



# **PRINCE GEORGE PUBLIC LIBRARY**

## **POLICY MANUAL**

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## **1. PURPOSE, ORGANIZATION AND GOVERNANCE**

### **1.1 MISSION VISION AND VALUES STATEMENT**

#### **Mission**

The Prince George Public Library connects people and ideas inspiring the community to read, learn and discover.

#### **Vision**

To be at the heart of a community where everyone is welcome to explore and share. Our programs, services and collections enrich and engage the community.

#### **Values**

##### **Innovation**

The PGPL values the role it has in leading the development of a strong community and prides itself in being adaptable to the community's changing needs. Supported, well-trained and empowered staff make sure the public always has access to up-to-date information, innovation and services.

##### **Inclusivity**

The PGPL provides welcoming and respectful environments.

##### **Community**

The PGPL is built on a foundation of providing responsive services that encourage exploration, creativity and fun.

##### **Accessibility**

The PGPL strives to ensure everyone benefits from its services, programs, and facilities. PGPL values all ideas and information.

*Adopted November 25, 2015*

#### **Philosophy**

The Library Board believes that a democratic society must have informed citizens; that the people of our area can better achieve an enriched and fulfilled life through the use of available information and knowledge; and that the Prince George Public Library is the focal point in this community for both formal and informal association with information and ideas.



To this end, the Library Board subscribes to the Canadian Charter of Rights and Freedom and the Canadian Library Association's Statement of Intellectual Freedom.

## **1.2 ORGANIZATION AND STRUCTURE**

- 1.2.1 The Prince George Public Library is an employer separate from the City of Prince George under the Labour Code of British Columbia.
- 1.2.2 The Library Board determines and adopts policies governing the services and operation of the Library.
- 1.2.3 The Library Board determines rules for managing its business and for regulating the use of its facilities and services to the public.
- 1.2.4 The Library Board determines the purpose of the Library and secures adequate funding to carry out approved goals and objectives.
- 1.2.5 The Library Board appoints any committees of its members it considers necessary to carry out its business.
- 1.2.6 The Chief Librarian is appointed by and reports to the Prince George Public Library Board and is accountable to the Board for planning and directing the activities of all departments and ensuring Library service meets community needs in accordance with Board policies and directives.
- 1.2.7 The Chief Librarian is designated as the CIO for the purposes of the Freedom of Information and Privacy Act.
- 1.2.8 The Prince George Public Library must prepare an Annual Report in the form approved by the Minister and must send copies of the report to the Minister responsible for libraries.

## **1.3 CODE OF ETHICS**

As a part of its commitment to the public welfare of the Prince George Public Library, the Board of Trustees wishes to define a Code of Ethics for itself and its staff. This code is intended to provide guidance and support for staff in its daily operations, and to define ethical conduct for the Board and its operating officers.

The word “employee” is applicable to anyone including volunteer members such as the Board when operating in the name of the Prince George Public Library.

### **1.3.1 Conflict of Interest**

A conflict of interest arises when an employee's personal interests conflict with his or her duties and responsibilities as an employee of the Prince George Public Library.

A conflict of interest can exist whether or not a pecuniary advantage has been or may have been conferred on an employee. When in doubt, it is the duty of an employee to

consult with their colleagues, managers, or Trustees on whether a conflict exists. Until that time, the assumption is that a conflict exists.

1.3.1.1 Employees shall NOT:

- Engage in any business transactions or have financial or other personal interests which are inconsistent with the impartial discharge of their duties.
- Place themselves in a position where they are under any obligation to any person who might benefit from special consideration or favour on their part.
- Deal with an application to the Prince George Public Library for a loan, grant, award or other benefit involving relatives.
- Extend any preferential treatment to relatives, friends, organizations or groups in which they (or their relatives or friends) have a pecuniary interest in the discharge of their official duties.
- Gain personal benefit, directly or indirectly, from any agreement or contract with the Prince George Public Library about which they can influence decisions or affect the outcome.

1.3.1.2 Employees shall to inform their supervisors of any business interests of a commercial or financial nature where such interests might be construed to provide an advantage or to be in conflict with their Library duties. Trustees shall be bound to inform the Board Chair or members of the full Board of the same.

1.3.1.3 Employees shall not solicit, accept or condone the solicitation or acceptance of any gift, favour or form of entertainment and/or hospitality from any person or corporation having dealings with the Prince George Public Library whereby the acceptance of such could reasonably be construed as being given in anticipation or recognition of special consideration by the Board.

### 1.3.2 Public Relations

1.3.2.1 Employees shall treat each contact with the public with diplomacy, tact and objectivity, and shall recognize that such contacts affect the Prince George Public Library's public image.

1.3.2.2 Employees shall refer to the Chief Librarian or the Board Chair (or designated spokesperson) any contacts from the media, which include information in the public domain, as well as which request opinions or comments on policy, procedures or other matters. Policy queries should directed to the Board Chair (or designated spokesperson), while procedures and other operating queries should be directed to the Chief Librarian (or designated spokesperson).

1.3.2.3 Press releases shall be approved by the Chief Librarian or designate

prior to issue.

- 1.3.2.4 Social media activity on behalf of the Prince George Public Library shall be approved by the Chief Librarian or designate. Social media includes online networks such as but not limited to Facebook, Twitter, YouTube, LinkedIn, blogs and wikis.
- 1.3.2.5 Employees shall be mindful of their professional association with the Prince George Public Library in their personal social media activity. Employees shall not engage in social media activity that brings the Prince George Public Library into disrepute, including but not limited to:
- Engaging in discriminatory behaviour, bullying or harassment towards any person
  - Breaching copyright in their personal social media activity
  - Expressing personal views that bring the Library into disrepute
- 1.3.2.6. Employees shall not imply Prince George Public Library endorsement of any personal views.

*Approved February 24, 2016*

### **1.3.3 Confidentiality of Information**

- 1.3.3.1 Employees must be respectful and protective of confidential information held in their departments which must not be divulged.
- 1.3.3.2 Employees are prohibited from releasing confidential information or material held or possessed by the Library.
- 1.3.3.3 Employees shall not permit any person, other than those who are appropriately entitled thereto, to inspect or have access to information, papers or documents which are confidential.
- 1.3.3.4 Adherence to informal, assumed, or unwritten policies is not an acceptable justification for violation of the policies set out in this policy manual.
- 1.3.3.5 All personnel matters and files of any employee of the Prince George Public Library shall be kept in strictest confidence with the Chief Librarian and Administration, and knowledge of their contents shall be available only to those who are appropriately entitled thereto.
- 1.3.3.6 Where an employee is unsure of the status of information, he or she shall confer with the Chief Librarian or designated officer for a

decision.

- 1.3.3.7 All employees are urged to review Privacy Guidelines for British Columbia Public Libraries which can be obtained from the Chief Librarian or found at <http://www.bclibrary.ca/privacy>. The Chief Librarian is the FOIPPA (Freedom of Information and Protection of Privacy Act) officer at the Prince George Public Library. Formal procedures are in place, in accordance with the Freedom of Information and Protection of Privacy Act, which govern situations where a member of the public requests access to information that is regarded as confidential by the Prince George Public Library.

#### **1.3.4 Political Activity**

- 1.3.4.1 An employee of the Library who intends to be a candidate in an election should consult the Chief Librarian or Board Chair.
- 1.3.4.2 During Municipal, Provincial or Federal elections, employees shall ensure that any involvement in campaigns shall not adversely affect their duties as employees with the Prince George Public Library.
- 1.3.4.3 Library employees should not use Library resources on any election campaign on Library time. No campaign related activities or speeches shall take place on Library property or Library time.
- 1.3.4.4 During election years, the Prince George Public Library displays materials regarding civic duties and citizen participation in the interests of public information, and may display candidate materials, giving equal representation to each and every participating candidate.

#### **1.3.5 Compliance**

The Chief Librarian and Management will ensure to the best of their ability that the Code of Ethics is followed by all staff. Where it is determined that an employee is in contravention of any one of the foregoing, disciplinary action shall be taken which may include simple correction, reprimand, suspension or in the case of egregious conduct, immediate dismissal.

#### **1.3.6 Unwritten Policies**

There are no unwritten policies at the Prince George Public Library as publicly declared on August 23, 2007 at the morning staff meeting and recorded in the minutes. Any outstanding procedure, practice, or belief to the contrary should be brought to the attention of the Chief Librarian for decision in accordance with the Code of Ethics.

### **1.4 LIBRARY GOVERNANCE**

### **1.4.1 Library Legislation**

The Prince George Public Library Board operates under the provisions of the Library Act of British Columbia.

- 1.4.1.1 The Library operates under City of Prince George By-Law No. 801, dated June 20, 1955.

### **1.4.2 Composition of Library Board**

The Board is composed of the Mayor or a member of Municipal Council and eight other electors or residents of the City of Prince George, not being members of City Council or employees of the City.

### **1.4.3 Library Board Appointments**

- 1.4.3.1 Eight members are appointed for two-year terms and are eligible for re-appointment. No person may be appointed for more than eight consecutive years.
- 1.4.3.2 A vacancy arising from any cause other than the expiration of a term shall be filled for the unexpired term only, by an appointment to be made by Municipal Council.
- 1.4.3.3 One member from Municipal Council shall hold office for one year or the remainder of the year for which he/she is appointed, and that member is eligible for re-appointment.
- 1.4.3.4 Each year, the Chief Librarian shall notify the City Clerk's office with the number of vacancies that will exist as of December 31<sup>st</sup> of the current year. This number will include Board members whose terms are expiring.
- 1.4.3.5 Each year, prior to new appointments to the Library Board, the Board Chair shall provide a letter to Municipal Council with information and recommendations on those members seeking reappointment. The letter will also provide Council with information about the current Board complement and the additional qualifications and skills needed to maintain a balanced Board.
- 1.4.3.6 Should a member fail to attend three (3) consecutive regular Board meetings of the Library Board without its written approval, the Library Board may ask the Municipal Council to remove the member for cause.
- 1.4.3.7 Library Trustees serve without remuneration but may be reimbursed travel and other expenses that are necessarily incurred in connection with their duties and are approved by the Board.

#### **1.4.4 Board Orientation, Development and Communication**

- 1.4.4.1 Upon their appointment to the Library Board, each Trustee will receive an orientation tour by the Board Chair and/or the Chief Librarian and will be provided with material related to policies and administration of the Prince George Public Library and the responsibilities of Library Trustees in British Columbia.
- 1.4.4.2 Library Trustees receive Minutes and Financial Statements on a monthly basis, in advance of the meeting whenever practical.
- 1.4.4.3 The Library will fund Board development activities and grant requests to attend conferences whenever possible, depending on the availability of funds.
- 1.4.4.4 The Library will pay the membership fees so that the Trustees may be members of the BCLTA.

#### **1.4.5 Board Responsibilities**

- 1.4.5.1 The Prince George Public Library Board has the responsibility to:
- Advocate on behalf of the Library and the Board's collective decisions.
  - Effectively govern the Public Library.
  - Fulfill the fiduciary responsibilities of the organization.
  - Assist in developing policies to ensure the Public Library's ongoing success.
  - Oversee the general business of the Public Library.
  - Assist in fundraising for the Public Library by providing experience as well as a broad network of influence and contacts, and participating in solicitations.
  - Exhibit leadership and set an example through active participation in Board activities.
  - Receive regular reports on all phases of the Public Library's activities from the chairs of the Public Library's committees.
  - Assist in the identification, cultivation and recruitment of new members to the Board and its committees.
- 1.4.5.2 Individual Board members have the responsibility to:
- Participate in Board orientation.

- Fulfill the responsibility of a Trustee as required by law.
- Contribute to the decisions of the Board through regular attendance and participation at Board and Committee meetings.
- Support the organization.
- Contribute to planning and evaluation by providing vision and leadership.
- Assist in the implementation of fundraising programs.
- Provide leadership and influence to ensure the Public Library meets all of its stated goals.
- Complete a Trustee self-evaluation annually for review by the Board Chair.

#### **1.4.6 Termination of Office**

On termination of office, individual Trustees must return items of a confidential nature, and items of a permanent nature, such as Trustee manuals, Library studies, etc.

### **1.5 LIBRARY BOARD OPERATION**

#### **1.5.1 Election of Chairperson**

Each year, at its first meeting after Trustee appointments have been made, the Library Board shall elect from its members a Chair and a Vice-Chair. Eligible candidates will be elected each September and ratified in January. These officers are elected for a term of one year.

#### **1.5.2 Appointment of Board Committees**

Each September, the Library Board Chair shall appoint such committees as may be required, and these committees shall each select a Committee Chair and Vice-Chair.

##### **1.5.2.1 Board Meetings**

Library Board meetings are open to members of the public.

##### **1.5.2.2 In-Camera Meetings**

In-camera meetings of the Library Board take place to discuss matters of a confidential nature, including, but not limited to, personnel, property and litigation.

