

POLICY MANUAL

MILO MUNICIPAL LIBRARY

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1.0 PHILOSOPHY

1.1 Milo Municipal Library Mission Statement

To provide a wide variety of library materials and services to meet the needs for information, recreation, education and culture to all segments of the community.

1.2 Milo Municipal Library adheres to the Canadian Library Association Statement on

Intellectual Freedom (Adopted by the Canadian Library Association Winnipeg, 1974; Amended Nov. 17, 1983; Nov. 18, 1985):

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

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

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

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

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

1.3 Milo Municipal Library also adheres to the **Book and Periodical Development Council Statements on Freedom of Expression and the Freedom to Read:**

"Free communication is essential to the preservation of a free society and a creative culture. Current pressure to impose uniformity limits the range and variety of inquiry and expression on which our nation and culture depend. Every Canadian community must jealously safeguard the freedom to publish, to circulate, and to sell in order to protect freedom itself. We believe that writers, publishers, distributors and librarians have a profound responsibility to maintain the freedom by making it possible for readers to choose freely.

Freedom to read is a precious heritage. It is part of a much larger heritage common to the human spirit which we call freedom of expression. As professional organizations and associations already congregated under the auspices of the Book and Periodical Development Council, we seek through this statement to express our absolute commitment to combating, in whatever form it takes, the suppression of books and periodicals because we believe that the written word is the ultimate mode of free expression."

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2.0 POLICIES PERTAINING TO TRUSTEES

2.1 Orientation

- A. The new trustee will be provided with an orientation package consisting of current
- Alberta Libraries Act and Regulations
 - By-laws and Policies of Milo Municipal Library
 - current Plan of Service for Milo Municipal Library

2.2 Continuing Education of Trustees

- A. Trustees are expected to attend library or trustee courses or conferences in the area.

2.3 Meetings

- A. The Milo Municipal Library Board shall meet at least 6 times per year. Meetings must be held in November (for budget preparation and employee evaluation) and April (for election of officers).
- B. Regular meetings shall be set by the board. Special meetings may be held at the call of the Chair or any three trustees.
- C. The quorum necessary for a Milo Municipal Library Board meeting is 4 trustees. The chair has a casting vote.
- D. Staff may be present at board meetings, but have no voting powers.
- E. All meetings shall be open to the public except when individual personnel issues are being discussed.

2.4 Officers

- A. The officers of the Milo Municipal Library Board are the chair, secretary and treasurer.
- B. Officers are elected annually at the April board meeting.
- C. Where a vacancy occurs in an office, the remaining members of the board may appoint a trustee to fill the vacancy until the next election.
- D. The chair:
- -prepares agendas.
 - -presides at all meetings. The chair will contact another trustee to preside at a meeting he/she will be absent from.
 - -is an ex officio member of any committees of the board.
- E. The secretary:
- -prepares and preserves the minutes of all meetings of the board.
 - -handles board correspondence.
- F. The treasurer:
- -prepares financial statements for the board.
 - -supervises spending monies, including signing cheques.
 - -works with the auditors of the board on the audit of the financial statements.

2.5 Committees

Committees consisting of board members and/or other individuals may be set up by the board to advise in any area of board or library operation, including special projects. A trustee shall be chair of any committees. Such committees are to report their recommendations to the board for approval.

2.6 Planning

The board shall conduct needs assessment activities and develop a plan of service at least every three years.

3.0 FINANCIAL POLICIES

3.1 Signing officers

The chair, secretary, and treasurer shall be the signing officers of the board with two signatures necessary on cheques.

3.2 Fiscal year

The fiscal year of the board shall be January 1 to December 31.

3.3 Budget

The board shall develop an annual budget based on the current plan of service.

The budget is to be approved by the board in November so it can be submitted to council (Village of Milo) by December for their approval. Budgets are also to be submitted to system headquarters and Alberta Community Development - Libraries Branch.

Capital expenditures (over \$300) not outlined in the budget must be approved by the board.

3.4 Audit

The financial records of Milo Municipal Library will be prepared for audit as soon as is reasonably possible after year end. The audit will be done by a board approved auditor. Audited financial statements are to be distributed to village council, system headquarters and Alberta Community Development - Libraries Branch.

