

Town of Drayton Valley Library Board

1 Framework Legislations, Bylaws & Policies

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^ 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 These policies cannot be rescinded.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 a Policy.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.1	Adherence to Alberta Library Legislation	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Introductory Statement

Public Libraries in Alberta are legislated under the *Alberta Libraries Act* and *Libraries Regulation*.

The ministry responsible for public libraries in the province of Alberta is the Municipal Affairs, Public Libraries Services Branch.

Policy

The Town of Drayton Valley Library Board was established as a corporate body by resolution of the Town of Drayton Valley Council in accordance with the *Alberta Libraries Act*. The most current iteration of this Bylaw is included in this manual as **Appendix 1-A: Town of Drayton Valley Bylaw 2019-15B**.

The Library Board shall operate public facilities under its jurisdiction in accordance with legislations and regulations governing libraries in the province of Alberta.

The legislation is included in its entirety in this manual as **Appendix 1-B: Alberta Libraries Act** and **Appendix 1-C: Libraries Regulation**.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.2	Adherence to Alberta Employment Standards Legislation	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Introductory Statement

The Alberta *Employment Standards Code* defines the minimum standards for terms and conditions of employment. The Code recognizes that ‘a mutually effective relationship between employees and employers is critical to the capacity of Albertans to prosper,’ and that ‘employees and employers are best able to manage their affairs when... statutory rights and responsibilities are clearly established and understood.’

The Code establishes ‘legislation that encourages fair and equitable resolution of matters arising over terms and conditions of employment’ with the realization ‘that the employee-employer relationship is based on a common interest in the success of the employing organization, best recognized through open and honest communication between affected parties.’

Policy

The Town of Drayton Valley Library Board employs a master’s level Librarian to the position of Library Director to act as the Board’s agent on business matters including human resource management.

The Director employs such staff as required to maintain business operations; the Director ensures that employees comply with safe workplace practices as outlined in the *Occupational Health & Safety Act, Regulations, and Code*.

The Board, the Director, and the employees will work together to maintain effective and amiable employer-employee relations in accordance with the *Employment Standards Code*.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.3	Adherence to FOIP Legislation	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Introductory Statement

Drayton Valley Libraries are committed to providing services where people have the freedom to explore and access information without fear of judgments or disclosures regarding individual reading preferences or accessed materials deemed private under the *FOIPP (Freedom of Information and Protection of Privacy) Act*. Libraries collect information under authority of the Minister of Municipal Affairs for the operation of material lending and tracking. Personal information is used only for the purpose under which it is collected in accordance with sections 33 and 39 of the *FOIP Act*.

Policy

Drayton Valley Library employees collect personal information from users under authority of the *FOIP Act*, section 33. In accordance with section 39 of the *Act*, personal information may only be used for the purpose under which it is collected.

Personal information collected from Library patrons is used to:

- Track the lending of collection items and other properties owned by the Library Board,
- Monitor the lending of materials to users that have stated a desire to maintain reading lists,
- Send notices regarding patron accounts including follow-up on lost or damaged items,
- Announce changes to services that apply to library users or advertise programs & activities.

Personal information is considered confidential and is used by library employees and administrators for work-related tasks only. Library staff cannot release personal information to third parties without the written consent of the patron whose information is requested.

Drayton Valley Libraries restricts access to records, including digital and paper files, containing personal information. Access to records is restricted to library employees and administrators: computers with digital file access are password-protected; paper files are stored in secure office and work areas in lockable cabinets. Volunteers and contracted employees will not have access to patron records unless otherwise approved by the Library Director.

The Library Director acts on behalf of the Board as the FOIP coordinator. The Director will be consulted in the event of a request for personal information by any agency or individual.

Library employees will respect that library users have the freedom to access library resources without fear that their personal privacy is being scrutinized, judged or violated contrary to the Canadian Federation of Library Association's (CFLA) *Statement of Intellectual Freedom & Libraries*.