##### **1.5.2.3 Delegations**

Any person or organization wishing to appear as a delegation before

the Library Board shall submit a written request to the attention of the Chief Librarian (Secretary of the Board) at least ten (10) days prior to the regular monthly meeting of the Library Board. The request must indicate the subject matter and particulars upon which the delegation wishes to make the presentation.

Late submissions will not be accepted unless otherwise determined by the Chair of the Board.

Upon approval, the delegation shall be allotted a period of time to make a presentation with additional time for Board members to ask questions. The allotted time shall be set by the Chair.

The Library Board reserves the right to refuse a request for delegation appearance.

#### 1.5.2.4 Complaints to the Library Board

Any person wishing to voice a concern or make a complaint to the Prince George Public Library Board shall submit the concern in writing to:

Chair,  
Prince George Public Library Board  
888 Canada Games Way  
Prince George, BC V2L 5T6 or [board@pgpl.ca](mailto:board@pgpl.ca)

Any person submitting a written complaint must include his or her name and contact information so the Library Board Chair may respond in writing.

## 1.6 COMMITTEE MEETINGS AND GUIDELINES

- 1.6.1 Each committee will review its own terms of reference at the first meeting of the calendar year and any changes will be recommended to the Library Board.
- 1.6.2 The Board Chair is ex-officio of all committees.
- 1.6.3 Standing committees of the Board meet on a monthly basis. Ad hoc committees of the Board meet as required.
- 1.6.4 A committee or its Chair may invite such Trustees, community members, and employees of the Library as may be considered desirable to assist in the discussion and consideration of the business of the committee.
- 1.6.5 The Chief Librarian will ensure that the minutes of each committee meeting are prepared and given in a timely fashion to each committee member and the full Board.
- 1.6.6 A committee member may participate in a committee meeting through a



telephone conference call or electronic medium if required.

- 1.6.7 A quorum for the transaction of business at a committee meeting will be the majority of the authorized number of members. Questions arising at a meeting will be determined by a majority of votes of the members present.
- 1.6.8 The recommendations of the committees are subject to acceptance by the Library Board.
- 1.6.9 The Library Board reserves the right to conduct electronic votes and balloting for the purposes of business, provided the results are validated and ratified at the following board meeting by simple majority. Any e-vote must contain a clear statement of the issue and a time frame for response.

*Approved June 22, 2011*

## **1.7 BUDGET AND FINANCE**

On or before March 1st in each year, the Library Board must prepare and submit to the Municipal Council its annual budget for providing Library service in the Municipality. The Municipal Council is expected to approve, with or without amendment, the budget submitted to it by the Library Board. At the request of the Library Board, the Municipal Council is expected to approve an amendment to the approved budget. The Municipal Council is expected to include in the Municipality's annual budget a sum sufficient to finance the Library Board's approved budget. The Municipality is expected to pay to the Library Board the sum included in the annual budget and the payments must be made on the dates scheduled by the Library Board and the Municipality.

### **1.7.1 Expenditures and Financial Statements**

The Library Board has, subject to the approved budget, exclusive control over the expenditure of:

- 1.7.1.1 All money provided by the Municipal Council for Library purposes;
- 1.7.1.2 All money given to the Library Board;
- 1.7.1.3 The revenue derived from any source, including fees, fines, and money recovered by the Library Board for detention, damage or loss of Library materials; and
- 1.7.1.4 All money received by the Library Board under an agreement to provide Library service.

The Library Board must provide to the Municipality annual financial statements that have been audited in the same manner as the financial statements of the Municipality.

## **1.7.2 Record Keeping**

It is the duty of the Library Board to undertake record keeping duties by retaining all records in accordance with the legal requirements of Federal and Provincial statutes.

- 1.7.2.1 The Library Board shall be provided with a quarterly report on the financial affairs of the Library.

See Appendix A – Financial Records, Personnel Records and Administration Records

## **1.7.3 Investment – Surplus Funds**

Library funds in excess of the Library's current needs may be invested in specified security funds that ensure a conservative low risk approach. The following are approved investment options:

- (a) securities of the Municipal Finance Authority;
- (b) pooled investment funds under section 16 of the *Municipal Finance Authority Act*;
- (c) securities of Canada or of a province;
- (d) securities guaranteed for principal and interest by Canada or by a province;
- (e) securities of a municipality, regional district or greater board;
- (f) investments guaranteed by a chartered bank;
- (g) deposits in a savings institution, or non-equity or membership shares of a credit union

Earning on funds from Deferred Contributions will be attributed to each fund as earned. Earnings on funds for vacation and sick leave liabilities will be retained in operations as will any earnings beyond amounts attributed to Deferred Contributions as noted above. Investment transactions require the endorsement of two authorized signatories. Reports on investment activities and results shall be provided to the Library Board a minimum of quarterly.

*Adopted February 23, 2011*

## **1.8 BOARD COMMITTEES - TERMS OF REFERENCE**

All Board committees will have Terms of Reference.

Board Committee Terms of Reference will be reviewed annually at the first meeting of the calendar year and any changes will be recommended to the Library Board. Terms of Reference are intended to outline the actions and rules for members of the Committee.

Please refer to Prince George Public Library – Procedures Policy – Board Committees Section 1.5.

## **1.9 TRAVEL ON LIBRARY BOARD BUSINESS**

All Board members required to travel on Library Board business shall be reimbursed for

such travel expenses as outlined in Section 6.8.

## **1.10 ORGANIZATIONAL POLICY ON LEADERSHIP**

The Prince George Public Library recognizes the importance of providing and fostering leadership in the community.

We recognize that we must work together with other individuals, groups, and organizations towards a common goal of community development through our promotion of literacy, the love of reading, and lifetime learning.

In the interest of furthering our community's growth in these and other areas, it is the Prince George Public Library's policy to provide encouragement to members of the Library community - including staff, leadership team, and Board members - who provide volunteer leadership in other organizations that work to make our community a better place.

## **1.11 FUND DEVELOPMENT**

At the Prince George Public Library it is clearly understood that fundraising is much more than raising money. It is an opportunity to continue building the Library's good name in the community, make new friends, involve others with the Library and secure funds.

*Approved November 24, 2004*

### **1.11.1 Fundraising Program**

1.11.1.1 In this policy the "Board" refers to the "Prince George Public Library Board" and "Fund" refers to the "Library Growth and Trust Fund", and "Library" refers to the "Prince George Public Library".

1.11.1.2 The objectives of the Fundraising Program are to:

- Create new opportunities for community involvement and long-term Library development.
- Raise funds for Library services.
- Create lifelong partnerships with the internal and external Library communities.
- Create a structure to support resource development for the long term needs of the Library.

1.11.1.3 All funds raised will be used for the stated purposes and established priorities of the fundraising program.

1.11.1.4 Recognition of donors will be fair and equitable in relationship to the size and type of gift and will be bestowed in accordance with Board

decisions.

- 1.11.1.5 Potential donor and donor records will be held confidentially and only with the donor's consent. Access will be restricted on a "need to know" basis for both staff and volunteers. Records kept will not be harmful to individuals or institutions.
- 1.11.1.6 The Library's relationship with the donor(s) extends beyond securing a gift and will include appropriate follow-up.
- 1.11.1.7 Donors will be issued tax receipts for all eligible donations.

### **1.11.2 Donations and Sponsorships**

- 1.11.2.1 In this policy, donations mean gifts of money, Library materials, equipment and furnishings.
- 1.11.2.2 The Library encourages donations of money, materials, services, or other resources that assist in the provision of Library service to the community in accordance with the mission, roles and philosophy of the Library.
- 1.11.2.3 Donors are advised that donations, once accepted, become the property of the Prince George Public Library and can be disposed of as the Board sees fit.
- 1.11.2.4 The Board reserves the right to refuse any donation.
- 1.11.2.5 Donors have the option of being acknowledged but the Board reserves the right to decide on the type of acknowledgement.
- 1.11.2.6 Donors will be issued tax receipts for all donations deemed eligible under federally regulated guidelines for registered charities. <http://www.cra-arc.gc.ca>
- 1.11.2.7 The Library will not appraise donations of materials but may accept items and issue receipts if an appraisal from a qualified appraiser accompanies the item at the time of donation.
- 1.11.2.8 The Library seeks to recognize our donors in a timely fashion and in ways consistent with the Library's institutional culture and with the donor's desired level of visibility.

### **1.11.3 Library Growth and Trust Fund**

The Fund is a trust fund established for the purpose of accruing funds for future capital expenditures.

- 1.11.3.1 The intent of the Library Growth and Trust Fund is to build a long-term

fund to be used for expansion of the Prince George Public Library and its tangible capital assets.

- 1.11.3.2 A donation may come in varied forms including, but not limited to: cash, bequests, life insurance policies, charitable annuities as well as gifts of real estate, securities, property or buildings.
- 1.11.3.3 Donations will be made directly to the Fund, and return on investment will remain intact in the Fund.
- 1.11.3.4 The Library Board reserves the right to refuse donations to the Fund.
- 1.11.3.5 The Library Board must meet all legal requirements to maintain the Fund.
- 1.11.3.6 Donations to the Fund become the exclusive property of the Prince George Public Library.
- 1.11.3.7 Any conditions attached to donations to the Fund must be approved by the Library Board.
- 1.11.3.8 The policy regarding the Fund must be reviewed by the Library Board every five years, and a financial review of the Fund itself must take place at least annually.

#### **1.11.4 Investment**

- 1.11.4.1 The Library Board will determine how the funds shall be invested in accordance with governing legislation. The Library Board may seek whatever counsel it deems necessary to be successful in those responsibilities.
- 1.11.4.2 Income generated from the Fund will be used to increase the principal of the fund.

#### **1.11.5 Prince George Public Library Legacy Fund**

The Prince George Public Library Legacy Fund (herein referred to as the Legacy Fund) is an endowment fund held in perpetuity within the Prince George Community Foundation.

- 1.11.5.1 The Legacy Fund was created in 1996 with a donation of \$15,000 from the Prince George Public Library. The purpose of the Legacy Fund is to build a long-term base of support for quality Library services. Donors to the Prince George Public Library may direct their donations to the Legacy Fund if they so desire.
- 1.11.5.2 The Legacy Fund is administered by the Prince George Community Foundation in accordance with the Prince George Public Library

## Legacy Fund Agreement.

### **1.12 SPONSORSHIP**

#### **1.12.1 Policy**

The Prince George Public Library welcomes and encourages the business community and other organizations to support the Library through the establishment of sponsorships that will provide the Library with the resources, including revenue and/or in-kind contributions, to enhance events, programs, activities and services to the community.

#### **1.12.2 Library Principles**

The Prince George Public Library is a centerpiece of the community and an anchor in the downtown area as through the Bob Harkins Branch, and a strong local historical cornerstone in the Hart area with the Nechako Branch of the library. We also maintain Reading-without-Rules sites throughout the community. Sponsorships must not undermine the integrity of the non-commercial public space that the Library provides. In developing sponsorship arrangements the Library will:

- 1.12.2.1 Not compromise the public service objectives and practices of the Library or of the sponsored event, service, programs or activity;
- 1.12.2.2 Protect its principle of intellectual freedom and equity of access to its programs, services, and collections;
- 1.12.2.3 Protect the confidentiality of user records;
- 1.12.2.4 Not permit sponsors to have any undue impact on the policies and practices of the Library or information provided by the Library (e.g. materials selection, purchasing or web content) or to influence or alter the basic goals and objectives of Library programs;
- 1.12.2.5 Not allow corporate names and/or logo to have prominence over the Prince George Public Library name, logos, or board approved communications objectives
- 1.12.2.6 Not seek or accept sponsorships for programs, events, services or activities involving or targeted to children from companies whose products cannot legally be sold or distributed to children or from companies whose products are inappropriate for use by children;
- 1.12.2.7 Not allow direct marketing of products to children, except where relevant educational material is promoted in conjunction with programs as approved by Prince George Public Library staff.

### 1.12.3 Application and Scope of Policy

The policy applies to all arrangements whereby a business or organization sponsors or contributes to Library programs, events, activities, and services as defined below in the definition of sponsorship.

A Sponsorship is a **contracted arrangement** between Prince George Public Library and a business or organization, designed to benefit both parties, and approved by the executive in the form of the Board or Chief Librarian. This policy **does not apply to**:

- Philanthropic gifts or donations
- Grants or funds obtained from other levels of government
- Arrangements where the Library sponsors or contributes to external projects or other organizations

The partner organization has marketing rights to promote their involvement with Prince George Public Library for the duration of the sponsorship agreement subject to the provisions of this policy, and the terms of the individual signed contract.

### 1.12.4 Definitions

A sponsorship is a mutually beneficial business exchange between the Library and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific programs, event, service or activity being sponsored. Tax receipts are not issued for funds, products or in-kind services made to the Library in the form of a sponsorship.

### 1.12.5 Application of Policy

- 1.12.5.1 **Sponsor Profile:** Only organizations and arrangements deemed appropriate and compatible with the policies, goals and values of Prince George Public Library will be considered for potential partnerships.

