

Town of Drayton Valley Library Board

POLICY MANUAL – Glossary of Terms, Definitions & Abbreviations

Approved By: **Drayton Valley Library Board**

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Introductory Statement

The terms, definitions and abbreviations included in this glossary apply to Bylaws, policies and procedures unless otherwise specified.

Additional acronyms are provided in [Appendix 2-A: ALTA Trustees' Handbook](#).

Terms, Definitions & Abbreviations

AALT refers to **Alberta Association of Library Technicians**.

Account may refer to any of the following depending on context: a business account at the bank, a borrowing account for material lending, a budget line used for bookkeeping purposes.

(the) Act refers to the *Alberta Libraries Act* unless otherwise specified.

Active record refers to documents (both hardcopy and electronic) which are still actively being used and referenced on a regular (daily, weekly or monthly) basis.

ADV refers to the national library code assigned to **Drayton Valley Municipal Library**.

Agreement refers to a legally binding contract or document between two or more parties.

ALTA refers to the Alberta Library Trustees Association.

AV refers to **Audio Visual** materials including DVD, Blu-Ray, CD, etc.

Board refers to the **Town of Drayton Valley Library Board** unless otherwise specified. The Board is also known as **Drayton Valley Municipal Library Board** for federal reporting.

Borrower refers to an individual that has registered to borrow resources from the library.

Borrower Card refers to the piece of identification with a distinct barcode issued to individuals that have successfully registered for borrowing privileges.

Bylaw refers to the **Town of Drayton Valley Library Board Bylaw** unless otherwise specified.

Capital refers to any form of wealth or physical asset with assessed value.

Cash refers to any legal tender including coin and paper currency and bank notes or cheques.

Catalogue refers to the complete list of items available in the TRAC library system including items owned by Drayton Valley Municipal Library.

CLA refers to **Canadian Library Association**.

Confidentiality refers to the ethical principle of discretion associated with the professions.

Copyright refers to the legal protection given to published works.

Corporation refers to the legal entity known as the Town of Drayton Valley Library Board established by the Town of Drayton Valley under authority of the *Alberta Municipalities Act*.

CRA refers to **Canada Revenue Agency**.

Delete/ deletion refers to the permanent elimination of a digital record beyond possible reconstruction within a record series at a time indicated on the records retention schedule.

Destroy/ destruction refers to the permanent elimination of a physical record beyond possible reconstruction within a record series at a time indicated on the records retention schedule.

Director refers to the person employed by the Board to administrate the library.

Disposition refers to the decision regarding retention after a record is no longer considered active (ie. archive or delete/ destroy).

Donation refers to any gift of money, item or property with monetary value.

eBook refers to a book in digital format, either for listening or reading on a computer device.

EFT refers to **Electronic Fund Transfer**. May also refer to payment by debit or credit card or transfer of funds between accounts using online banking.

EI refers to **Employment Insurance**.

Employee refers to any person who receives payment for work.

Employer refers to the person or organization that employs people; The Board employs the Director, the Director employs library staff.

eResource refers to any electronic item or resource available for download or on-line access.

Float refers to a set amount of cash retained for business operations or reimbursements.

FOIP or FOIPP refers to **Freedom of Information & Protection of Privacy**; may refer to the Act, Regulation, or concepts contained therein.

Fraud refers to any deception or false representation of facts for personal gain.

Good Standing refers to a borrower with no outstanding account charges.

Harassment refers to any unwanted behavior that is offensive, intimidating, demeaning or humiliating whether by overt or implied gesture, action, verbal or written communication.

Hazard refers to any condition that poses risk to the health or safety of workers or users.

Historical record refers to a record deemed to have long-term value to the Library. They are unique, irreplaceable and merit special protection to preserve corporate memory.

ILL refers to **Inter-Library Lending**.

ILS refers to the **Integrated Library System**, a networked database used to record and share information between libraries.

In-Camera refers to “in-chamber” where discussions are private; details remain confidential after exiting *in-camera*.

In-kind refers to donations of capital items such as artwork, equipment, or other properties.

Internal Control refers to practices that ensure an organization’s independent management.

Inventory refers to the complete list of catalogued items owned by the library or the process of validating the list of catalogued properties.

LAA refers to the Library Association of Alberta.

“**librarian**” is a loosely defined colloquial term that refers to anybody employed at the library.

Liable/ liability refers to an obligation or legal responsibility.

Library Technician refers to a paraprofessional that has completed a library diploma program.