Staff and Trustees will adhere to strict guidelines regarding the disclosure of personal information.

Routine Disclosure of Information

Drayton Valley Libraries are public bodies governed in trust by the Library Board; therefore, general information regarding operations may be disclosed to the public.

Routine disclosure includes the release of information contained in public documents such as Board meeting minutes, annual or monthly reports, statistics and trends in service for public awareness.

Routinely disclosed information is available for access by the public in either hard copy or electronic format. A member of the public may request assistance in locating routinely disclosed information by asking Library staff directly without having to submit a formal request.

Routine disclosure does not allow for release or reference to personal information regarding patrons, staff, or trustees without that persons expressed and explicit consent.

Formal Request for Information

The *FOIP Act*, section 7, outlines a mechanism for requesting information not available to the public by other means, or that involves detailed investigation and records search.

Formal requests for information must be submitted to the Director in writing with clearly defined details of the request. A service fee will be charged for processing a formal request according to **Appendix 1-I: Drayton Valley Library Board Bylaw - Schedule E**.

Additional fees may be charged based on Schedule 2 of the *FOIP Regulation*. A written letter will be sent to the person or party submitting the request to outline the fee schedule as applicable to their request; the formal request will not be processed until the originator agrees to the terms for fee payment.

There is no guarantee of full disclosure of information to the complete satisfaction of the person or party submitting the request. Personal information may be severed from documents to protect individuals or specific details not included in the formal request. Severed information may include, but is not restricted to:

- An individual's name
- An individual's telephone number
- An individual's business telephone number
- An individual's home or business address
- An individual's age, sex, marital or family status
- An identifying number, or symbol assigned to the individual
- An opinion expressed about the individual by a separate party

Subpoena of Information

The Director is the only employee authorized to release personal information. This will only be done when a subpoena is produced by the court with specifics of the request, or when the release of information is otherwise required by law.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.3.1	Statement of Intellectual Freedom	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Policy

The Town of Drayton Valley Library Board endorses the Canadian Federation of Library Association's (CFLA) *Statement of Intellectual Freedom & Libraries*.

Drayton Valley Libraries will uphold and abide by the fundamental principles of the CLA's Statement of Intellectual Freedom in the conduct of all business dealings. All employees, trustees and volunteers will respect the individual rights of library users seeking information for personal intellectual pursuits, development of knowledge, or accessing library resources, services and programs.

The *CFLA's Statement of Intellectual Freedom & Libraries* is as follows:

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.3.2	^ Confidentiality ^	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7.1(a). 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 Libraries trustees, staff and volunteers will hold all personal information on staff and patrons (including patrons of any other libraries) in strict confidence. Violation of confidentiality is considered a serious breach of public trust and will result in disciplinary action.

Administrative discussions that may potentially or intentionally identify personal details of any individual library user, employee, trustee or volunteer should be conducted behind closed doors out of public view or hearing.

Drayton Valley Libraries employees collect only as much personal patron information as required to effectively track properties owned by the Board for public lending. The Library does not keep permanent record regarding the frequency or context of visits to the library or access to online resources by specific patrons unless violation of approved use of facilities and resources is detected.

All patron records will be kept confidential. Information is accessible to Drayton Valley Library staff and is only accessible by partner libraries for tracking library properties, collecting fines and retrieval of borrowed materials. Library users will sign a registration card acknowledging that their contact information is accurate and can be used for these purposes.

Patron information is stored in an Integrated Library System (ILS) database accessible to all TRAC system member libraries. Records of items borrowed by individual users are not permanently stored on the system database unless the patron specifically requests a reading list be maintained.

Any volunteer who is granted access or becomes privy to personal information in the conduct of their assigned duties will be held to the same standard as an employee for maintaining rules of confidentiality.

Drayton Valley Library Board trustees may become privy to personal or protected information in the conduct of Board business. If confidential information enters discussion during a public meeting, the Chairperson, or any other Trustee in attendance must move that the meeting go “in-camera” for the duration of conversation.