Specifically, the Library will not enter into sponsorship agreements with tobacco companies, or any particular religious group or ideologically exclusive or partisan group. Prior to engaging in a sponsorship relationship, the Library will critically assess the reputation of the potential sponsor and its business practices, the nature of the sponsor's business, and the effect that an affiliation with that sponsor will have on the Library's public image.

- 1.12.5.2 **Merit of Sponsorship:** Sponsorships must benefit the Library by allowing it to enhance, promote and/or market approved Library

programs, services, events or activities. In return for providing certain benefits to the sponsor, the Library will receive resources in the form of cash, products, services or other in-kind contributions which can be used directly in support of the sponsored programs or indirectly to support other Library programs, services, events or activities.

- 1.12.5.3 **Protection of the Public Interest:** The Library will only enter into sponsorships determined to be in the best interest of Library users.
- 1.12.5.4 **Appropriate Benefits for the Sponsor:** The sponsor will receive a benefits package and level of recognition commensurate with the value of its contribution.
- 1.12.5.5 **No endorsement:** While sponsorship involves an association between the sponsor and the Library, the Library will not officially endorse the sponsor or its products and services.
- 1.12.5.6 **Adherence to Library Policies:** All sponsorship arrangements must be in accordance with all relevant Library policies (e.g. Conflict of Interest, Purchasing). Should a specific sponsorship arrangement require an exception to an existing Library Policy, the Library Board will be asked to approve such exception.

#### **1.12.6 Approval of Sponsorship**

Final approval of the actual sponsorship agreement is as follows:

- 1.12.6.1 The Chief Librarian may approve sponsorships which are:
  - a) valued at \$50,000 or less per year; and
  - b) have a total, multi-year value of \$150,000 or less
- 1.12.6.2 Library Board approval will be required for all sponsorships which do not meet all of the above criteria.

Potential sponsorship arrangements, likely to exceed \$50,000 or more per year, to be brought to the Library by the Prince George Public Library Foundation or the Friends of Prince George Public Library will be reviewed with the PGPL Board Chair by a Foundation or Friends Board member.

#### **1.12.7 Written Agreement**

A written proposal covering terms of the sponsorship agreement will be prepared.



Recognizing the Library's mission to be accountable, the terms of the sponsorship agreements will be made available to the public.

### **1.12.8 Termination of Sponsorship**

The Prince George Public Library reserves the right to terminate an existing partnership should any of the following occur:

- 1.12.8.1 The partner uses the Prince George Public Library's name outside the parameters of the partnership association, as embodied in the agreement, and without prior consent;
- 1.12.8.2 The partner develops a public image inappropriate to the Prince George Public Library's services and/or objectives.

*Approved September 22, 2010*

### **1.13 NAMING POLICY**

The Prince George Public Library Naming Policy is intended to recognize the efforts and contributions of corporate entities and individuals, while protecting the integrity and good name of the City and community. All naming will be in consultation with the City of Prince George when required.

- 1.13.1 The Prince George Public Library Board of Trustees shall have the sole authority for naming Library facilities in an appropriate manner.
- 1.13.2 The guiding principle of the naming policy is: to recognize extraordinary contribution by an individual or a corporation while representing the Board's intentions.

*Approved February 23, 2005*

- 1.13.3 Pivotal contribution is generally defined as 50% of the private sector fundraising goal.
- 1.13.4 The Board will consider honorary or any other names as a means of acknowledging extraordinary gifts.
- 1.13.5 Where proposed names represent a gift of at least \$10,000 to the Library, the Chief Librarian or Board Member shall bring this to the full Board's attention for consideration.
- 1.13.6 Naming may involve the naming of buildings, portions of buildings, rooms, fixed furniture or equipment, trees, open spaces, plazas, parking areas, designated Library use areas, or any property under the direct control of the

Library.

- 1.13.7 All naming will be subject to review by the Library Board of Trustees who may strike a committee to invoke the Naming Policy in specific instances that demand a considered opinion.
- 1.13.8 The Naming Policy is intended to cover only naming opportunities that are intended to be permanent or substantively recognizable as permanent.
- 1.13.9 Naming does not include impermanent or transitory Library activities or programs such as the website, date due slips, donor walls, book acknowledgements/plates, children/adult programs, seasonal activities such as the summer reading program, or regular Library duties or actions.
- 1.13.10 Library staff will continue to have complete discretion in the naming of programs or activities.
- 1.13.11 When name recognition has been extended for a specific gift received, an agreement shall be drawn up, establishing the parameters of the gift and its recognition.
- 1.13.12 A minimum \$1 million contribution is required to name a building.
- 1.13.13 A decision to construct or renovate a building must represent a pivotal contribution to construction without which the project would not exist. Should a permanent name or its structure be destroyed by an Act Of God, all liability is dissolved in perpetuity.

## **2. LIBRARY MEMBERSHIP AND USE OF LIBRARY FACILITIES**

### **2.1 GENERAL**

- 2.1.1 Membership is available at no charge to residents of Prince George, and that portion of the Regional District of Fraser-Fort George covered under the agreement between the City of Prince George and the Regional District of Fraser-Fort George, who comply with Library rules and regulations.
- 2.1.2 Membership entitles the member to all services provided by the Library at all branches with the exception of OneCard members who are limited in the type and quantity of material they can borrow, as well as the number of times they can renew material. 30 day card members are also limited in the quantity of material they can borrow.

### **2.2 OWNERSHIP OF CARD**

- 2.2.1 The Prince George Public Library is freely accessible to all for reference purposes and lends material free with certain conditions.

- 2.2.1.1 A borrower must be a registered patron of the Prince George Public Library in good standing, with the required form of ID. See Procedures Proof of Residence – Section 2.1.
- 2.2.1.2 A OneCard member must be in good standing with his/her home Library and the Prince George Public Library in order to borrow materials, and there is no charge to borrow materials. OneCard memberships expire one year after being issued. A OneCard member is a cardholder from another library who applies for and receives a Prince George Public Library One Card.
- 2.2.1.3 A measure of good standing is that borrowed materials must be returned on time and in good condition.
- 2.2.1.4 Membership and library facility use is a privilege and may be cancelled or suspended by the Library for infractions of rules or inappropriate actions as determined by Library staff. See Prince George Public Library Code of Conduct <http://www.pgpl.ca/sites/default/files/documents/Code%20of%20Conduct.pdf>
- 2.2.1.5 The Prince George Library Membership Card is the property of the Prince George Public Library and must be returned upon request.
- 2.2.1.6 Non-resident and temporary residents or visitors may obtain Library memberships for a fee. See Section 2.3 for definitions of Residents.

*Approved January 25, 2015*

## **2.3 RESIDENTS**

2.3.1 The Library Board defines a resident as:

- a person residing in the City of Prince George, or
- a company or institution located in the City of Prince George, or
- a person owing property in the City of Prince George, or
- a person attending a Prince George educational institution on a full-time basis, or a person residing in electoral areas A, B, C, D, E, F, and that portion of area G lying south of McLeod Lake of the Regional District of Fraser-Fort George while an agreement for Library service between the Regional District and the Board is in effect.

## **2.4 PROOF OF RESIDENCE**

2.4.1 Persons applying for Library membership must supply satisfactory proof of residence. Persons not able to supply proof of their current residence at the time they are applying for membership will have 30 days in which to do so, after which time their membership will be expired until such proof is shown. Persons under

the age of twelve may become members on the Library's receipt of the signature of the parent or guardian along with proof of residence.

## **2.5 NON-RESIDENTS AND TEMPORARY RESIDENTS**

A non-resident or a temporary resident is a person who does not qualify as a resident under Section 2.3.

2.5.1 Library usage is a privilege and may be cancelled or suspended by the Library for infractions of rules or inappropriate actions as determined by Library staff.

## **2.6 PATRON CHARGES**

2.6.1 Charges are applied where Library patrons have some discretion over whether they incur the charges.

2.6.2 The Library Board annually reviews all charges as part of Budget preparations.

2.6.3 Types of Charges – Definitions

### **2.6.3.1 Late Charges**

Items have been returned. The amount owing equals the number of days late times the rate per day per item.

### **2.6.3.2 Damaged**

Items were returned in damaged condition. The cost of replacing the item is charged to the borrower's Library card.

### **2.6.3.3 Billed**

Items have not been returned. The replacement cost of the item has been charged to the borrower's Library card. If the item is returned, only late charges are applied.

### **2.6.3.4 Claimed Returned**

Library staff has searched for the item the borrower has claimed to have returned, but for which the Library has no record of having received.

### **2.6.3.5 Lost/Paid**

An item checked out to the borrower was lost and the borrower has paid the replacement cost.

### **2.6.3.6 Unclaimed Hold**

Reserved items not picked up by the deadline given on the mailed notice or by telephone confirmation.

2.6.3.7 Service Charges

Charges to help cover Library processing, cataloguing, GST, shipping, paper, postage and bank charges incurred by the Library to replace catalogued and uncatalogued materials, send notices, provide photocopying and cover NSF cheques.

2.6.3.8 Library staff are authorized to forward unpaid, outstanding charges to a collection agency for collection.

See Appendix B – Schedule of Customer Fees

## **2.7 BORROWING PRIVILEGES**

2.7.1 Borrowing privileges, including Provincial OneCard, are temporarily suspended when the total amount owing on a Library card exceeds set dollar values.

2.7.2 Privileges are re-instated when the balance owing on a Library card is cleared or brought to an amount below the set dollar amount. Library cards are required to be cleared of all charges at the time of card renewal. See Procedures Manual – Section 2.3.2.

2.7.3 Borrowing privileges may also be suspended if items are more than 28 days late if 50 items or more are overdue, or at the discretion of the Chief Librarian.

## **2.8 OVERDUE MATERIALS NOTIFICATION, LOST AND DAMAGED MATERIALS**

2.8.1 Customers are notified when their material is 14 days overdue.

2.8.2 Notice is an email, telephone call through the automated notification system, or paper notice per the customer's established preference.

2.8.3 Notices for children under the age of 12 are sent to the child in care of the parent or guardian who is registered in the customer database. Notices for all other customers (12 years and up) go directly to the customer as registered.

2.8.4 Materials are deemed lost after 28 days overdue and the applicable charges will be registered against the account.

2.8.5 If an account has charges of \$10 or more, a notice is sent advising that the customer has 45 days to pay the account or return the material prior to the account being considered for further collection action (see section 2.9). Accounts with \$15 or more outstanding are suspended pending payment of the monies owed.

2.8.6 Fees charged for lost and damaged materials are per Appendix B – Schedule of Customer Fees.

## **2.9 COLLECTION AGENCY**

2.9.1 The Library reserves the right to forward any unpaid accounts to an outside collection agency for recovery of amounts owing.

2.9.2 Accounts with \$60 or more unsettled after 45 days following notification (see 2.8.5) or \$20-\$60 unsettled after 180 days are automatically sent to the collection agency with a \$15 fee added to the amount owing.

2.9.3 Once an account has been sent to the collection agency, the outstanding amounts will be paid at either branch but materials that are returned after the account is in collections are not eligible for a refund and are not considered payment towards the debt.

2.9.4 If lost materials are paid for prior to the account going to the collection agency, and subsequently returned, a refund less applicable late fees may be available if the material is returned within 120 days of the original lending date.

2.9.5 Unpaid accounts for minors under the age of 12 years are sent to the collection agency in care of the parent/legal guardian.

*Approved November 30, 2011*

## **2.10 LOSS OF MEMBERSHIP OR USE OF LIBRARY FACILITIES**

2.10.1 The following may result in loss of membership or access to the library facility:

- Destruction or theft of library property
- Abuse of library privileges
- Disturbance of other Library members and/or objectionable conduct on the Library's premises or through electronic communication
- When a Library member ceases to be a resident
- When a Library card has expired or is cancelled by the member

*Approved January 25, 2015*

## **2.11 PRIVACY AND CONFIDENTIALITY**

2.11.1 The Prince George Public Library protects the privacy of every customer, including children, as required by law. All library records are considered confidential.

2.11.2 The Prince George Public Library will only use personal information for the purpose it was collected or in a manner consistent with that purpose. The library

will only use personal information for a different purpose if given explicit consent by the customer or as required by law.

- 2.11.3 The Prince George Public Library does not sell or rent personal information.
- 2.11.4 Prince George Public Library uses reasonable security measures to protect against risks, such as unauthorized access, collection, use, disclosure or disposal.
- 2.11.5 The Prince George Public Library takes all reasonable measures within its means to ensure privacy but is not responsible for extraordinary or illegal intrusions into its records. The library will pursue criminal charges where appropriate for privacy violations.
- 2.11.6 No Prince George Public Library records shall be made available to agencies of the federal, provincial or local government or to any individual or agency except as required by law.

