Profit

Name of Renter _____

Address _____

Phone _____ Contact Person _____

M= McCall Meeting Room (limit of 15) P = Program Room (limit of 40) (Coffee is NOT available in the McCall Meeting Room)

Date(s) of Rental	Time	Room M or P	Cost of Equipment	Cost: Half or Full Day	Total
Paid					

Users are expected to return furniture to its original location and to leave the area clean and litter-free at the end of their session.

I agree to follow all conditions as outlined in the attached Rental of Facilities Policy and Schedule G: Meeting Room and Equipment Rental Fees.

Payment confirms your reservation (prepayment is preferred)

(Signature)

(Date)

(Name in Print)

(Phone Number)

Category:	Library Services, Collections, Management	Date Established:	October 1998
Policy Number:	9.8		
Title:	Internet Access Policy	Most Recent Revision Date:	June 2008

9.8.1 Philosophy

9.8.1 Philosophy

Mission

The Airdrie Public Library is a community centre of information, inspiration and imagination that is accessible to all.

In keeping with its vision and mission, the Airdrie Public Library provides Internet based services to the public.

Guiding Principles

The Library has embraced the Internet as a way to enhance traditional collections and services and is committed to ensuring that all members of the community have equal access to this resource.

The provision of public use Internet services allows Airdrie Public Library patrons to connect to ideas and information on a global scale and with others in pursuit of knowledge, shared experiences and communication. Internet services also supplement the traditional recreational services provided by the Library.

The Library believes in providing education and information about the safe and effective use of the Internet and in enhancing their customer's information literacy skills.

This policy adheres to the Canadian Library Association Statements on: Intellectual Freedom, Internet Access, and Information and Telecommunication Access Principles.

9.8.2 Customer Responsibilities and Rights

Airdrie Public Library customers have the following responsibilities and rights with respect to the Internet based services the Library provides:

- a) Be involved: Parents and guardians are responsible for the use their children make of the Internet.
- b) Be careful: The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet. Users are responsible for any losses or damages that occur as a result of any online transactions they conduct on the Internet. The Library assumes no responsibility for the security and privacy of online transactions.
- c) Be cautious: The Internet is an unregulated, worldwide network. The Internet contains information and opinions that range in scope from reliable and authoritative to controversial, extremely offensive or dangerously inaccurate or outdated. Information found on the Internet may NOT be accurate, complete or current. Users must assess the validity of the information found.
- d) Users must respect the privacy of others using the Library's public Internet access workstations.
- e) Users have the right to equitable access to the Library's public Internet access workstations.

- f) Users have the right to access and read this policy and discuss it with appropriate staff and Library trustees.
- g) As public use computer Internet workstations are located in open areas shared by library patrons of all ages, backgrounds, and sensibilities, individual users must be respectful of other library patrons when accessing the Internet from these workstations.
- h) Users are responsible for complying with this Internet Use Policy. Failure to do so may result in loss of Internet access and loss of library privileges.

9.8.3 Library Responsibilities and Rights

The right of all Library patrons to access the Internet is defined by the policies governing Internet Access and the Library Rules of Behaviour. Airdrie Public Library has the following responsibilities and rights with respect to the Internet based services the Library provides:

- a) The Library will post its Internet Access Policy.
- b) The Library will make reasonable efforts to ensure compliance with the Internet Access Policy.
- c) The Library will take reasonable measures to ensure the privacy and confidentiality of Internet users.
- d) The Library will provide staff assistance to library Internet users whenever time and knowledge permit.
- e) Filtered computers will be available in the children's area. The Library will restrict the use of public computer workstations in the children's area to use by young adults and children.
- f) Unfiltered computers are restricted to users 13 years of age and older. Younger users will be granted access to unfiltered computers only if a parent or guardian has signed the Library's permission form.
- g) The Library reserves the right to limit Internet use in terms of the amount of time used and to terminate an Internet session at any time.
- h) Library staff has the final authority to ask users to leave the Library if they are disturbing others or engaging in Internet use behaviour that is inappropriate in a public area.
- i) The Library will take reasonable measures to ensure the privacy and confidentiality of Internet users.
- j) The Library will provide staff assistance to library Internet users whenever time and knowledge permit.

9.8.4 Legal Compliance

- a) In accessing the Internet, you are subject to federal, provincial, and municipal legislation related to Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition, and the incitement of hatred. You must not use the Internet for any illegal purposes. You agree that you will use the Internet in compliance with all applicable municipal, provincial, federal and international laws, rules and regulations, including any laws regarding the transmission of technical data. You shall not (a) use the Internet to upload, transmit or otherwise distribute any content that is unlawful, defamatory, harassing, abusive, fraudulent, obscene, contains viruses, or is otherwise objectionable (as determined by the Library in its sole discretion); upload, transmit or otherwise distribute content that infringes upon another party's intellectual property rights or other proprietary, contractual or fiduciary rights or obligations; or (c) use the Internet for any fraudulent or inappropriate purpose.

- b) Copyright: Copying or distributing material found on the Internet may infringe on copyright or other intellectual property rights of others. The Library is not responsible for such infringements by you.
- c) Filtering Software and choice of access for children: Some terminals feature the option of filtered or unfiltered Internet access. These filters block much of the material on the Internet that may be considered inappropriate for children. Airdrie Public Library has filtered terminals available for its users. However, the filters are not fully effective, and the Library has no responsibility or liability to you resulting from any inappropriate material being displayed on the Terminals. It is the responsibility of parents or guardians to guide their children's Internet activity.
- d) Breach of these Terms of Use: If you breach any provision of these Terms of Use, damage this hardware, modify or attempt to modify any software program, or subvert or attempt to subvert any security devices that the Library has installed, then the Library may terminate your use of any of the Library's computers. The Library may also suspend library privileges for such length of time as the Library considers appropriate. In addition, your breach, damage or security subversion may result in civil or criminal proceedings being commenced against you. The Library reserves the right, but shall have no obligation, to investigate your use of the Internet in order to determine whether a violation of these Terms of Use has occurred or to comply with any applicable law, regulation, legal process or governmental request.
- e) Indemnification: You agree to hold harmless and indemnify the Library, its directors, officers, employees and agents, from and against all third party claims and legal proceedings of every kind whatsoever arising from or in any way related to your use of the Network. This includes all legal costs incurred by the Library in the defense of such claims and proceedings.