Personal or private information discussed “in-camera” must be kept confidential once the meeting comes out of chamber. Motions that arise from in-camera discussion will be worded in such a way as to protect a person’s identity either by direct indication or indirect implication.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.4	Adherence to Copyright Legislation	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Introductory Statement

The Canadian *Copyright Act* protects the rights and intellectual property of copyright owners. Under Canadian Copyright Law, it is illegal to copy significant quantities of published materials without the permission of the copyright owner. Published materials can include: text, performances, sound and visual recordings. Copyright is implied and assumed in any creative work whether there is, or is not, a copyright statement attached to the material.

Policy

Drayton Valley Libraries manages collections of print, audio, video, and electronic resources available to the public. The Library Board pays an annual fee to *Access Copyright* to allow the Library patrons access to copying services. *Access Copyright* fees are calculated based on the number of photocopiers in the facility.

The Board recovers the expense of *Access Copyright* cost by charging fees for photocopying and printing services at Drayton Valley Libraries. Service fees are defined in **Appendix 1-I: Drayton Valley Library Board Bylaw - Schedule E**. The fee schedule will be posted at the library's service desk.

Drayton Valley Libraries complies with Copyright legislation by restricting photocopier access; patrons do not have direct access to the photocopying machine. All requests for copying services must be processed through the service desk.

The *Access Copyright* agreement will be posted adjacent to the photocopier for reference to terms and restrictions of the agreement. Employees are expected to understand fundamental principles and follow procedural guidelines that summarize the Canadian Copyright Act as they apply to copying published works. Employees are advised to consult with the Library Director if there is any uncertainty regarding a request for services or copying restrictions.

Digital media are subject to the same rules regulating copyright as those that apply to print formats. Digital rights management measures are established to prevent abuse of copyright; however, all public computers are networked to a central printer allowing patrons to make hard-copies of items accessed on-line without direct regulation by library staff to ensure copyright compliance.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.5	^ Adherence to System Agreements (TRAC, TAL & YRL) ^	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7.2(c). 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*.

Introductory Statement

The Town of Drayton Valley Library Board recognizes its role in the larger operational system of networked libraries as defined in agreement provisions for resource-sharing on provincial and regional levels. The Board may enter into agreements that enhance the level of library services and resources available to library users and is responsible for ensuring compliance with terms outlined in the agreements.

The Public Libraries Services Branch of the Ministry of Municipal Affairs establishes standards for system agreements. The Ministry standards are updated as required to agree with changes in legislations and regulations, specifically the *Alberta Libraries Act* and the *Libraries Regulation*.

Policy

Drayton Valley Libraries agrees to share resources and services with other libraries to expand and enrich the materials available for all Albertans. Reciprocal resource-sharing and lending between partner libraries within the province of Alberta is accomplished through The Regional Automation Consortium (TRAC), The Alberta Library (TAL) Online Services and through participation in the Alberta Public Library Network.

TRAC

The Library Board is committed to providing access to resources for all libraries strengthened through the sharing of materials with other libraries in the province of Alberta as outlined by The TRAC Agreement.

TRAC's reciprocal resource sharing agreement is founded on three main principles:

- **Interdependence:** Libraries must, of necessity, share their resources through an organized system to assist every library in Alberta to meet the needs of its clientele.
- **Local Responsibility for self-sufficiency:** Local public libraries are primarily responsible for providing library services to its customers and should develop collections to meet local community needs. The Inter-Library Loan service is intended to supplement, not substitute, local service.
- **Reciprocity:** Exchange of resources and services for the mutual benefit of all participants in the network adhering to the terms set out in the negotiated agreement. Libraries that share resources practice reciprocity by being responsible at all stages of the process including: maintaining correct patron information, packaging and shipping items, tracking missing or lost items and ensuring that payment for items lost or damaged is provided to the owning library by the borrowing library.

Drayton Valley Libraries agrees with the principles of resource sharing and will abide by the terms laid out in **Appendix 1-D: TRAC Operational Guidelines for Member Libraries**.

