

Town of Drayton Valley Library Board Policies & Procedures

4 Service Operations, Programs & Resources

- 4.1 ***^Service Provision & User Access^***
 - 4.1.1 ***^Hours of Service^***
 - 4.1.2 ***^Public Access & Safe Use of Facilities^***
 - 4.1.2.1 Library User Code of Conduct
 - 4.1.2.2 ***^Access to Non-Public Areas^***
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 - 4.1.3 Library Material Borrowing
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- 4.2 Physical Resources
 - 4.2.1 Collection Areas & Displays
 - 4.2.2 ***^Collection Development^***
 - 4.2.2.1 ***^Materials Selection & Acquisition^*** # *(Procedure)*
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 - 4.2.2.3 ***^Materials Weeding & Disposition^*** # *(Procedure)*
 - 4.2.2.4 Collection Inventory # *(Procedure)*
 - 4.2.2.5 ***^Donated Materials^***
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- 4.3 Virtual Resources
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- 4.4 Programs & Activities
 - 4.4.1 PR & Marketing
 - 4.4.1.1 Promotional Displays
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 - 4.4.1.3 Newspaper & Newsletter Advertising
 - 4.4.2 Activity Space Booking # *(Form)*
 - 4.4.2.1 After-Hours Facility Use # *(Procedure)*
 - 4.4.3 Community Outreach

Appendices to Service Operations, Programs & Resources

Appendix 4-A: Scheduled Library Closures

Appendix 4-B: Activity Space Arrangements

^ Indicates policies required under *section 7* of the *Libraries Regulation*. These policies cannot be rescinded. Any amendment to these policies must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with *section 4* of the *Regulation*. **^**

Indicates *Procedures* or *Forms* associated with Policy.

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POLICY MANUAL – SECTION 4: Service Operations, Programs & Resources

Policy:	4.1.1 ^	Hours of Service	
Board Approved:	DVLB Chair – Lyn Cowper-Smith	Date Approved:	Oct 20, 2022
Chair Signature:		Review By:	Dec 31, 2023

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7.2(f). This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.

Policy

Drayton Valley Municipal Library will be open to the public an average of **50 hours** per week except for weeks that include holidays. Public service hours are defined as follows:

Regular Public Service Schedule

The library will be open to the public from September 1st through to June 30th on the following regular schedule:

Monday, Friday	9:00 am to 5:00 pm
Tuesday, Wednesday and Thursday:	9:00 am to 8:00 pm
Saturday	9:00 am to 3:00 pm
Sunday:	Closed

Summer Seasonal Public Service Schedule

The library will be open to the public from July 1st through to August 31st on the following modified schedule:

Monday and Friday	9:00 am to 5:00 pm
Tuesday, Wednesday and Thursday:	9:00 am to 8:00 pm
Saturday and Sunday:	Closed

Public hours are posted on the building entrance, the library's website, social media and other platforms such as newspapers, newsletters, brochures, community message boards, etc.

The Director may adjust the schedule to allow public access outside the approved schedule for special events or activities following consultation with the Board and Operations Manager.

Scheduled Closures

The Library will be closed on all statutory and civic holidays. The library will be closed on Saturdays during holiday weekends. Statutory and civic holiday closures for the upcoming year are scheduled at the Board's AGM each fall and are listed in **Appendix 4-A**. Closures will be posted on the library website.

The Director may close the library, or specific areas of the library, for facility maintenance, staff development or collection inventory following consultation with the Board.



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Unscheduled Closures

The Director or Manager may close the library without notice in response to prolonged power outage (>30 minutes), staff shortage, severe weather or other hazard that impacts health and safety to the public or staff. The Board Executive must be notified as soon as possible following an unscheduled closure; the Board will be informed at the next scheduled meeting.

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APPENDICES – Section 4: Services, Programs & Resources

Appendix:	4-A	Scheduled Library Closures - 2024
Last Reviewed:	Sept. 21, 2023	

This appendix is reviewed each year at the Library Board’s annual general meeting to determine scheduled library closures for the upcoming calendar year.

2024 Holiday Closures:

Library closures include statutory holidays (**green font**), civic holidays (**purple font**), Saturdays of holiday weekends, unless otherwise determined as open by the Board (**red font**) and modified public hours (**blue font**).

- New Year’s 2023-24:** CLOSED - **Saturday, Dec. 30** & **Monday, Jan. 1**
- Family Day Weekend:** CLOSED - **Saturday, Feb. 17** & **Monday, Feb. 19**
- Easter Weekend:** CLOSED - **Friday, Mar. 29**, **Saturday, Mar. 30** & **Monday, Apr. 1**
- Victoria Day Weekend:** CLOSED - **Saturday, May 18** & **Monday, May 20**
- Canada Day Weekend:** CLOSED - **Saturday, Jun. 29** & **Monday, Jul. 1**
- Heritage Day Weekend:** CLOSED - **Monday, Aug. 5**
- Labour Day Weekend:** CLOSED - **Monday, Sept. 2**
- Truth & Reconciliation:** **OPEN** - **Monday, Sept. 30**
- Thanksgiving Weekend:** CLOSED - **Saturday, Oct. 12** & **Monday, Oct. 14**
- Remembrance Day:** CLOSED - **Monday, Nov. 11**
- Christmas Eve:** **MODIFIED** - **Tuesday, Dec. 24 (9 am-3 pm)**
- Christmas Day:** CLOSED - **Wednesday, Dec. 25**
- Boxing Day:** CLOSED - **Thursday, Dec. 26**
- New Year’s Eve:** **MODIFIED** - **Tuesday, Dec. 31 (9 am-3 pm)**
- New Year’s Day 2025:** CLOSED - **Wednesday, Jan. 1**

Employees are paid for all statutory (**green font**) and civic (**purple font**) holidays according to Policy 3.1.2.7. Employees are also paid their regular wage for hours worked on optional holidays or modified public access dates (**blue font**).

2024 Summer Closures:

Library facilities are closed to the public on Saturdays in July and August, unless otherwise approved by the Board. Closure dates include:

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| CLOSED: Saturday, Jul. 6, 2024 | CLOSED: Saturday, Aug. 3, 2024 |
| CLOSED: Saturday, Jul. 13, 2024 | CLOSED: Saturday, Aug. 10, 2024 |
| CLOSED: Saturday, Jul. 20, 2024 | CLOSED: Saturday, Aug. 17, 2024 |
| CLOSED: Saturday, Jul. 27, 2024 | CLOSED: Saturday, Aug. 24, 2024 |
| | CLOSED: Saturday, Aug. 31, 2024 |



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All other Policies in this section are under review or in development