3.5 Expenses for Trustees and Staff

- A. Membership to the Alberta Library Trustee's Association shall be paid by the library.
- B. The library will pay trustee and staff expenses for board approved courses and workshops. These expenses may include mileage, accommodation, and registration fees.
- C. The library will reimburse trustees and staff for telephone calls made from home while

conducting library business.

D. Occasionally trustees and staff must pick up library materials, supplies and equipment where billing to the library directly is not possible. The library will reimburse for these items.

E. Mileage shall be paid at the rate of \$.25/km.

3.6 Claiming Process

Invoices for approved expenses are to be given to the board treasurer for payment.

For reimbursements and mileage claims, board members and staff are to fill out an expense claim form (Appendix B) and include copies of receipts where applicable.

3.7 Petty Cash

A petty cash fund of \$20.00 is to be kept at the library for small cash expenditures and accepting fees and fines.

Record keeping for this account is the responsibility of the librarian. At the end of each month, monies and records of the account are to be submitted to the treasurer.

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4.0 SELECTION, ACQUISITION, PURCHASE AND DISPOSITION OF LIBRARY MATERIALS

4.1 The library will provide as wide a variety and level of materials as the budget and space allow with emphasis on:
A. material dealing with the history of this and surrounding areas. B. material of current and future interest to all age groups. C. material of interest to agricultural, business, educational, health, recreational, cultural, religious and political interests in the area. D. material designed for the enjoyment and relaxation of all people in the area.

4.2 Review sources which are to be consulted for material purchases are to be online book review sources, book review journals, periodicals, television and/or radio programs, and local newspapers. Patron suggestions for book purchases will also be considered.

4.3 Standards which are to be applied to all material purchases are as follows:

A. varying levels of writing ranging from pre- school interest areas through senior citizen interest areas.

B. materials which deal with current topics and interests.

C. materials which add to and support the school curriculum.

D. materials by authors who are known and popular with the clientele.

E. most books will be paperback editions as they are least expensive. In the event that a book will be well-used, it may be in hardcover. Other formats such as audiocassettes, videocassettes, CD-ROM programs, etc. will be considered depending on cost.

F. materials frequently requested by patrons.

4.4 Other considerations on purchases

A. Materials which will be excluded from the collection are

a) school textbooks

b) materials which are very high priced.

- B. Lost materials which are in high demand will be replaced.
- C. The collection should be developed such that a wide diversity of views and expressions is represented, including those which may be considered unorthodox or unpopular.

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4.5 The subject fields for non-fiction purchases which may be emphasized are as follows (in no particular order):

A. Agriculture and Gardening B. Home Decorating, Construction, and Repair C. Crafts D. Cooking E. Parenting (Child Rearing, Education) F. Materials related to local Adult Learning Courses G. Science and Technology H. Recreation

4.6 The collection is to be limited to:

- A. mainly books.
- B. audiocassettes, videocassettes, computer software, etc. that will be well used.
- C. some new large print books and/or books on tape each year.

4.7 Donated Materials:

- A. are accepted if they meet the same standards as for purchased materials.
- B. are not accepted if they duplicate material already available.
- C. The Friends of Milo Municipal Library Society will issue tax donation receipts for newer items donated.

4.8 Selection and Purchase Responsibilities

- A. The librarian and a materials selection committee, if established by the board, are responsible for the selection and purchasing of materials.
- B. Purchase of materials shall be made on a regular basis as budgeted funds allow.

4.9 Disposition

The librarian may discard materials according to the following criteria: worn out, inappropriate to collection, duplicated, non-circulating or superseded materials but with the following exceptions:

- A. Materials of local interest (history, etc.)
- B. Classics
- C. Out of print materials which are still useful.
- D. Expensive items
- E. Materials which balance the collection.

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5.0 LOAN POLICIES

5.1 Reference materials (includes CD-ROM reference disks)

- A. Normally, reference materials do not circulate.
- B. Local history books, being irreplaceable, may not be removed from the library.
- C. Reference material may be loaned at the librarian's discretion.