TAL

Province-wide borrowing is also available to registered Library users through TAL Online service and the Alberta Public Library Network. TAL Online and the Alberta Public Library Network are supported in whole or in part by the Public Library Services Branch of Alberta Municipal affairs.

TAL Online is a discovery service that allows Albertans to discover and request items held in public and academic libraries across Alberta. The current TAL Online provides a search platform to access the catalogues of all TAL member libraries.

The Alberta Public Library Network supports broadband Supernet services to public libraries, courier delivery of interlibrary loans, public access licensing to electronic resources and access to services for persons with print disabilities.

There is no formal TAL or Public Library Network agreement between Drayton Valley Libraries and other libraries in Alberta. Libraries have the option of declining a request for lending an item; however, Drayton Valley Libraries will only restrict lending of the following Board-owned items:

- Reference collection items that are limited edition,
- Equipment intended for local use only (requires special lending agreement, borrower signature, equipment lease deposit and possible fee payment).

YRL System

Drayton Valley Libraries is governed by a Library Board consisting of trustees appointed by council representing constituents of the Town of Drayton Valley and Brazeau County. The municipalities maintain membership for extending and enhancing library services offered through Yellowhead Regional Library (YRL) System.

Partner municipalities pay a system levy to the regional library to enhance services and extend operations as per **Appendix 1-E: Yellowhead Regional Library Membership Agreement**. Partner municipalities appoint one elected council member to sit on the Yellowhead Regional Library Board to ensure regional representation.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.6	^ Adherence to Municipal Agreements ^	
Approved By:	DVLB Chair – Karen Hickerty	Approved:	Dec 8, 2022
Signature:		Review By:	2025

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7(3). 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*.

Introductory Statement

Sections 12.1 and 12.2 of the *Alberta Libraries Act* allows for municipalities to enter into agreement with one or two other municipalities respecting the establishment of an intermunicipal library board to provide services to the residents of the municipalities.

Section 17.1 of the *Libraries Regulation* outlines the required elements terms of an Intermunicipal Agreement. The Board is responsible for ensuring compliance with terms outlined in the agreements.

Policy

Memorandum of Understanding with the Town of Drayton Valley

The Board has a formal agreement with the Town of Drayton Valley in the form of a Memorandum of Understanding (MOU). The MOU outlines the relationship and responsibilities of the Library as a tenant in Town-owned facilities.

The Agreement is reviewed no less than once every five years by a Management Committee that includes representation from each of the following: Town of Drayton Valley (as land-owners), Library Board and Library administration.

Amendments to the Agreement must be reviewed and approved by each party before coming into effect. Minor evolutions to Library operations may be introduced without requiring amendment to the Agreement; however, all parties must be informed of significant changes that affect Library services or access to facilities.

The current MOU is included as **Appendix 1-F: *MOU with Town of Drayton Valley***.

Memorandum of Agreement with Brazeau County

The Board also maintains a formal agreement with Brazeau County in the form of a Memorandum of Agreement (MOA). The MOA outlines obligation by the Board to provide: reciprocal service access to County residents as well as regular reporting of library-use statistical, budgeting and financial reviews. relationship and responsibilities of the Library as a tenant in Town-owned facilities. The MOA also outlines the obligations of the County to provide: municipal appropriation funding as well as operational grant funding from Municipal Affairs based on a portion of County population.

The Agreement is reviewed annually by Library administration and Brazeau County administration prior to approval by the Board and Council.

The current Agreement is included as **Appendix 1-G: *MOA with Brazeau County***.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.7	Policy on Library Bylaw & Schedules #	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Introductory Statement

Bylaws are intended to empower and equip Library Boards with the legal authority to establish and enforce terms and conditions for use of the Library facilities or resources, establish fees for services, and pursue recovery or restitution for properties owned by the Board from those who violate lending agreements.