*Approved June 23, 2010*

## **2.12 CHILDREN'S ACCESS**

- 2.12.1 A Child is defined as 0-11 years of age. A Teen is defined as 12-18 years of age. An adult is 19 years and above.
- 2.12.2 Children are issued Library cards identical in form to adult Library cards. A parent or guardian's signature is required on the child's application form, to ensure the parent or guardian understands his or her responsibility relating to the child's use of the Public Library. The parent or guardian accepts responsibility for the choice of books and materials, as well as for the loss of, or damage to, Library materials borrowed on the Library membership card.
- 2.12.3 The Prince George Public Library allows those children wishing to do so to use the adult departments. The Library is not responsible for the type of material selected or viewed by the child.

## **3. SERVICES OF THE LIBRARY**

### **3.1 LOANS OF LIBRARY MATERIALS**

The Library provides a collection of materials which may be borrowed by Prince George Public Library members. Materials may be borrowed and returned to either of the Library's branches. The Library also loans materials to those people who apply for and receive a provincial OneCard Library membership at Prince George Public Library.

- 3.1.1 Loan periods and renewal options are set to provide reasonable and equal access to Library materials and ensure the return of materials. See Section 2 – Library Membership. Loan periods may vary from time to time depending on the

- type of materials loaned.
- 3.1.2 It is the member's responsibility to return Library materials on or before the due date.
  - 3.1.3 Some materials are designated as non-circulating.
  - 3.1.4 The Library reserves the right to limit patrons to a specified number of items on a single subject.
  - 3.1.5 Materials in the collection which are not immediately available for loan may be reserved by Library members. These items may be available on their return from loan, or may be obtained on Inter-Library loan from other libraries, or may be purchased by the Library in response to a member's request. The members will be informed when the requested material becomes available. The Library will make the decision regarding the method used.
  - 3.1.6 Temporary Resident and OneCard members may borrow a maximum of five items at a time.
  - 3.1.7 Prince George Public Library policy takes precedence for all material borrowed by OneCard members. OneCard members are not entitled to borrow music CDs, DVDs, Book Express books, books-on-CD, reference materials, and graphic novels.
  - 3.1.8 OneCard members are not entitled to reserve materials or order materials through the Prince George Public Library's Inter-Library loan system.

## **3.2 PUBLIC PROGRAMS**

- 3.2.1 The Public Library undertakes a variety of programs for all ages as part of its service to the community. Programs are designed to encourage use of the Library's collections and services, provide instruction and guidance in using resources, increase community awareness, and promote reading and Library use. Programs may be presented in the Library's facilities or at community venues that, in the judgement of Library staff, are appropriate for effective presentations.
- 3.2.2 The Prince George Public Library reserves the exclusive right to the Library's meeting rooms and Knowledge Garden, and will allow ticketed or fee-based events by community groups and partners provided they make known to administration the details of such costs at least 2 weeks prior to the event. All events are at the discretion of the Chief Librarian.
- 3.2.3 The Library may charge fees to recover costs associated with certain programs or events.
- 3.2.4 Programs may be conducted by staff members or qualified speakers from outside the Library.



3.2.5 Programs organized by the Library are open to the public, but numbers may be restricted and registration may be required.

3.2.6 The Library may provide space free of charge for programs presented by community groups, provided the program meets the guidelines established by the Library. See Section 3.3 – Use or rental of Multi- Purpose Meeting Rooms and Knowledge Garden.

### **3.3 USE OR RENTAL OF MULTI-PURPOSE MEETING ROOMS AND KNOWLEDGE GARDEN**

3.3.1 The Library's Keith Gordon Room and Knowledge Garden at the Bob Harkins Branch and Multi-purpose Room at the Nechako Branch are used for programs and events conducted and initiated by the Library, and may be rented by outside groups, organizations or businesses when not required for Library programs and events.

3.3.2 The rental of meeting rooms and Knowledge Garden does not imply endorsement of the group, its beliefs or activities.

3.3.3 Library meeting spaces may not be used for religious recruitment. Library space may be rented by political and religious organizations or individuals for such functions as business meetings or the public discussion of issues and ideas.

3.3.4 The library reserves the right to refuse or cancel bookings.

*Approved September 24, 2014*

### **3.4 INFORMATION BEYOND RESOURCES OF PRINCE GEORGE PUBLIC LIBRARY**

The Library accepts the responsibility for securing information beyond its own resources by borrowing, for members, materials which are not owned by the Library and which cannot be purchased, or materials for which the demand does not justify purchase.

Every effort will be made to borrow from institutions which do not charge for that service.

However, if that is not possible, the charge will be paid by the member requesting the item. Members will be advised of this possibility before the request is placed and must give their assent. Any charges will be paid by the member requesting the item who will be advised before the request is placed and must give their assent.

### **3.5 BRANCHES**

The Library operates on the basis of free flow of materials between any of the branches which may be established by the Prince George Public Library Board.

### **3.6 HOURS OF SERVICE**

The Library will be open as many hours as possible based on usage patterns of patrons

and community support. See Procedures Manual – Section 3.2.

### **3.7 FEES FOR SERVICE**

No charge will be made for basic Library services. The Library may charge such fees or impose such penalties as it deems necessary in order to ensure fair use of its services or to ensure return of borrowed material.

#### **3.7.1 REVIEW OF SERVICE**

Periodic review will be made of the Library's services to ensure that Library services remain relevant and vital to the community.

### **3.8 HOME SERVICES**

The Home Service exists to make Library resources available to Prince George residents who cannot visit the Library on a regular, continuing basis. Some geographical and other restrictions may apply.

### **3.9 DISPLAYS AND EXHIBITS**

Displays and exhibits are intended to put forth public information, showcase local talent and raise community awareness. Displays and exhibits are not a basic Library service.

3.9.1 Display and Exhibits reservations can be made by contacting a Library staff representative and completing the application form.

3.9.2 Library displays and exhibits have priority over other displays and exhibits. The Library reserves the right to cancel reservations.

3.9.3 The Prince George Public Library and all employees, volunteers and Board members of the aforementioned shall not be responsible for any losses or damages that may occur to the exhibitor, or the exhibitor's employees or property, from any cause whatsoever, prior to, during, or subsequent to the period covered by the display contract.

3.9.4 The exhibitor is responsible to carry appropriate insurance with respect to possible damage or loss and public liability against injury to the person or property of others.

3.9.5 The Prince George Public Library accepts displays that give a variety of medium and theme. The Library has the sole discretion as to what is displayed and reserves the right to reject or cancel a display/exhibit at any time. Displays or public presentations that contravene applicable Federal, Provincial or Municipal laws will not be accepted.

3.9.6 The exhibitor is liable for any damage they cause to the facility.

3.9.7 The exhibitor will comply with the Building, Fire and Safety regulations of the facility.

3.9.8 The exhibitor will not assign, sublet or apportion display/exhibit space.

#### **4. COOPERATION WITH OTHER LIBRARIES, AGENCIES AND ORGANIZATIONS**

The Library cooperates with other community agencies, libraries, organizations and external groups to meet the literacy and reading needs of our community.

##### **4.1 FRIENDS OF THE PRINCE GEORGE PUBLIC LIBRARY SOCIETY**

The Prince George Public Library Board welcomes the existence of the Friends of the Prince George Public Library Society as a worthwhile community endeavour which benefits the Library's patrons and fosters goodwill within the community.

The Library Board recognizes the commitment of the Friends of the Prince George Public Library Society in strengthening support for the Library through community awareness projects, fundraising and advocacy. As these functions are also Board responsibilities, the Library Board will coordinate activities with the Friends of the Prince George Public Library Society and maintain communication.

4.1.1 In this policy, "Friends" means the Friends of the Prince George Public Library Society.

4.1.2 "Friends" are distinct and separate from Library Trustees and do not assume duties of Trustees.

4.1.3 Members of Library Board committees and senior Library staff share ideas and assist with program and media planning in an advisory capacity.

4.1.4 A member of the Library Board acts as the liaison between the Library Board and the "Friends" by attending all "Friends" executive and regular meetings and reporting at each Library Board meeting.

4.1.5 A member of the "Friends" Executive is invited to be a member of the Library Board's Fund Development Committee.

4.1.6 The Library Board maintains open communications with the "Friends" sharing information about meetings, plans, purposes, and projects and encourages a reciprocal arrangement.

#### **5. COLLECTION DEVELOPMENT**

- 5.1 The Library collection will be selected and maintained so that it enables each person to find the Library materials and information that he or she wants according to his or her free choice. The Library's collection provides quality, accurate information that is easily accessible. The Library exists not to protect people from diversity but to empower them to deal with it in a positive and meaningful way.
- 5.2 The Prince George Public Library Board endorses the Statement on Intellectual Freedom adopted by the Canadian Library Association which states:

*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 of 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.*

*Ratified by the Board of Directors and Council, Canadian Library Association, at the 29th Annual Conference in Winnipeg, June 1974 and amended Nov. 17, 1983 and Nov. 18, 1984.*

- 5.2.1 In accordance with this statement, the Library staff are to develop collections to represent as many viewpoints as possible within constraints of budget, space, and availability of resources.
- 5.2.2 The presence of materials in the Library does not constitute endorsement of their contents by the Library Board.
- 5.2.3 The Library Board does not purchase, retain, or make accessible in its permanent collection, resources and materials in violation of the statutes of

Canada or British Columbia.

- 5.3 The Library Board believes that the Public Library is a principal source for information freely available to everyone. Therefore, the Prince George Public Library will:
- 5.3.1 Acquire and organize educational, informational and recreational materials to promote the communication of ideas, an informed community and an improved quality of life.
  - 5.3.2 Provide materials through which inquiring minds may discover original and sometimes controversial ideas essential to a civil society that depends on the free circulation of ideas for its existence.
  - 5.3.3 Provide a user-oriented service which anticipates and responds to the educational, cultural, leisure and other information needs of the community of Prince George and the surrounding area.
- 5.4 The Library welcomes and encourages comments and opinions regarding the collection from readers to ensure that the collection accurately reflects and supports the needs and interests of readers. The Library also welcomes suggestions for the purchase of material from readers. These suggestions will be considered in light of the Library's selection criteria.
- 5.5 The Bob Harkins Branch collection aims to be comprehensive in nature. This means that it will offer material on a broad range of subjects and in a variety of formats geared to differing levels of ability, and be responsive to the educational, informational, leisure, cultural and language needs of individuals of all ages. As a comprehensive collection it will act as a central collection for the Prince George Public Library system.
- 5.6 The Nechako Branch aims to provide a basic collection of popular materials in a variety of formats to support the general educational, informational, leisure and cultural needs of its service area.
- 5.7 The Library welcomes gifts/donations of books and other materials.
- 5.7.1 Gifts/donations are added according to the same selection criteria as purchased materials. The Library reserves the right to accept or discard any materials received as gifts/donations.
  - 5.7.2 Gifts/donations that are not added to the collection are put in either a Library book sale or disposed of at the discretion of the Chief Librarian.
  - 5.7.3 Once received, materials are the exclusive property of the Prince George Public Library.
- 5.8 The ultimate responsibility for the selection of all Library materials lies with the Chief Librarian, acting according to the general policies established by the

- Library Board. Any Library materials so selected are held to have been selected by the Board.
- 5.9 The Library realizes some materials are controversial and may offend some readers. The ultimate responsibility for the choice of material lies with the reader.
- 5.10 The Library provides access to its materials to all readers.
- 5.11 All materials, whether donated or purchased, will be examined and evaluated in terms of the following standards. Items need not meet all the criteria to be acceptable.
- Suitability of physical form for Library use.
  - Suitability of subject and style for intended audience.
  - Present and potential relevance to community needs and interests.
  - Appropriateness and effectiveness of medium for content.
  - Insight into the human and social condition.
  - Importance as a document of the times.
  - Relationship to existing collection and other material on the subject.
  - Reputation and/or significance of author.
  - Skills, competence and purpose of the author.
  - Recommendation or notation by critics, reviewers or the public.
  - Budgetary and space priorities.
  - Representation of challenging, though extreme or minority, point of view.
  - Reader demand.
- 5.12 Regular deselection of material from the collection is as important as the initial selection of material for the collection. Unless of other value to the Library collection, the material will be deselected according to the following criteria:
- Frequency of circulation
  - Timeliness
  - Accuracy
  - Physical condition
  - Availability of other copies
- 5.13 The Library considers Internet information resources an extension of our material collections.
- 5.13.1 Free Internet access will be made available at the Library.
- 5.13.2 Library staff will feature links from the website that offer useful and reliable

information to Library users.