5.2 Fiction and Non-fiction books

- A. The basic loan period is three weeks.

The librarian may, at his/her discretion, restrict the borrowing of any materials if he/she expects a high demand (ex. school projects, contest answers).

5.3 Audio-visual materials

- A. Library patrons are responsible for supplying their own special equipment for use of these materials.
- B. The normal loan period for these materials is as follows:
 - Audiocassettes - 3 weeks
 - Videocassettes - 1 week

The librarian may, at his/her discretion, shorten the loan period when materials are new.

5.4 Computer materials

- A. This service is basically restricted to patrons over 14 years of age. Staff will be able to lend materials to younger patrons if they have parental consent.
- B. The basic loan period is three weeks. Two types of computer materials do not circulate:
 - 1. Current reference material.
 - 2. Those whose manufacturer's licensing agreements do not permit lending.

5.5 Renewal

- A. Library materials can be renewed for a second loan period if no holds have been placed on the item in question.

5.6 Censorship

- A. All materials are equally available to all members of the community and access to materials of a controversial nature will not be restricted.
- B. Parents or legal guardians are responsible for controlling their children's access to materials. -

6.0 RESOURCE SHARING POLICIES

- 6.1 Milo Municipal Library supports the principles set out in the Alberta Community Development, Libraries Branch document "Principles for Resource Sharing for Alberta Public Libraries", August, 1994.
- 6.2 Milo Municipal Library participates, via Chinook Arch Regional Library System, the Alberta Library Card initiative and Alberta Community Development -Libraries Branch, Resource Sharing Policy, in inter-library loans and information services. For more information on these, see information services policy.' Explanations of these services are to be posted in the library.
- 6.3 We are willing to lend material, if requested, from our collection to any other library if it is in keeping with our loan policies. The loan period for materials, outside of our system will be based on the same loan period used in our library plus an additional 2 week period for delivery and return.
- 6.4. To improve services to the community, Milo Municipal Library shall work in partnership with other community agencies and organizations in areas of common interest.

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7.0 INFORMATION SERVICES POLICIES

I.PURPOSE

- 7.1 The Milo Municipal Library regards information services as an integral part of operations. Our aim is to assist library users in finding the information they need.
- 7.2 The purpose of the information service policy is to set guidelines for the provision of information services:
 - A. to serve as a guide for staff
 - B. to serve as a guide for patrons
 - C. to aid library trustees in understanding the role of library information services.

11. INTRODUCTION

7.3 Scope of Service

Milo Municipal Library provides information services: A. for all people regardless of race, color, sex, or position. B. not limited to people who live in the immediate area or to library members, but those who wish to borrow materials must have a Chinook Arch Regional Library System or Alberta Library membership card, or have requested the item(s) through the provincial interlibrary loan service.

7.4 Categories of Users

Milo Municipal Library provides information services to all ages of people: adult, juvenile, and children. Some services are provided by telephone, email and mail as well as on-site.

7.5 Information services are provided during regular library hours: Tuesdays: 9:30 a.m. to 12:30 p.m. Thursdays: 9:30 a.m. to 12:30 p.m. 1:30 p.m. to 4:30 p.m. 6:30 p.m. to 8:00 p.m.

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III. TYPES OF INFORMATION SERVICES

7.6 Information

A. Staff will provide information in the form of-

- a) answers to questions if answers are short and require only a few minutes to be found.
- b) guidance in locating materials and using library tools for more detailed information.

B. Staff will answer contest questions only if they require a short time to research. These answers will be posted. Otherwise, the staff is available to instruct patrons in using library tools to do their own research.

C. Staff will not do homework or research assignments for students. Staff will assist students in locating and using the proper resources.

7.7 Instruction

Library staff will give instruction on: - use of the online Chinook Arch catalog - use of the internet and other online reference sources - use of the microcomputer for patron use - use of any other reference materials

7.8 Reader's Advisory

Library staff will suggest or locate titles by an author or on subjects of interest to patrons or train patrons to use online services to do this.