Library Boards must report all Bylaws and referenced schedules to the Minister of Municipal Affairs as soon as possible following endorsement from municipal council in accordance with section 36 of the *Alberta Libraries Act*.

Policy

Drayton Valley Library Board will review its Bylaw at least once every five years. The Board is responsible for ensuring that Bylaws and Schedules do not contravene provincial or municipal legislations or legal agreements to which the Board is a party. The Board is also responsible for ensuring that Library policies and procedures agree with Bylaws and Schedules.

Amendment to the Bylaw requires three readings by the Board before being approved:

First Reading: requires majority trustee approval to proceed to Second Reading.

Second Reading: requires unanimous trustee approval to proceed to Third Reading.

Third Reading: requires 2/3 majority trustee approval to pass into effect.

Amendments to Schedules do not require three readings to be approved by the Board, however motion to approve a change to Bylaw Schedules requires 2/3 majority trustee approval to pass into effect. Schedules do not require signature of the Board to be enforceable.

The Board is required to submit a written letter to municipal councils reporting on any amendment to the Bylaw or Bylaw Schedule within one month following approval by the Board. The Library Director or other representative of the Board may be required to attend council and speak to the amendment(s) and potential impact on services or funding.

Amendments to any Bylaw section or Schedule are not enforceable until it is accepted by council. Once approved by council the Bylaw and Schedules will be broadcast to the public and transmitted to the appropriate offices.

In accordance with Section 6 of the *Libraries Regulation*, the Bylaw and Schedules will be posted on the Library website for public access within two weeks following municipal approval.

Bylaw and Schedule updates will be forwarded to the Municipal Affairs Public Library Services Branch within one month following municipal approval.

Bylaw and Schedule updates will also be forwarded to CRA within one year following municipal approval:

Charities Directorate
Canada Revenue Agency
Ottawa, ON K1A 0L5

The current Bylaw and Schedules are included as **Appendix 1-I: Drayton Valley Library Board Bylaw & Schedules** along with the supplementary correspondences from each council approving the amended Bylaw or Schedule.

Refer to **Procedure 1.7 Bylaw & Schedule Review & Transmission** for additional explanation.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.8	^ Library Board Policy & Procedure Development ^	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7. 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*.

Introductory Statement

In accordance with Section 7 of the *Libraries Regulation* and Section 12 of the *Alberta Libraries Act*, library boards are responsible for establishing policies that act as the framework for governance, operation, public use and accessibility of library facilities. Policies and procedures provide clear direction to board and staff and definition of service provision to the public. Policies are a tool used to assist in achieving the library's purpose and advancing the mission.

Policy

The Town of Drayton Valley Library Board is responsible for the development, review, revision, and implementation of policies that act as the framework for the governance of Drayton Valley Libraries. Policies and procedures are aimed at defining best practices for safe operations to advance the organizational mission.

Section 4 of the *Libraries Regulation* requires library boards to file with the Minister a report that contains the policies established by it under Section 7 of the *Regulation*. Following approval of the Library Bylaw, the Minister requires that the Board establish policies with respect to:

- 7.1 (a) confidentiality of patron records;
- 7.1 (b) orientation & continuing education of trustees and staff;
- 7.1 (c) matters relating to financial management;
- 7.2 (a) personnel related matters including job descriptions, qualification requirements, worker appraisals, conditions of employment, work hours and mechanism for filing grievance;
- 7.2 (b) collection development: acquisitions, dispositions and receipt of gifts and donations;
- 7.2 (c) resource-sharing agreements with libraries on provincial, regional and local levels;
- 7.2 (d) provision of service and resources for users with alternate abilities and needs;
- 7.2 (e) terms and conditions of collection and resource lending;
- 7.2 (f) hours of service at each library service point;
- 7.2 (g) terms and conditions of access and appropriate use of board-managed library facility areas.

The Director assists the Board in researching and developing policies that meet the requirements set out in the *Regulation*. When appropriate, the Director will seek input from staff in drafting policies and procedures that reflect operational realities and to ensure employee support and compliance with the Board's directives.