- 5.13.3 Websites reached by means of links posted on the Library's website may lead to other links not reviewed by staff. The Library takes no responsibility for the results of browsing the Internet.
- 5.13.4 The Library is not responsible for the content or quality of information retrieved over the Internet.
- 5.13.5 The same confidentiality standards and procedures that apply to other Library transactions will apply to the use of Internet resources.
- 5.13.6 Patrons are prohibited from using Library Internet stations for illegal, actionable or criminal purposes or to seek access into unauthorized places. Infringement of copyright is prohibited. The Library assumes no responsibility for any direct or indirect damage arising from the use or its connection to Internet services.
- 5.13.7 The Library reserves the right to limit Internet usage.
  - 5.13.7.1 This limit is based on bandwidth capacity, budget, and other operational requirements.
  - 5.13.7.2 Individual patrons may be restricted from Internet usage based on behaviour as defined in Section 2.2.1.4 and Section 2.5.1.
- 5.14 The Library recognizes the right of the individual or group to make a complaint about the inclusion of material in the Library's collection. A completed copy of the form "Request for Reconsideration of Library Material" is reviewed by the appropriate librarian(s) in the light of the Library's overall Collection Development Policy. A written response will be sent to the person or organization making the request. See Request for Reconsideration of Library Material form in Procedures manual.

## **6. HUMAN RESOURCES**

### **6.1 HUMAN RESOURCES POLICY**

- 6.1.1 The Employment Standards Act and Regulations applies unless otherwise stated in this document.
- 6.1.2 The Chief Librarian makes all decisions concerning all staff and management matters.
- 6.1.3 The Prince George Public Library Board and/or Board Chair make all decisions and approve all documentation concerning the Chief Librarian.

### **6.2 TYPES OF APPOINTMENTS**

Staff appointments may vary in respect to duration and regularity of employment. The following are definitions of each type of appointment.

#### 6.2.1 Full-Time Employees

A full-time employee is one who works regularly scheduled shifts totalling 37.5 hours per week.

#### 6.2.2 Part-Time Employees

A part-time employee is one who works shifts totalling less than 37.5 hours per week on average and holds a non-page position.

Part-time employees may hold more than one part-time position within the library pending approval of supervisors and the Chief Librarian, but must not exceed 7.5 hours in a day or 37.5 total hours in a week.

Part-time employees, excluding pages, who work less than 780 hours in any twelve month period are entitled to benefits as listed in Section 6.8.3..

##### 6.2.2.1 Pages

Pages receive legislated benefits only.

##### 6.2.2.2 Casual Employees

A casual employee is one who does not work on a regularly scheduled basis.

##### 6.2.2.3 Persons Hired Under an Employment Contract

Persons hired under an employment contract are subject to the terms and conditions outlined in the contract.

*Approved September 28, 2016*

#### 6.2.3 Volunteer Services

##### 6.2.3.1 Statement of Intent

The Library uses the talents and energy of volunteers in the delivery of Public Library services according to the following:

- No employee is to be removed or displaced in favour of a volunteer;
- Volunteers perform their functions to the standard set by the Library. Those who do not do so are subject to reassignment or to having their names



removed from the Library's volunteer roster;

- Volunteers must successfully pass a CRRP Criminal Records Check.

### **6.3 EMPLOYMENT PROCESS**

The following policy applies to all positions except to the Chief Librarian.

#### **6.3.1 Authorization**

All appointments must be authorized by the Chief Librarian or Manager of Finance and Administration.

#### **6.3.2 Job Postings**

All vacancies will be posted on the staff bulletin boards at both the Bob Harkins Branch and the Nechako Branch.

#### **6.3.3 False Information**

False information provided on the application form either through misrepresentation or omission, may result in the dismissal of the employee.

#### **6.3.4 Relatives**

Relatives of staff members are to be considered for employment under the same criteria as other applicants except that they may not be employed in the same department or in a position where there could be supervisory responsibilities between family members.

In all cases, Library employees shall not participate on the Selection Committee for any position for which their spouse or relative has applied.

#### **6.3.5 Criminal Records Checks**

All new employees are required to undergo a criminal record check under the Criminal Records Review Program (CRRP) and successfully pass as a condition of their employment. Their employment will not be official until the Library receives clearance from the Ministry of Justice.

All staff are required to have a CRRP criminal record check every five years.

All non-Board volunteers are required to have a CRRP criminal record check every two years.

All Board members upon appointment or reappointment are required to undergo a RCMP criminal record check.

### 6.3.6 References

References will be supplied within three weeks of request or as prior agreement, and at the sole discretion of the employee and supervisor. May be abrogated at the supervisor's discretion by no notice or insufficient notice of resignation.

*Approved February 26, 2014*

## 6.4 PROBATIONARY PERIODS

### 6.4.1 Purpose

The probationary period is intended to allow both the employer and employee to determine whether or not the job requirements and the employee are well suited to each other.

### 6.4.2 Length

The probationary period for all classes of employees, with the exception of pages and the Chief Librarian, is four (4) months. The probationary period for pages is three (3) months. The probationary period for the Chief Librarian is six (6) months.

### 6.4.3 Sick and Vacation Entitlement

No employee is entitled to paid sick leave or vacation for the first four months of probation.

### 6.4.4 Upon Promotion

Upon promotion the probationary period will be the same as the initial appointment. A probationary review will be completed prior to the end of the probationary period. An unsatisfactory review will result in either an extension of the probationary period for up to three (3) months or a new suitable position will be found as determined by the department Manager together with the Chief Librarian or, for the Chief Librarian position, the Board.

*Approved May 28, 2014*

## 6.5 PERFORMANCE MANAGEMENT

### 6.5.1 Managing Performance

The supervisor and the employee will engage in a continuing dialogue about work objectives, position expectations and job performance.

Both the supervisor and the employee have the responsibility to initiate discussion on any issue at the time it arises.

## 6.5.2 Annual Review

The Annual Review will be conducted each year for all employees. It will be conducted prior to the anniversary date of their current position.

Supervisors will provide employees with the objectives of the Library for the coming year prior to their review. The Board will present overall Library objectives annually to staff.

The employee is required to contribute to the review.

## 6.6 NOTICE OF RESIGNATION

All employees are asked to give one month's written notice of resignation whenever possible.

## 6.7 WAGE AND SALARY ADMINISTRATION

### 6.7.1 Salary Scale

All employees will be paid according to the salary ranges as determined in the budget process.

## 6.8 HOURS OF WORK

### 6.8.1 Normal Hours

The normal hours of work for full-time employees shall be from Sunday through Saturday, 7.5 hours per day and 37.5 hours per week.

### 6.8.2 Overtime

#### 6.8.2.1 Authorization

All overtime hours must be pre-authorized by the Manager responsible for the department/division where the overtime hours are requested. Overtime will be banked/paid to anyone who works over 7.5 hours in a day.

#### 6.8.2.2 Banking Overtime

Employees have the option of banking overtime worked to a maximum of 37.5 hours accrual in their overtime bank.

Banked overtime hours must be taken at a time mutually agreed upon by the employee and the Manager/supervisor responsible for scheduling.

### 6.8.3 Alternate Work Schedule

The board supports alternate work arrangements on an individual basis where

operationally feasible, and subject to approval by the supervisor and Chief Librarian. The library recognizes that alternate work schedules better balance the work and personal lives of the employees.

Full time applicants may state a preference to job-share or reducing hours of work. Alternate work may be a permanent arrangement or for a specifically agreed upon time period. The position in itself remains a full time position in the event the applicant leaves the position for whatever reason.

Request of the alternate work arrangement must be made within a reasonable time before the commencement of the proposed date. Proposals must be made by the employee initiating the request using a standardized form.

Salary, vacation, and benefits will be earned on a pro-rated basis.

## **6.9 BENEFITS AND ALLOWANCES**

### **6.9.1 Eligibility**

All full-time and regular part-time employees are eligible for all benefits listed below in Section No. 6.9.3.1 and 6.9.3.2. Effective November 1, 2000, all new full-time employees must participate in the Short/Long Term Disability Plan, Life Insurance, Accidental Dismemberment Plan, Extended Health (if they are not under a spouses plan) and the Municipal Pension Plan (MPP) as a condition of employment. All regular part-time employees who have reached 780 hours in a twelve (12) month period, excluding pages, must participate in the Weekly Indemnity Plan, Life Insurance and the Accidental Dismemberment Plan, as a condition of employment. It is mandatory for all employees, who are eligible for benefits, to participate in the Extended Health and Dental Plan programs unless they are already covered by their spouse. Part-time staff may waive their right to go on the Municipal Pension Plan by signing a Waiver Form.

Pursuant to Section 12 (1) (b) of the Pension Municipal Act, the Prince George Public Library Board approves the purchase of any service for all employees provided the employee contributes 100% of the total cost

### **6.9.2 Premiums**

Cost of all benefits except Municipal Pension Plan and the Employee Assistance Program (100% paid by Library Board) is shared 75% / 25% by the Library Board and the employee. The cost of Municipal Pension Plan is determined by the Pension Commission.

### **6.9.3 List of Benefits**

#### **6.9.3.1 Full-Time**

- Medical Services Plan of British Columbia
- Extended Health Benefits

- Municipal Pension Plan (MPP)
- Group Life Insurance
- Dental Plan
- Short Term/Long Term Disability
- Vision Care Coverage - Effective July 1, 2012 Vision Care will be paid by Great-West Life. All employees and their dependents who qualify for benefits will have coverage up to \$400 per person per 24 month period.
- Employee Assistance Program
- Optional Life

#### 6.9.3.2 Regular Part-Time

- Medical Services Plan of British Columbia
- Extended Health Benefits
- Municipal Pension Plan (MPP)
- Group Life Insurance
- Dental Plan
- Wage Indemnity Plan
- Vision Care Coverage - Effective July 1, 2012 Vision Care will be paid by Great-West Life. All employees and their dependents who qualify for benefits will have coverage up to \$400 per person per 24 month period.
- Employee Assistance Program
- Optional Life

*Adopted December 1, 2013*

#### 6.9.4 Travel Policy

##### 6.9.4.1 Overview for Reimbursement of Expenses

It is the intention of the Prince George Public Library that no employee suffers financial loss in the conduct of the Library's business. Therefore, the Library will reimburse employees for reasonable expenses incurred while conducting business on the organization's behalf. If business travel is required out of province, the organization will provide the cost of out of province medical insurance, if required, for the duration of the business trip.

Approval by the Chief Librarian, Manager of Finance and Administration, or Board Chair is required prior to departure if there is any question or clarification required, regarding reimbursement for expenses.

*Approved April 27, 2005*

## 6.10 VACATION

### 6.10.1 Vacation Accruals

All new employees accrue vacation entitlement except for pages and casual employees. Pages and casual employees will be paid the appropriate vacation entitlement on each

pay cheque. Current staff who do not accrue vacation may opt to accrue at any time. Staff who accrue vacation must have time accrued on his or her bi-weekly pay advice before vacation time can be taken.

### 6.10.2 Annual Vacation Entitlement

Pay Grade	Years of Service	Annual Vacation Days(based on 75 hours per pay period)	Approximate equivalent vacation percent 9for part-time hours)
1-8, 13, 19	1-5 Years	15 vacation days	6%
	6-10 Years	20 vacation days	8%
	11- 15 Years	25 vacation days	10%
	16 – 20 Years	27 vacation days	10.5%
	21+ Years	30 vacation days	11.5%
9, 10, 18	1-5 Years	22 vacation days	8.5%
	6-10 Years	25 vacation days	10%
	11- 15 Years	25 vacation days	10%
	16 – 20 Years	27 vacation days	10.5%
	21+ Years	30 vacation days	11.5%
11, Chief	1-5 Years	26 vacation days	10%
	6-10 Years	29 vacation days	11%
	11- 15 Years	29 vacation days	11%
	16 – 20 Years	31 vacation days	12%
	21+ Years	34 vacation days	13%

### 6.10.3 Vacation Carry-Over

All accruing employees may carry over the equivalent of one year and five (5) days of vacation entitlement from one anniversary year to the next. Exceptions may be made at the discretion of the Chief Librarian. Accumulated vacation accruals will not be paid out unless employment is terminated.

*September 28, 2016*

## 6.11 PAID HOLIDAYS

### 6.11.1 Recognized Paid Holidays

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Sunday	Christmas Day

Victoria Day

Boxing Day

Canada Day

B.C. Day

And any other day proclaimed by the Federal/Provincial or Municipal Government as a general holiday.

## **6.12 SICK LEAVE**

### 6.12.1 Entitlement

Full-time employees will accumulate sick leave entitlement at the rate of 1.25 days per month worked to a maximum of 172 working days. Part-time employees, excluding Pages, will accumulate sick leave entitlement at the rate of 1.25 days per month on a pro-rata basis according to the percentage of normal full-time worked.

Sick leave credits are not earned while on leave of absence without pay. After completing probation, full-time employees will receive sick leave equivalent to 1.25 days for each month worked, retroactive to the date of initial employment. Part-time employees excluding Pages will receive sick time equivalent on a pro-rata basis according to the percentage of normal full-time worked retroactive to the date of initial employment.

### 6.12.2 Notice

Employees will notify their supervisor at least one hour prior to the commencement of their shift, whenever possible, that they are unable to report to work due to sickness.