7.9 Referral

7.9.1 Library staff are expected to be aware of and use additional sources of information by:

- a) being familiar with materials in Milo School Library.'
- b) maintaining a current local resources file.
- c) understanding procedures for information requests from Lethbridge Public Library (contracted for information services by Chinook Arch Regional Library System).
- d) understanding procedures for sharing of services and materials between member libraries of Chinook Arch Regional Library System.
- e) understanding other interlibrary loan procedures.
- f) using online sources, almanacs, directories, etc. to locate outside agencies possibly having the

needed information.

7.9.2 If a patron is unable to find the information needed from Milo Library

resources, library staff may be able to provide additional services as mentioned above. Patrons should note the time frames and information

required for some of these services:

- a) Loan from other libraries in the Chinook Arch Regional Library System. - 2-7 days usual minimum.
- b) Loan from Milo School Library - same day usually. Milo Municipal Library staff have access to the materials located in the school library. The municipal library can borrow these materials for a short time certainly, and, very often, can loan them to municipal library patrons.
- c) Information requests to Lethbridge Public Library (for searches of their reference material) - 2-- days usual minimum. Library staff will need indication of urgency for information, reading level, currency of information required, and the purpose of the request.
- d) Interlibrary loan outside of the Chinook Arch Library System (for a specific book, periodical article if not found online, etc.) A to 5 weeks, usually, Bibliographic information required.
- e) Other local resources. - Patrons will be expected to contact these agencies themselves.

7.10 Bibliographic

Library staff will compile bibliographies on subjects or works by an author, etc. of materials available in the Chinook Arch Regional Library System or will assist patrons in compiling their own bibliographies.

7.11 Internet and Computer Services

To maximize internet and computer availability and to ensure fair and reasonable use of the internet, the following use policy has been developed.

1. Milo Municipal Library's purpose in providing access to the Internet is to support library related research and study.
2. Parents or guardians are responsible for their children's use of the internet.
3. Any illegal use of the internet is prohibited and may constitute a criminal offence for which the patron will bear sole responsibility. Milo Municipal Library is not responsible for any patron misuse of copyrighted materials or violation of software licensing agreements. The library considers public access to pornographic sites a misuse.
4. Access to electronic mail and news, multi-user games and chat rooms will not be permitted except with special permission of the library

staff.

5. Patrons are responsible for any commercial transactions made while using the Library's internet connection.

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6. Patrons may also use the library computers for word-processing.
7. In order to ensure virus protection and to safeguard files, personal diskettes cannot be used nor personal software installed. Diskettes are available for purchase in the library to be used for downloaded files.
8. Patrons are responsible for any damage caused to the Library's computer equipment. Any misuse of the computer equipment or the internet will result in loss of library privileges.
9. Patrons requiring a paper copy of information will not be charged if 10 or fewer pages are printed. For more than 10 pages, there will be a charge of \$.05/page for black and white printing.
10. Computer workstations may be booked in advance for 30 minute periods during regular operating hours. Otherwise, service is on a first-come, first-served basis and limited to 30 minutes if someone else is waiting to use the service.

IV. INFORMATION SERVICE DELIVERY AND PRIORITIES

Status of user has no bearing on service delivery. All patrons are treated equally and information requests and inquiries are dealt with on a "first come, first served" basis within the following framework:

- 7.12. Requests made in person have priority over those made on the phone or by correspondence (including email).
- 7.13 Requests made by those who cannot come to the library because of illness or a disability have priority over other requests made by phone or correspondence.
- 7.14 Telephoned questions will be answered while the caller is on the line if this can be done within three minutes. Call backs are limited to short answer questions. Depending on the nature of the information required, information for more detailed questions may be mailed, emailed, or the patron may be asked to come in personally.
- 7.15 Inquiries by mail, email, or answering machine are given last priority but will be answered if the information required does not take a great deal of library staff time to locate. Communication of these short answers may be by telephone, mail or email. For requests requiring extensive research, the user will be contacted and asked to come to the library personally.

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V. GUIDELINES FOR LIBRARY PERSONNEL

- 7.16 Information service takes priority over other library tasks.