Policies developed and approved by the Board for Drayton Valley Libraries must:

- agree with legislations and regulations in the province of Alberta;
- not violate or contradict any conditions defined in system or municipal agreements;
- agree with Town of Drayton Valley Library Board Bylaws and schedules;
- be applicable to all service points unless otherwise specified;

- consider future service evolutions to reduce frequent changes in structure or content;
- present information in clear language to support understanding and compliance;
- support Drayton Valley Library Board’s mission and philosophy;
- mitigate risk to the facility and institution;
- meet with majority approval by motion from the Board;
- bear the signature of a Board Executive Officer to be considered a legal binding document.

Original signed documents including Bylaws, policies, and agreements will be kept in the Library Director’s office in a *Master Policy & Procedure Manual*. The Director is the only person allowed to access the original signed documents.

In the absence of policy, the Director is authorized to decide on a course of action. In such instances the Director will report to the Board on the situation, the course of action taken and recommendation for introducing policy or procedure.

Procedures developed for Drayton Valley Libraries are used to describe sequential steps to be followed by the intended audience as required to comply with policy. Procedures must:

- agree with Board-approved policies;
- meet with approval of both Library Director and Operations Administrator;
- use the same numbering system as the relevant policies to provide clear reference to documents;
- be applicable to all service points unless otherwise specified;
- present information in clear language to support understanding and compliance;
- include reference to forms required to conduct the procedure;
- provide options where applicable, such as protocol or decision-trees, to assist in iterative decision-making.

Procedures may be modified by the Director without Board approval only if the revision does not directly violate the existing policy. Procedures are reviewed and approved by the Board but do not require signature of a Board-appointed officer to be enforceable.

Policies and procedures will be reviewed and revised on an ongoing basis to ensure their continued relevance, effectiveness and adherence with legislations, agreements, Bylaws and other policies.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

Policy:	1.8.1	Policy & Procedure Transmission #	
Approved By:	DVLB Chair - Lyndara Cowper-Smith	Approved:	May 21, 2020
Signature:		Review By:	2023

Policy

The Town of Drayton Valley Library Board is responsible for reviewing and maintaining its Policy & Procedure Manual to act as a guide for advising staff, trustees, volunteers, and library users regarding the accepted standards for effective and efficient library operation and safe public use.

The Library Director is responsible for the timely transmission of policies to the appropriate office or officer once approved by the Board.

Copies of all policies will be forwarded to the Municipal Affairs Public Library Services Branch and to Municipal Councils within one month of Board approval. Copies of any policy or procedure that policy may impact level of services or conditions of a legal agreement must be forwarded to all parties to that agreement within one fiscal quarter of the date of Board approval.

The Director will ensure that all employees are aware of amendments to Bylaw, schedules, policies and procedures within one month of approval; the Director is expected to explain context and answer questions regarding content at the next available staff meeting. Employees are expected to review the *Policy & Procedure Manual* and to seek clarification with the Director if they encounter issues not covered in policy or procedure or if they identify conflict with higher legislations or bylaws.

Policies that are applicable to public library services will be posted on the Library website for public access within one month following Board approval. Policies posted on the website will not bear the signature of the signing officer. Certain policies may be exempt from website posting only on reasonable grounds, such as risk reduction. Exemption from website posting requires motion from the Board. Procedures are exempt from website posting.

Hard-copy *Library Policy & Procedure Manuals* will be kept at each service point. The Director is responsible for ensuring manuals are updated whenever new or revised schedules, appendices, policies or procedures come into effect. Copies of the manual will be kept at the service desk for ease of access and staff reference.

The public is not allowed to access hard-copy versions of the *Library Policy & Procedure Manual* as the manual contains protected information including procedures. A member of the public wishing to view protected documents may submit a Formal Request for Information according to *FOIPP policy*.

Refer to **Procedure 1.8.1 Policy & Procedure Development & Transmission** for additional explanation on implementing and reporting policies and procedures.