### 6.12.3 Doctor's Certificate

At the discretion of the Chief Librarian, a Doctor's Certificate may be required for regular sick leave absences in excess of three consecutive working days or where a pattern of sick leave absence develops. If the Doctor's Certificate is requested by the Chief Librarian, any associated cost will be reimbursed to the employee by the Prince George Public Library.

Doctor's certificates are required for return to work from short or long term disability as well as leave covered under the Worker's Compensation Act. Associated costs of Doctor's Certificates for the administration of extended health benefits and WorkSafe BC claims will be reimbursed to the employee by the Prince George Public Library.

*Approved April 24, 2013*

### 6.12.4 Leave Without Pay

In the event that an employee's sick leave and weekly indemnity disability benefits expire, the Library will follow legislation at the time of the event concerning sick time

leave.

*Approved September 15, 1999*

## 6.12.5 Cash Payout of Accrued Sick Days

### 6.12.5.1 Intent

The Prince George Public Library Board places prime importance on its ability to manage its resources effectively and minimize the impacts deficits and budget reductions have on Library staff as a whole.

Further, it is the Board's view that sick leave is a benefit the employer provides to employees to assist in coping with illness.

### 6.12.5.2 Regulations

As of September 17, 1993 employees will no longer be able to accrue sick leave for the purpose of payout.

Full-time employees and grand-parented part-time employees who were hired prior to September 17, 1993 will retain the right to bank, for the purpose of payout, any sick leave accrued up to and including September 17, 1993. If this bank is eroded due to ill health, the employee may rebuild the bank from future sick leave entitlement, to a maximum, of that which had been earned by the employee as of September 17, 1993.

These employees will be entitled:

Upon resignation, to receive a cash amount equal to 25% of their accumulated sick leave bank as of September 17, 1993 or 25% of their total current accumulated sick leave whichever is least.

Upon retirement at the maximum retirement age outlined in the Pensions (Municipal) Act, and having 10 or more years of service with the Library, to receive a cash amount equal to 50% of their accumulated sick leave bank as of September 17, 1993 or 50% of their total current accumulated sick leave whichever is least.

Upon retiring due to ill health having reached the minimum retirement age under the Pensions (Municipal) Act and having 10 or more years of service with the Library, to receive a cash amount equal to 50% of their accumulated sick leave bank as of September 17, 1993 or 50% of their total current accumulated sick leave whichever is least.

The hourly rate used to determine the payout of accumulated sick leave will be the hourly rate to which the employee was entitled as of September 17, 1993.



## **6.13 LEAVES OF ABSENCE**

### **6.13.1 Intent**

All leaves granted by the Chief Librarian are subject to Library operational requirements except bereavement leave, maternity leave, sick leave and legislation. All accrued vacation must be used prior to the start of the leave of absence.

The employee will continue to accrue vacation at their current annual vacation entitlement rate for up to two (2) weeks of an approved leave.

### **6.13.2 General Leave**

The Chief Librarian may in exceptional circumstances grant a leave of absence of up to six (6) months without pay to any employee requesting such leave for good and sufficient cause. This means pressing personal, family, legal and/or financial affairs, emergency, extended vacations or unusual circumstances. Such request must be in writing where possible to the Chief Librarian ten (10) working days in advance.

The employer shall continue to pay its share of the premiums for Medical Plan, Extended health and Dental Plans during a general leave of up to two (2) weeks, subject to approval by the plan carrier. Employees wishing coverage for leaves longer than two (2) weeks shall pay the full amount of premiums and their coverage shall continue subject to the plan carrier approval.

*Approved September 28, 2016*

### **6.13.3 Bereavement Leave**

In the event of the death of an immediate family member, a full-time employee may be granted a leave of up to three (3) consecutive days of bereavement leave with pay to attend the funeral. Part-time employees, including Pages, may be granted up to 3 days of bereavement leave and will be reimbursed for only those hours that they would normally be scheduled to work during those three (3) consecutive days. For the purposes of bereavement leave the Library defines members of the employee's immediate family as spouse, and employee's or spouse's parents, step-parents, guardians, children, step-children, siblings, grandparents and grandchildren.

Reasonable additional unpaid leave may be granted by the Chief Librarian upon request. The Chief Librarian may extend the definition of immediate family upon request.

### **6.13.4 Mourners Leave**

All full-time, part-time, irregular part-time and Casual employees excluding Pages wishing to attend the funeral of a person who does not come within the definition of immediate family as defined under Section No. 6.14.1 may be granted by the Chief Librarian upon request up to one half (1/2) day leave with pay.

*Adopted August 27, 2008*

### 6.13.5 Personal Leave

The Chief Librarian may grant any employee, excluding Pages, a reasonable leave of absence of up to three (3) days of normal work hours per year (from the employees anniversary date) with pay, on emergency or compassionate grounds, based on individual needs and circumstances of employees. Such leave shall be deducted from the employee's accumulated sick leave credits or yearly sick leave entitlement. The three (3) days leave allowance will not be cumulative from year to year.

*Approved August 22, 2013*

### 6.14 Jury Duty

In the event of an employee being required to serve on a jury or being called for jury duty, or subpoenaed as a witness, such employee shall receive the difference between his regular earnings and the payment he receives for jury service or Court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received within two weeks of completing the service or on a bi-weekly basis prior to payroll cut-off dates where possible. Time spent by an employee required to serve as a Court witness in any matter arising out of his employment shall be considered as time worked at the appropriate rate of pay. Benefits and other entitlements will continue as if the leave had not been taken and the employee is required to pay the portion of any premiums attributed to them accordingly.

When an employee is called for jury selection, jury duty or subpoenaed by the Crown as a witness on a case to be heard by the Supreme, County or Provincial Court, and the reporting time is in the forenoon, the employee need not report to work prior to the reporting hour. Immediately after being dismissed by the Court, the employee shall report to work. An employee serving such Court duty shall not be double-shifted and as such, an employee spending a full shift day in Court duty shall not be required to work that day. However, an employee spending less than a full shift day in court duty shall be required to complete the remainder of the shift day at work. The employee must notify his supervisor at least twenty-four (24) hours prior to the Court reporting time and will continue to keep his supervisor informed regarding the length of the Court assignment.

*Adopted November 21, 2012*

## 6.15 OCCUPATIONAL HEALTH AND SAFETY

### 6.15.1 Intent

Commitment to a Safe Workplace

### 6.15.2 Philosophy

The Prince George Public Library Board and the senior management of the Public Library are committed to promoting a safe and healthy workplace and environment for its employees and to establish safe working practices through proper procedures and direction. Safety is everyone's responsibility including Management, supervisors and employees. Should any worker experience an injury or illness every effort will be made to accommodate that worker to ensure his/her attendance at work through the Library's disability program and Occupation Health and Safety Program.

#### 6.15.3 Management

It is the responsibility of Management to establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment to provide a safe working environment and for ensuring that Managers and Supervisors are instructed and trained in safe working practices.

#### 6.15.4 Management/Supervisors

It is the responsibility of managers and supervisors to ensure that employees are instructed and trained in safe work practices to secure compliance with established Prince George Public Library policies and procedures, conduct regular safety inspections, take appropriate action and conduct regular staff safety meetings, to report to the Management Team any real or potential safety and health hazards and to conduct accident investigations.

#### 6.15.5 Employees

It is the responsibility of every employee to observe the established Prince George Public Library policies and procedures, to work in a prudent and safe manner and to report any real or potential safety or health hazard to their supervisor.

#### 6.15.6 Health and Safety Committee Members

It shall be the responsibility of Committee members to promote safe work practices and conditions to assist in creating a safe place to work by recommending actions which will improve the effectiveness of the Occupational Health and Safety Program.

*June 22, 2011*

### **6.16 STAFF DEVELOPMENT AND EDUCATIONAL LEAVE**

#### 6.16.1 Educational Leave

##### 6.16.1.1 Preamble

The Chief Librarian may grant educational leave, upon application, with or without recompense as set out below. Upon return to work the employee will be entitled to a position at the pay scale of the position held immediately prior to taking educational leave. During educational leave the employee will not accumulate benefits except as provided hereafter.

#### 6.16.1.2 Complete Recompense

An employee shall be granted leave with pay to take courses or seminars at the request of the Library. The Library will bear the cost of the course or seminar. There will be no loss of position while on this type of leave.

#### 6.16.1.3 Partial Recompense

An employee wishing to take or participate in a work related course, seminar or workshop may be partially recompensed for such activities at the discretion of the Chief Librarian. Partial compensation may include time off with pay.

#### 6.16.1.4 Without Recompense

An employee may be granted leave of absence without pay for up to four (4) months, which may be renewed/extended by mutual agreement, to take courses if:

He/she has been regularly employed by the Library for a minimum of 3 years, and

The course is relevant to present and future Library requirements.

Application will be in writing at least sixty (60) days in advance.

#### 6.16.2 Library Employee Education Program (LEEP)

The Library Employee Education Program will be an annual budget item to facilitate staff improvement and Library performance. Requests are welcomed.

#### 6.16.3 International/Inter-Provincial Job Exchanges

##### 6.16.3.1 Intent

The Prince George Public Library supports, in principle, international/inter-provincial job exchanges, as a form of staff development. The intent of job exchanges is to place an employee from another institution directly into the position held by the Library employee taking the leave.

### **6.17 RETIREMENT**

#### 6.17.1 Retirement Age

The Library has no mandatory retirement age. The retirement date will be the 1st day of the calendar month following the date the employee retires.

A retiree will have "Staff Status" remain on their Library card after they have retired.

#### 6.17.2 Gifts

Employees retiring due to age, health, or other special circumstances shall receive a gift based on the number of years worked at the Prince George Public Library.

### 6.18 APPROPRIATE USE OF COMPUTER RESOURCES

#### 6.18.1 Computer Access

The Library provides access to computer equipment, programs, databases, electronic mail and the Internet (collectively, "computer resources") for information and educational purposes. Staff using the Library's computer resources are expected to use these resources responsibly and only for legal purposes. Responsible use of these resources requires that all staff do the following:

- 6.18.1.1 Respect the legal protection provided by copyright and licence to programs and data.
- 6.18.1.2 Respect the rights of others by complying with all Library policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data to which they have access.
- 6.18.1.3 Respect the privacy of others by not tampering with their files, tapes, passwords, settings or accounts, or by representing others or impersonating others.
- 6.18.1.4 Use only computer IDs or accounts and communication facilities which they are duly authorized to use, and use them only for the purpose for which they are intended.
- 6.18.1.5 Respect the integrity of the computing system and data, for example by not intentionally or through negligence developing programs or making use of already existing programs that harass other users, or infiltrating a computer or a computing system, and/or damaging or altering the software components of a computer or computing system, or gaining unauthorized access to other facilities via a network.
- 6.18.1.6 Use resources in a manner which is consistent with the ethical principles set forth by the Library and within accepted community standards.
- 6.18.1.7 Respect and adhere to any local, Provincial, Federal law which may govern use of these resources. These include, but are not limited to, the Criminal Code of Canada, the BC Civil Rights Protection Act, and the BC Human Rights Act.

## 6.18.2 Unethical and Unacceptable Actions

The Library recognizes that unethical and unacceptable actions can occur. These include:

- 6.18.2.1 Access or attempt to access resources as defined above without appropriate authorization.
- 6.18.2.2 Disruption of the proper use of these resources.
- 6.18.2.3 Destruction or modification of the integrity of computer based information.
- 6.18.2.4 Invasion of the privacy of others' use of these resources.
- 6.18.2.5 Use or sale of these resources for personal gain without authorization.
- 6.18.2.6 Violation of the protection provided by copyright and/or licence for computer programs.
- 6.18.2.7 Unauthorized use of another person's account.
- 6.18.2.8 Using the resources to violate any Library regulations, or any Provincial or National regulation or law.

This list is not exhaustive.

Use of Library computer resources or personal electronic devices for personal purposes will occur only during scheduled breaks from work (i.e. lunch or rest breaks).

Should a person permit another person to use his or her account, the account holder will be held responsible for the other person's use.

Prince George Public Library has the right to audit its systems to ensure compliance with this policy.

All managers will ensure that their staff are aware of this policy.

Staff are encouraged to seek clarification regarding responsible use when unsure.

The consequences of unethical and unacceptable use are outlined in Prince George Public Library Procedures – Section 5.3.2 - Human Resources, Performance Management, Disciplinary Action.

*Approved January 25, 2015*

## 6.19 WORKPLACE VIOLENCE PREVENTION

### 6.19.1 Intent

The Prince George Public Library Board recognizes the potential for violent acts or threats directed against Library staff by the public. The Board is committed to the prevention of violence in the workplace. Threats or acts of violence against Library employees are unacceptable and will not be tolerated.

#### 6.19.2 Definition

Violence is the attempted or actual exercise by a person of any physical force so as to cause injury to the worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury.