- 7.17 When dealing with patrons, remember their needs come first and be:
- a) courteous, helpful and polite, even with dissatisfied users.
 - b) approachable (ask if they need assistance, give them your attention or move away from tasks you are doing so the patron will not feel that they are "bothering you").
 - c) prompt and unbiased with assistance. Treat all questions seriously. Conduct a reference interview, but be careful not to invade patron privacy. Refrain from discussing questions in derogatory terms, either with the patron or others.
 - d) available for further assistance to those who are conducting their own research.
- 7.18 Do not attempt to answer questions that require interpretation of information or entail value judgements. Try to refer the user to a professional person or agency responsible for making such interpretations.
- 7.19 To aid in collections development and assessment of information policy, keep the following records:
- A. a tally of the number and sorts of questions asked using the following categories
 - quick reference (tally only) - less than 5 minutes
 - search
 - unanswered/referred
 - B. more detailed information on the nature of the search, referred and unanswered questions. (Subject matter, age level, detail required)
 - C. more information on questions from children - indicate if answers were found in appropriate age level material or not.
- 7.20 Keep a calendar record of problems such as complaints, dissatisfied or disorderly patrons, and building and equipment failures. Report major problems to the Library Board at once. Otherwise, communicate these problems at regular board meetings. Records of such problems are necessary because some require corrective action, policy adjustments, etc., or they may occur again.
- 7.21 The latest copies of reference materials do not circulate. Superseded copies of reference materials are allowed to circulate. If the staff foresees a heavy demand on material that normally circulates because of a local contest; etc., they may wish to reserve such material for library use only or reduce the normal lending period.

7.22 Telephone Service

- A. Because a pay phone is not located close to the library, patrons may use the library telephone for a short local call or a short, long-distance collect call. B. Staff is discouraged from using the phone for personal calls. C. In case of emergencies, no restrictions apply.

7.23 Photocopier, Computer Printout and Fax Services

- A. Milo Municipal Library does not have its own photocopier. The library is located in the Milo School and the school has a photocopier that can be used by library patrons for a fee. Either the library or the school staff must operate the machine. -The library will pay photocopying expense for library business only. -Library staff are expected to pay for personal photocopying. -Patrons are expected to pay for their own photocopying
- B. Patrons may use the computer printers. There may be some fees for this as set out in the library's By-laws.
- C. Patrons may use the library's fax machine. The fees are set in the library's By-laws.

8.0 PROVISION OF LIBRARY MATERIALS IN NON-CONVENTIONAL FORMAT

- 8.1 The library will provide material in languages other than English if the need arises by accessing these materials through the Chinook Arch Regional Library System, following their procedures and guidelines.

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9.0 COMMUNITY RELATIONS

- 9.1 The library staff must be courteous and friendly and the patron always has . first priority.
- 9.2 Milo Municipal Library and its board and staff are subject to the Freedom of Information and Protection of Privacy Act (FOIP). Library records that can be shared with the public under this act should be available to them. In general, records that identify specific individuals may be subject to the privacy provisions of the act.
- 9.3 Periodically the library submits to local newspapers lists of new books and details of events happening in conjunction with the library.
- 9.4 The board supports public relations expenses for items such as library brochures and promotional activities such as open houses, door prizes, etc.

10.0 CONFIDENTIALITY OF PATRON RECORDS

Milo Municipal Library and its board and staff are subject to the Freedom of Information and Protection of Privacy Act (FOIPP).

- A. All patron records will be kept confidential but may be shared with resource sharing libraries for the purposes of collecting fines and retrieving borrowed materials. When library members are registered, they will sign a card acknowledging that their contact information will be available to other libraries for these purposes.
- B. Patron records are stored in a single database for all Chinook Arch Regional Library System member libraries. Records of items borrowed by individual patrons are only kept on the system database for 19 days after those items are returned. For specific details, see the Chinook Arch Regional Library System Policy Manual in the library.
- C. Library board members, staff and volunteers will hold all personal information on staff and patrons (including patrons of any other libraries) in confidence. (See attached Appendix D

for a list of personal information banks held by Milo Municipal Library).