Loan Period refers to the length of time that a library resource may be borrowed.

Majority Vote refers to approval of a motion by greater than 50% of trustees in attendance.

Manager refers to the person that supervises staff, coordinates schedules and service activity.

Material refers to any physical Library property including circulating library collection items, equipment, furnishings or other items of value.

Minister / Ministry refers to the Minister / Ministry of Municipal Affairs unless otherwise specified.

Misrepresentation refers to offering false or misleading statement of facts to affect decision outcome.

MLIS refers to a library and information professional that has completed a **Master of Library & Information Sciences** post-graduate degree program.

MOA refers to a **Memorandum of Agreement**.

MOU refers to a **Memorandum of Understanding**.

MSDS refers to Material Safety Data Sheet for safe handling of chemical products.

Non-Resident refers to a person who resides in a community that does not pay property or business taxes to a municipality that contributes to the operation of Drayton Valley Library OR Yellowhead Regional Library System OR does not otherwise satisfy the terms defining “Resident”.

OH&S refers to **Occupational Health & Safety**; may refer to the Act, Regulation, Code, or concepts contained therein.

OPAC refers to the **Online Public Access Catalogue**.

Patron refers to any person with borrowing privileges who uses or accesses resources, services or programs.

PDF refers to **Portable Document Format**; a file format used to preserve electronic documents in a fixed-layout format, including text, fonts and graphics.

Permanent record refers to those records determined to have a long-term value to the Library in terms of recording its corporate, service, and cultural history. They are maintained for a variety of reasons, including the documenting of the establishment of the Board as an entity, its policies, key historical events and milestones and the evolution of the Library system.

PLSB: Acronym for **Public Libraries Service Branch**; a division of the Ministry of Municipal Affairs that advises and receives reports from public libraries in the province of Alberta.

Polaris refers to the integrated library system used to power the regional automated consortia database.

Policy refers to a deliberate system of principles to guide decisions and achieve rational outcomes; policies are public documents.

Procedure refers to a document that instructs workers on executing directives from a policy; procedures are not public documents.

PRP refers to **Premium Reduction Program** for Employment Insurance.

Quorum refers to the minimum number of trustees required to be present at a meeting to make Board proceedings or decisions valid.

Record series refers to documents arranged according to a filing system or kept together because they relate to a common subject or function, result from the same activity, document a specific kind of transaction or have some other defined commonality.

Records management refers to the discipline and organizational function of managing records to meet defined pre-determined requirements (ie. business operation needs, legislation, etc.).

Redact refers to the process of editing or obscuring a document for legal or security purposes; see also *Severing documents*.

(the) Regulation refers to the *Alberta Libraries Regulations* unless otherwise specified.

Reserves refers to funds set aside for a specific purpose.

Resident refers to any person residing within the Town of Drayton Valley, Brazeau County borders or other area where municipal taxes do not directly or indirectly support the library.

Resolution refers to a formal expression of opinion or intention agreed on by a legislative body, committee, or other formal meeting, typically after taking a vote.

Resource refers to any materials in the library collection regardless of format including, but not limited to, print items, audio-visual -materials, multi-media kits, electronic portals or equipment.

RFID refers to **Radio Frequency Identification** used as a security feature for physical items.

Schedule refers to an agenda or appendix attached to a parent document, such as a Bylaw or other legal agreement; schedules are generally made available to the public.

Severing Documents refers to the process of redacting or removing reference to personal information from documents prior to releasing information, in accordance with the FOIP Act.

Signatory refers to an official authorized to sign documents on behalf of the organization.

Stakeholder refers to a person or group that has a vested financial interest in the library.

Staff refers to the body of paid employees.

TAL refers to **the Alberta Library**.

TRAC refers to **the Regional Automation Consortium**.

TRACpac refers to **TRAC's Public Access Catalogue**.

Transitory record refers to any record used for the day-to-day business of the Library that has temporary usefulness and is not required beyond its immediate application.

Trustee refers to a person appointed by municipal council to serve on the Board.

URL refers to **Uniform Resource Locator**; also known as a "web address".

User refers to any person who accesses the library for any purpose.

Volunteer refers to a person who donates time and effort; an unpaid worker.

WCB refers to **Workers Compensation Board**.

Work Alone refers to a situation where assistance is not readily available to respond if a worker becomes ill, injured or threatened.

Worker refers to any employee or volunteer that contributes to library efforts.

Workflow refers to a standardized step-by-step process for executing a task or series of tasks.

YRL refers to **Yellowhead Regional Library**.