#### 6.19.3 Implementation

Management, working in conjunction with the Library's Health and Safety Committee, are responsible for establishing and maintaining a Workplace Violence Prevention Program that includes:

- 6.19.3.1 Determining training requirements to ensure that Library staff are equipped to handle violent and potentially violent situations.
- 6.19.3.2 Investigating reported incidents of violence in a prompt, objective and sensitive manner.
- 6.19.3.3 Taking necessary corrective action to eliminate or minimize the risks to Library staff.
- 6.19.3.4 Conducting and documenting risk assessments.
- 6.19.3.5 Providing appropriate support for employees affected by incidents of violence. The Library will retain the services of a professional counseling firm to conduct the debriefing of staff when an incident occurs.

The Chief Librarian will submit an annual written report to the Library Board at the January Board meeting indicating all incidents that occurred in the Library over the past year and detailing how these incidents were handled.

Library staff shall follow the procedures implemented for their protection and immediately report all incidents of violence.

## **6.20 WORKPLACE BULLYING AND HARASSMENT**

### 6.20.1 Intent

Bullying and harassment is not acceptable or tolerated at the Prince George Public Library. All workers will be treated in a fair and respectful manner.

## 6.20.2 Definition

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

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

## 6.20.3 Implementation

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

6.20.3.1 Not engage in the bullying and harassment of other workers.

6.20.3.2 Report if bullying and harassment is observed or experienced.

## 6.20.4 Annual Review

This policy statement will be reviewed every year. All workers will be provided with a copy.

*Adopted February 26, 2014*

# 7. FINANCE AND PURCHASING

## 7.1 Purchasing Policy

The purpose of the purchasing policy is to define the process to be followed in obtaining the best possible value for the Prince George Public Library and to establish control over who in the organization can initiate purchases or authorize expenditures.

7.1.1 The following are the methods required at various expenditure levels (before taxes) by which the Prince George Public Library will procure goods and services:

- \$ 600 - \$5,000 Telephone Quotes (3)
- \$5,001 - \$25,000 Written Quotes (3)
- \$25,001 - \$50,000 Written Quotes (3) and written selection process
- Over \$50,000 Public Tendering or RFP



These are the minimum requirements. Tenders or RFPs may be issued for items valued at less than \$25,000 by Governance Committee on Board.

- 7.1.2 Purchasing activities are to be carried out in a manner that enhances competitive bidding so that required materials or services are obtained in a timely manner, in the desired quantity, of the desired quality, and in the most cost-effective manner possible.
- 7.1.3 Purchasing activities are to be conducted in a manner that assures qualified suppliers fair treatment and equal opportunity.
- 7.1.4 Purchasing activities should encourage the development of local sources of supply where there is no increase in cost to the Prince George Public Library.
- 7.1.5 Purchasing decisions are to be based on demonstrable technical and operational considerations.
- 7.1.6 Where practicable, purchasing decisions are to be based on the “life cycle” cost of the acquisition rather than just the initial purchase price. “Life cycle” costs include operation, repair, staff, and disposition costs rather than just the invoice price.
- 7.1.7 Public tendering and RFPs may be requested at the discretion of the Board or by their direction to the Chief Librarian.
- 7.1.8 Contracts greater than one (1) year in duration (including renewal periods) can only be awarded by the Chief Librarian regardless of the dollar amount involved.
- 7.1.9 The following are the maximum amounts allowable (before taxes) for purchasing authority or delegation of purchasing authority in any single purchase of goods or services:

- Managers Up to \$25,000
- Chief Librarian Up to \$50,000
- Board No limit

*Approved October 28, 2009*

Management staff may sign in excess of these amounts only for the regularly scheduled salaries and rent cheques from the city.

*Adopted October 28, 2009*

- 7.1.10 The Prince George Public Library supports the concept of “Green Procurement” and will give preference to environmentally superior products where quality, function and cost are equal or superior.

- 7.1.11 A wood option shall be included for consideration in all building construction

tenders or requests for proposals.

#### 7.1.12 Special Purchasing Situations

7.1.12.1 If necessary due to a special situation, one or more requirements of the Purchasing Policy may be waived with the approval of the Board.

7.1.12.2 Where specialized equipment or services are required and there are fewer than three (3) suppliers who could reasonably provide the product, quotation, tenders, or RFPs as appropriate may be obtained from just those suppliers. Documentation noting this situation must be included with the quote information.

7.1.13 Complaints regarding the purchasing process shall be put in writing and referred to the Governance Committee before the contract is awarded.

#### 7.1.14 Board Signing Authorities

7.1.14.1 Board signing authorities by default will be the Board Chair, Vice-Chair, and Governance Chair, unless one person holds more than one position, in which case the Board may designate an individual from the Board to total 3 Board signing authorities.

*Adopted June 24, 2009*

## **7.2 Financial Policy**

The Prince George Public Library shall present a balanced operational budget each calendar year.

7.2.1 The definition of a balanced budget is that the Prince George Public Library will pay for all current expenditures with current revenues. The Library will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, or postponing expenditures, except where voted by majority motion by the Prince George Public Library Board of Trustees.

7.2.2 The Prince George Public Library Board of Trustees has a strong commitment to a balanced budget under normal circumstances, and will provide disclosure when a deviation from a balanced budget is planned or when it occurs.

7.2.3 Planned deviations will be reported to Municipal Council at its annual budget presentation; unplanned deviations will be reported in the official minutes of the Library Board, duly signed by the Board Chair.

7.2.4 The operational or annual budget of the Library is considered separate from any budgeting for capital plans, infrastructure improvement, fundraising or new programs unless described in terms of ongoing operational costs.

- 7.2.5 The budget process and format shall be program-based and focused on goals, objectives and performance outcomes, as determined by the professional staff of the Library, and recommended to the Board.
- 7.2.6 The budget will provide adequate funding for maintenance and replacement of capital, collections, and equipment.
- 7.2.7 The Library Board and its staff will develop a multi-year budget plan for capital improvements, and update it on an annual basis. This capital plan is separate from the operational budget.
- 7.2.8 Tangible Capital Assets – See Appendix D.

### **7.3 CAPITAL EXPENDITURES AND DEBT MANAGEMENT POLICIES**

#### **7.3.1 Capital Improvement Policy**

It is the intent of the Library to undertake ongoing capital improvements in relation to societal growth and community need. Each capital improvement will contribute to the overall plan for major renovation.

- 7.3.1.1 The Prince George Public Library Board of Trustees meets with Council representatives and Municipal staff each year to provide the City of Prince George with its capital requests for inclusion in the Municipal Capital Expansion Plan (CEP).
- 7.3.1.2 The Library will provide advice to Municipal personnel on fund development strategies to help secure infrastructure grants and subsidies that may fall within its jurisdiction or awareness.
- 7.3.1.3 The Library Board will take into account the impact of Capital Expenditures and improvements on subsequent cycles of the Operating Budget.
- 7.3.1.4 Each budget year, the Library will account for ongoing expenditures that may arise from capital improvements to the Library's facilities or infrastructure.
- 7.3.1.5 Capital improvement to the building and long term borrowing shall be reviewed with the City through a special Board presentation to Council.
- 7.3.1.6 Capital improvements to systems shall be subject to a five (5) year cycle of replacement and can either be a capital request to City, or a lease arrangement within the operating budget, as voted by the Board.

### **7.3.2 Long Term Debt and Accrued Liabilities**

The Library will not incur long term debt. All debt management is in cooperation with the City of Prince George. Any unfunded liabilities shall be balanced with matching funds on an annual basis, held in an account to yield interest, and balanced at year end.

### **7.3.3 Detailed Financial Plan**

7.3.3.1 The Library will provide a detailed financial plan, letter to the Mayor and Council, and an Executive Summary to the City of Prince George, upon formal request each December for the upcoming year.

7.3.3.2 The Prince George Public Library Board of Trustees and its executive, along with the Chief Librarian, will make a formal budget presentation each year to Council on a date selected by Council by formal notification.

## APPENDIX "A"

### FINANCIAL RECORDS

- One Year:** All records
- Seven Years:** Financial Statements (not audited)  
Invoice Posting Journal  
Detailed open payables listing for vendors  
Transaction Batch List and Batch Status Report  
Cheque Reconciliation  
Cancelled cheques and bank statements  
Daily cash sheets  
Paid invoices  
Summary of vendor statistics with alphabetic vendor list  
Purchase orders  
Deposit books  
Journal entry file (with working papers)
- Forever:** Audited Financial Statements  
General Ledger Transactions at a glance and Consolidation by Account  
Cheque Register

### PERSONNEL RECORDS

- One Year:** All records
- Seven Years:** Payroll Transaction Register by pay period  
Payroll Deduction Register by pay period  
Payroll Register by pay period  
Employee Accrual Account (sick and vacation days and banked time)  
Employee Hour Analysis
- Forever:** Library Staff Transaction Register  
Library Staff Deduction Register  
Payroll Register - Library  
W.C.B. Payment forms  
Superannuation annual report showing amounts submitted by City  
Payroll on behalf of the Board.

## **ADMINISTRATION RECORDS**

In addition, it is the responsibility of the Chief Librarian to keep those Administration records which will contribute to the continuous smooth operation of the Library.

- One Year:** Working papers used to determine budgets  
Donation letters
- Three Years:** Employee Personnel files  
Correspondence  
Budget proposals sent to City  
List of donators  
Board agenda packages  
Board committee agenda packages  
Board committee meeting minutes  
Agenda packages of all staff committee meetings  
Minutes of all staff meetings
- Forever:** Library Annual Reports  
Library statistics  
Board minutes  
Prince George Public Library study reports  
Building documents  
Annual budget comparison 1981-present  
Annual comparison of staff by departments

## APPENDIX "B"

### Schedule of Customer Fees

*(Approved April 24, 2013)*

#### **Late Fees:**

Default late fee:	20c/day per item (to a maximum of \$5.00 per item)
Book Express, DVDs, Video Games:	\$1.00/day per item (to a maximum of \$10.00 per item)
Special and Print Impaired users:	10c/day per item (to a maximum of \$5.00)
Volunteers, Home Service users:	No late fees assessed

#### **Fine threshold at which privileges are suspended:**

Default threshold:	\$14.99
Special, Class Tour, Needs ID, OneCard, 30 day, Print Impaired	\$4.99

#### **Replacement costs for lost and damaged materials:**

Default replacement costs:	List price + \$20.00 processing fee (\$30.00 if no list price available)
Donations:	\$30.00
Free depository items:	\$20.00 (List price + \$20.00 if item is replaced)
Periodicals:	\$10.00 per issue
Paperbacks (Junior, Easy), Board Books	\$15.00
Paperbacks (Teen, Adult)	\$20.00
Expensive paperbacks > \$20.00 (teen, junior, GN)	List price + \$10.00
MP3 or DAISY Book on CD:	\$30.00

Music CD (single disc)	\$25.00
Music CD (multi-disc)	\$35.00
Multilingual books:	\$15.00
Vertical File Envelope	\$5.00
Story-time Kits	Per itemized list in the kit
Interlibrary Loans:	Replacement cost billed by lending library

**Damage Fees:**

Barcode (missing or damaged)	\$2.00
Tattle Tape	\$2.50
Book on CD case (lost or damaged)	\$15.00
CD/DVD case (lost or damaged):	\$5.00
Rebinding charge (for repairable books >\$30.00):	\$20.00

**Service Fees:**

Holds not picked up:	\$2.00
Replacement library card:	\$2.00 (first replacement no charge)
NSF cheques:	\$30.00
Collection agency referral:	\$15.00
Exam invigilation:	\$30.00 (\$50.00 if taken outside of regular timeslot); students are to provide a pre-paid envelope for returning the exam to the institution
Faxing:	\$1.00 per page for local and toll-free \$1.50 per page for long distance (BC and Canada) \$3.00 per page for international
Scanning:	\$1.00 per document



**Membership Fees:**

Family non-resident: \$120.00 per year

Temporary resident: \$10.00 refundable deposit + \$5.00 per month

## APPENDIX C

### Tangible Capital Assets Policy

#### Prince George Public Library Tangible Capital Assets Policy

**Revision Date: March 1, 2010**

#### **General**

It is the policy of the Prince George Public Library to record and account for the tangible capital assets controlled by the Library in the annual financial reports. These include capital assets that are owned and assets under capital lease.

#### **Purpose**

The goal of this policy is to ensure that the Library's investment in tangible capital assets is recorded appropriately and accurately. This policy will aid in the achievement of the following goals:

- To meet legislative and policy requirements to establish and maintain asset accounting records. This includes compliance with PS3150.
- To improve the understanding of asset accounting processes by all stakeholders; and
- To apply consistent accounting treatment of asset related transactions.

#### **Scope**

This policy applies to all tangible capital assets controlled by all Prince George Public Library departments. Managers of each respective department will be responsible for signing off annually on asset inventories, assisting in establishing estimates of useful life and initial valuations of existing assets, and to ensure that their staff are made aware of any impacts that the TCA implementation will have on their duties (e.g. documenting disposals, and recording appropriate information for new assets).