D. No records are kept of the frequency or content of visits to the library by specific patrons.

E. Staff and volunteers are discouraged from discussing the reading habits of patrons.

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11.0 PERSONNEL POLICIES

11.1 Library personnel should adopt the Canadian Library Association Code of Ethics (June 13, 1976):

"Members of the Canadian Library Association have the individual and collective responsibility to:

- (1) support and implement the principles and practices embodied in the current Canadian Library Association Statement on Intellectual Freedom;
- (2) make every effort to promote and maintain the highest possible range and standards of library service to all segments of Canadian society;
- (3) facilitate access to any or all sources of information which may be of assistance to library users;
- (4) protect the privacy and dignity of library users and staff.

1. Hiring, Orientation and General

11.2 . Prior to hiring, the position of librarian will be advertised for a period of 2 weeks in the Vulcan Advocate and in the appropriate monthly Milo Can Opener.

11.3 A new librarian is to have an orientation period of one month, if possible, with the present librarian.

11.4 The board shall provide a job description for the position of librarian.

11.5 Library staff is encouraged to attend library related courses, meetings and conventions with time off and/or with pay and travel expenses.

11.6 The library board shall encourage volunteers to assist the librarian.

11.7 Duties of the Librarian

- A. Materials selection and ordering
- B. Circulation
- C. Displays
- D. Programs
- E. Weeding
- F. Janitorial work
- G. Training volunteers
- I. Preparing inventory
- J. Compile statistics for and help prepare library's annual report

- K. Assist with budget preparation
- L. Attend board meetings
- M. Assist and train library patrons on the use of library resources

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11.8 Qualifications of Librarian:

- A. Preferably someone with prior experience with libraries and computers.
- B. If no experience, someone who is very interested in reading and in the promotion of literacy.

11.9 Performance Evaluation, Salary, Holidays, Vacation and Leave

- A. The board will perform employee performance evaluations annually. (See attached Appendix A: Employee Performance Evaluation Form).
- B. Salary schedule shall be reviewed at the November board meeting and shall be based on experience qualifications and/or length of service.
- C. The librarian shall be entitled to 2 weeks of vacation with pay (4 library days). The librarian shall hire the replacement with the approval of the board.
- D. In the event the librarian is affected by illness, serious family illness or death, or serious legal matters, the library board shall pay for a replacement.

11.10 Procedure for Suspension or Dismissal of a Librarian

- A. A board meeting without the librarian being present.
- B. A board meeting with the librarian airing grievances.
- C. After a period of one month, another review will be made by the board.
- D. The librarian will be informed of the board's decision.

12.0 LIBRARY HOURS AND SCHEDULES

12.1 The library shall be open to the public:

Tuesdays 9:30 am - 12:30 pm

Thursdays 9:30 am - 12:30 pm

1:30 pm. - 4:30 pm

6:30 pm - 8:00 pm

12.2 The library shall be closed on civic and religious holidays.

12.3 The library shall be closed for one week during the Christmas holidays. The board will set the exact dates each year.

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13.0 RECORDS MANAGEMENT

Milo Municipal Library keeps orderly and timely records of the business of the library in compliance with the Income Tax Act of Canada, Freedom of Information and Protection of Privacy Act, and with the needs of the Library.

13.1 Milo Municipal Library retains and disposes of records as outlined in Appendix C.

13.2 The board gives authority for destruction of records in accordance with Appendix C. to the librarian. The librarian is responsible for the proper and complete destruction of the, records disposed of under this policy.

13.3 Permanent records are stored at Milo Municipal Library in metal filing cabinets.

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Appendix A

MILO MUNICIPAL LIBRARY EMPLOYEE PERFORMANCE EVALUATION

DATE:

NAME:

POSITION:

EVALUATED BY: MILO MUNICIPAL LIBRARY BOARD

Signature of Library Chairperson:

A - Above Standard B - On Standard C - Marginal D - Below Standard

A B C D

Library Environment (physical appearance)

Material Resources (updating and weeding)

Patron Assistance

Professionalism

Initiative and Creativity

COMMENTS:

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Appendix B

MILO MUNICIPAL LIBRARY EXPENSE CLAIM FORM

Name:

DATE	DESCRIPTION	Mileage	Amount
------	-------------	---------	--------

km
km
km
km
km

OR

km km

SUB TOTALS		km	\$
PLUS MILEAGE	km x \$.25/km		

TOTAL CLAIM is

Dated:

Signature

To be filled out by Treasurer:

Date paid: Cheque No.