#### **Tangible Capital Assets**

Tangible capital assets are non-financial assets having physical substance that:

- Are

held for use in the supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;

- Have useful economic lives extending beyond one year;
- Are to be used on a continuing basis; and
- Are not for sale in the ordinary course of operations.

Examples of Tangible Capital Assets include buildings, vehicles, furniture, equipment, land, and computer hardware and software.

### **When to Account For Tangible Capital Assets**

A tangible capital asset should be accounted for and recognized in the financial statements when:

- It is probable that future benefits associated with the tangible capital asset will be obtained;
- There is an appropriate basis of measurement and a reasonable estimate of the value of the asset can be made; and
- The asset is in use. Prior to an asset being put into use (for example when it is under construction), it will be recorded in a work-in-progress account.

### **Tangible Capital Asset Cost**

When acquired, tangible capital assets are measured at cost. Cost is the amount of cash paid and/or the fair value of other assets given up in exchange for the asset. It includes all charges, including carrying costs, necessary to place the asset in its intended location and condition for use.

### **Donated or Contributed Asset Costs**

Tangible capital assets that are donated or contributed to the Library must be recorded at fair value as of the date of transfer. If the Library is the donor or transferor, a deemed disposition is recorded at fair value.

Grants and cash donations received to help fund the costs of a capital asset do not reduce the cost of the asset. The amount used from grants and/or cash donations to pay for tangible capital assets will be transferred into operational funds and the asset will be capitalized and amortized in the same way as all other asset purchases.

## Asset Types

Asset types and descriptions are provided in the table below:

ASSET TYPE	DESCRIPTION	THRESHOLD (note 1)
Land	<p>Real property in the form of a plot, lot or area.</p> <ul style="list-style-type: none"> <li>Includes all expenditures made to acquire land and to ready it for use where the improvements are considered permanent in nature and includes purchase price, closing costs, grading, filling, draining, clearing, removal of old buildings (net of salvage), assumption of liens or mortgages, and any additional land improvements that have an indefinite life.</li> </ul>	\$0 (capitalize all)
Land Improvements	<p>Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use, and which generally decay or break down over time. Land improvements include but are not limited to:</p> <ul style="list-style-type: none"> <li>construction of driveways, parking lots, retaining walls, drop off locations, sidewalks, fencing, patios, water fountains etc.</li> </ul>	\$10,000
Buildings	<p>Buildings include all structures that provide shelter from the elements. It includes betterments to buildings that are owned by the Library.</p>	\$5,000
Machinery & Equipment	<p>An apparatus, tool, device, implement or instrument that uses energy to facilitate a process, function or completion of a task. Machinery &amp; Equipment may also include furniture and fixtures. It may be installed within a building, but is generally capable of being moved and reinstalled at a different location, if necessary. Machinery &amp; Equipment includes but is not limited to:</p> <ul style="list-style-type: none"> <li>Telephone switches/networks, office equipment, audio visual equipment, etc.</li> </ul>	\$1,000
Vehicles	<p>A means of licensed transportation, usually having wheels, for transporting persons or things or designed to be towed behind such an apparatus.</p>	No threshold
Computer Infrastructure	<p>Consists of purchased computer equipment and software (including pooled assets)</p>	\$1,000
Library Collection	<p>The library collection is a pooled asset that consists of those materials that have a useful life exceeding one year. This includes hardcover books, trade paperbacks, e-books, microfilm, and standing orders. This does not include items such as mass market paperbacks, DVD's, CD's, books on CD, magazines, telephone books, or database subscriptions.</p>	\$1,000

## **Tangible Capital Asset Thresholds**

Tangible capital assets should be capitalized according to the thresholds noted in the table in the prior section.

Note 1 – Similar assets that have a unit value below the capitalization threshold but have a material value as a group (such as the library collection) can be combined to create a pool. Examples of assets that can be pooled are library books and computer hardware and software. The pooled capitalization threshold is the same as the single asset type threshold.

## **Replacements**

If the component being replaced has previously been segregated in the asset accounting register as a distinct asset for amortization over its specific expected useful life, then the new component is capitalized and the old component is retired with its residual net book value removed from the accounts.

## **Betterments**

A betterment is the cost incurred to enhance the service potential of a tangible capital asset. Service potential is enhanced if one of the following occurs:

- There is an increase in the previously assessed physical output or service capacity;
- Associated operating costs are lowered;
- The original useful life is extended; or
- The quality of output is improved.

Betterments and replacements include additions to a tangible capital asset or a substitution of a component part of a tangible capital asset. The distinguishing feature between a betterment and a replacement is that a betterment is the substitution of a better component for one currently used. A replacement on the other hand, is the substitution of a similar component.

## **Repairs and Maintenance**

The cost incurred in the maintenance of the service potential of a tangible capital asset is a repair, not a betterment. Ordinary repairs are expenditures made to maintain assets in operating condition; they are charged to an expense account in the period in which they are incurred on the basis that it is the only period benefited. Replacement of minor parts, lubricating and adjusting of equipment, repainting and cleaning are examples of the type of maintenance charges that occur regularly and are treated as ordinary operating expenses.

## **Write-down/Write-off**

A write-down is used to reflect a partial impairment in the value of a tangible capital asset. The carrying value of a tangible capital asset should be written down if it can no longer contribute to the Library's ability to provide service at the previously anticipated level and the impairment is permanent in nature.

A write-off is a 100% reduction in the net book value of a tangible capital asset to reflect the decline in the asset's value due to a permanent impairment.

Once an asset is written down or off, the transaction cannot be reversed. An asset that has been previously written down cannot be written up in a subsequent period. Similarly an asset that has been written off cannot be written on at a later date.

## **Asset Disposal**

Disposals occur when the ownership of a tangible capital asset is relinquished and may occur by sale, loss, destruction or abandonment. Upon disposal of a tangible capital asset, whether by sale, loss, destruction or abandonment, the difference between the net proceeds on disposal and the net book value should be recognized as a gain or loss in the period the transaction to dispose of the tangible capital asset is completed.

## **Amortization**

Amortization is the accounting process of allocating the cost of a tangible capital asset to operating periods as an expense over its useful life in a systematic manner. All Library assets will be amortized using the straight line method which allocates the cost of the asset evenly over its' useful life. In the year of acquisition, and again in the final year of an asset's useful life, one half of a full year's worth of amortization will be expended. The year of acquisition will be determined based on the acquisition date. The acquisition date of a tangible capital asset is the earliest of:

- The date on which the tangible capital asset being constructed is complete and ready to be put into service. In most cases, amortization will begin when capital projects are closed. Therefore, capital projects must be closed in the quarter immediately following the asset being put into service. In cases where the capital project must be kept open, the project will be deemed to be complete and amortization will begin when the certificate of substantial completion is received. For projects that do not receive a certificate of substantial completion, amortization will begin when the asset is available for use;
- The date legal ownership of the tangible capital asset is obtained by the Library; or
- The date the product is received.

## Useful Life of a Tangible Capital Asset

The useful life of an asset or part of an asset is the period over which an asset is expected to be used. The estimated useful life of the asset will be established by collaboration between operating departments and appropriate Administrative staff. The information, once compiled, will be incorporated into this policy where possible.

- Useful life is normally the shortest of the asset's physical, technological, commercial or legal life.
- The useful life of a tangible capital asset depends on its expected use by the Library. Factors to be considered in estimating the useful life of a tangible capital asset include:
  - a) Expected future usage;
  - b) Effects of technological obsolescence;
  - c) Expected wear and tear from use or the passage of time;
  - d) The maintenance program in place;
  - e) Studies of similar items retired; and
  - f) The condition of existing comparable items.
- The useful life of an asset should be reviewed on an annual basis. If expectations differ from previous estimates, the change in useful life is to be accounted for as a change in an accounting estimate. Significant events that may indicate a need to revise the remaining useful life of a tangible capital asset include, but are not limited to the following:
  - a) A change in the extent to which the tangible capital asset is used;
  - b) A change in the manner in which the tangible capital asset is used;
  - c) Removal of the tangible capital asset from service for an extended period of time;
  - d) Physical damage;
  - e) Significant technological developments;
  - f) A change in the demand for the services provided through use of the tangible capital asset; and
  - g) A change in the law or environment affecting the period of time over which the tangible capital asset can be used.

## **Useful Life Guidelines**

The table found in Appendix A includes general guidelines for the useful life of Library assets. Assets are to be looked at on an individual basis when determining initial useful life estimates as well as subsequent adjustments as necessary.

## **Library Collection Valuation and Amortization**

The library collection of monographs will be valued at cost plus all carrying charges and non-refundable taxes. The amortization will be straight-line over 5 years beginning with 10% in the year of acquisition. Due to the intricacy in establishing a value for discards, an amount equal to the original cost for a given group of annual purchases (e.g. all monographs purchased in 2005) will be deemed discarded in the fiscal year that the final portion of amortization is recorded for that group of purchases. For example, 2005 monograph purchases will be fully amortized in 2010 and, as a result, will be discarded in 2010.

## **Administration**

At the onset of the new treatment for the assets of the Library, the accounting for tangible capital assets involves taking an inventory of existing Library assets, recording initial valuations of the opening inventory based on actual or estimated costs, determining opening amortization figures, and segregating these figures for 2008 and 2009. New accounts will be set up in the accounting system and incorporated into the financial statements. Budget lines that are impacted by changes to the recording of TCA's will be modified. The budgeting process for 2010 forward will also be impacted by these changes.

Accounting staff works with the managers to ensure that new purchases are correctly recorded according to this policy. Accounting staff will maintain asset listings and, at the end of each accounting cycle, prior to completion of the annual audit, they will provide managers of each department with their respective asset lists. Managers will review the tangible capital assets for existence, impairment, and remaining useful life. The Controller/Accountant is responsible for computing amortization expenses, disposal amounts, write-downs, and assessing useful life estimates along with recording the adjusting journal entries. The auditor will be involved in review of the initial implementation and provide input with valuations and useful life estimates going forward.

With board approval, this document may be revised as needed to reflect unforeseen needs.



<b>Assets - Major Class</b>	<b>Asset - Sub Class</b>	<b>Description</b>	<b>Useful Life (years)</b>
Capital - Land	Land		infinite
	Land Improvements		15
Capital - Building	Building		50
	Building Improvements		30
Capital - Furniture	Bookshelves & Book Display - Public	All book shelves and book displays in public areas	20
	Cabinets - Public	File Cabinets, Metal Storage Cabinets, Other Cabinets in public areas	15
	Chairs - Public (Pooled)	All chairs in public areas	10
	Desks - Public	All desks and computer stations in public areas	20
	Counters	Reference Counter, Work Space Counter, Other Counter	20
	Tables - Public (Pooled)	Folding tables, non-folding tables, other tables in public areas	15
	Office Furniture - Staff	Furniture used by staff incl desks, cabinets, shelving, etc (chairs pooled)	varies
	Other - public	Fish tanks, plant collection, etc in public areas	varies
	Other - Staff	Safes, etc in staff only areas	varies
Capital - Equipment	Audio visual - public	All audio visual items available for the public (eg microfiche stations)	5
	Audio visual - staff	All audio visual items used by staff (eg projectors)	5
	Photocopies/fax machines - Public	Photocopiers, fax machines, used by the public	15
	Photocopies/fax machines - Staff	Photocopiers, fax machines, used by staff	5
	Printers - Public	Printers used by the public	5
	Printers - Staff	Printers used by staff	5
	Telecommunications	Switchboard phone system, security system/alarms, etc	10
	Trolleys	Rolling trolleys, book trolleys	6
	Other - Public	Other equipment that meets capitalization threshold	varies
Other - Staff	Other staff equipment that meets capitalization threshold (eg shredders)	varies	
Capital - Vehicles	Vehicles	Cars, trucks, trailers	5
Capital - Computer Infrastructure	Software - Public	Single use software, other software [NOT ILS software, see 1706]	5
	Software - Staff	Single use software, other software	5
	Monitors - Public (Pooled)	All computer monitors available for the public	3
	Monitors - Staff (Pooled)	All computer monitors used by staff	3
	PC's - Public (Pooled)	Desktop hardware, laptops, other hardware available for the public	3
	PC's - Staff (Pooled)	Desktop hardware, laptops, other hardware used by staff	3
	Integrated Library System	ILS system including software, customizations, initial project mgmt/consulting	10
	Other - Public	Other public computer components that meet capitalization thresholds	varies
	Other - Staff	Other staff computer components that meet capitalization thresholds	varies
Capital - Library Collection	Monographs (pooled)	Hardcover books, trade paperback books	5
	Standing Orders (pooled)	Materials that the publisher is authorized to supply as updated	5
	E-Books (pooled)	Purchased electronic books	5
	Microfilm (pooled)	Rolls of microfilm	50
	Other	Other collection items that meet minimum capitalization thresholds	varies
Capital - Other	Big Steel Box	Blue storage bin, steel	20
	Other - Public		varies
	Other - Staff		varies