Signature:

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Appendix C

Milo Municipal Library RECORDS RETENTION SCHEDULE

The records, as set out in this schedule are: Destroyed - the records shall be destroyed without any copy being retained. Permanent - the original record shall be preserved and never destroyed.
Replaced - annual forms replaced with new forms.

Permanent Records may be held in the following formats: Hardcopy - the original document is retained. Diskette - the record is retained on computer diskette. Hardcopy and Diskette - the original document is retained and duplicate is held on diskette.

Subject	Description	Years	Action
Agreements and Resolutions	With Chinook Arch Regional Library System	P	H
Alberta Community Development	Public Library Statistics (annual)	7	De
Annual Reports	Milo Municipal Library	P	H
Audit	Final Financial Statements	P	H
Banking and General Accounting	Deposit Books, Memos, Reconciliations, Statements, Cancelled Cheques, Invoices and Receipts, Expense Claim Forms	7	De
Board	Minutes	P	H and Di
Member Lists	P	H	
Briefs, Reports	To government	7	De
Building	Drawings, information, etc.	P	H
Budgets	Final	P	H
Bylaws	Current	Re	H and Di
Previous	P	H	
Certificates	Of title	P	H
Contracts		P	H
Correspondence	General	7	De
Historical	P	H	
Employees	Job applications and resumes (hired)	P	H
Job applications and resumes (not hired)		2	De
Job applications and resumes (unsolicited)		2	De
Personnel files	P	H	
Equipment and other assets	Proof of purchase, manuals, warranties, etc. (when equipment is disposed of)		De

Subject	Description	Years	Action
Grant Applications -		7	De
Income Tax	Forms	1	Re
Deductions	7	De	
T4 slips/summaries	P	H	
Insurance	Claims	P	H
Records (after expiration)			De
Inventory	After superseded	7	De
Leases		P	H
Ledgers	General	P	H
Legal		P	H
Legislation - Acts	After superseded	7	De
Minutes	Board	P	H and Di
Needs Assessments	Final reports	P	H and Di
Newspaper clippings		P	H
Patron records	Online -see Chinook Arch policies		
Membership Forms	2	De	
Membership Database (kept current)	Re	Di	
Reference question and Interlibrary loan	2	De	
forms with personal information (ID numbers.)			
Photographs	General	P	H
Plans of Service	and Reports on Plans of Service	P	H and Di
Policy	Current		H and Di
Previous	P	H	
Revenue Canada	GST Claims	P	H

Subject

Grant
Donations
Income Tax

Insurance
Inventory

Programs	Files - non historical	7	De
Historical	P	H	
Tenders	Files	7	De
Vendors	Correspondence	1	De
Volunteer~ -Schedules		7	De

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Appendix D

MILO MUNICIPAL LIBRARY

Personal Information Banks

Patron Records:

1. **Membership Forms and Membership Database** may contain the following information about Milo Municipal Library Patrons: Patron Name Patron I.D. No. Library (Chinook Arch) Barcode Address Birth date Phone Numbers Email addresses Membership type
2. **Programs - Participant Lists** may contain the following information (Lists are kept only in programs where it is necessary to contact participants for prizes, etc.): Name Patron I.D. No.
3. Reference Questions Forms contain Patron I.D. Numbers for detailed or difficult reference questions where it might be necessary to contact the patron when future information is received.
4. **Interlibrary Loan Forms** contain Patron I.D. Numbers.

Volunteer Records:

1. **Volunteer schedules** contain names and phone numbers of volunteers.

Employee Records:

1. Personnel files may contain the following information: Employee Name Address Phone Number Resume Social insurance number Earnings and income tax records Performance evaluations Correspondence

Board Member Records

1. Board member records may contain the following information: Name Address Phone Number Years of service, positions held

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