

VERMILION



Public Library

Town of Vermilion Library Board Policies

Revised: September 21, 2023



Town of Vermilion Library Board Policies

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Definitions

A word used in the feminine gender applies also in the masculine.

“APLEN” is the Alberta Public Libraries Electronic Network

“Board” or “Library Board” shall refer to the Town of Vermilion Library Board

“Casual Employee” Employees that work continuously less than 14 hours per week

“Chairperson” or “Library Chairperson” shall refer to the elected position chairing the Library Board

“Employee” shall mean those employed by the Library Board

“Employer” shall mean the Library Board

“Immediate Family” shall include but not be limited to a parent, spouse, common-law spouse, sibling, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, former guardian, fiancée, or any relative who has been residing in the same household

“Library” shall mean Vermilion Public Library

“Library Manager” shall refer to the Head Librarian, who is a non-voting member of the Board

“NLLS” shall mean Northern Lights Library System

“Permanent employee” is one who works on a full-time or part-time basis on regularly scheduled shifts of a continuing nature with no predetermined

“Personnel Committee” is a sub-committee appointed by the Library Board.

“Resident” a person or household who lives in a municipality which pays an annual per capita fee to NLLS (ie County of Vermilion River, Town of Vermilion, Etc.)

“Staff” shall include permanent, temporary and volunteer positions but shall not include the library manager

“TAL” shall mean the province-wide library consortium known as The Alberta Library

“Trustee” shall refer to a Vermilion Library Board member.

“Volunteers” shall refer to those who give their time to work for the library without financial remuneration

Mission Statement	
REVIEWED:	October 30, 2021
REVIEW PERIOD:	5 Years

We connect our community by providing and promoting library and information resources in a welcoming and accessible public space.

Administrative Policies

A-101 Trustee Orientation & Continuing Education	
REVIEWED:	June 2023
REVIEW PERIOD:	Annually

1. ORIENTATION

1.1. The library manager shall provide new trustees with the following:

- A tour of the library facilities
- An individual trustee package containing a checklist with information on:
 - Legal and financial guidelines as outlined in the Alberta Libraries Act and Regulations distributed by Alberta Municipal Affairs Public Library Services Branch
 - A position description to outline the duties and responsibilities of a library trustee for the Board
 - All necessary historical, financial, statistical and organizational information on the Library
 - Appropriate community information
 - Access to Alberta Library Trustee Association orientation resources
- A complimentary library membership

2. CONTINUING EDUCATION

2.1. To ensure that trustees stay informed of current trends and to upgrade skills through continuing education, the Library Manager will:

- Encourage trustees to identify those subject areas of responsibilities which are best suited to their individual interests and skills;
- Publicize programs, workshops, conferences of benefit to library trustees;
- Provide access to appropriate newsletters and/or journals, in print or in electronic format.

3. HONORARIA AND EXPENSES FOR TRUSTEES

3.1. Continuing education and training for trustees shall be supported and encouraged by the board as finances permit.

3.2. Upon application to and approval from the Board, a Trustee may be reimbursed for total or partial expenses. Expenses include mileage or travel, accommodation, meals, registration or conference fees based upon receipts of actual costs incurred. All other costs must be submitted to the Board for consideration on an individual basis. Advances for expenses will be made upon request only. There will be no duplication of reimbursement e.g. fees paid by government grants.

- 3.3. The Board will use the schedules as set out by the Town of Vermilion to calculate mileage, per diem costs, etc.¹
- 3.4. As a token of appreciation for services provided to the library, each year trustees will receive a complimentary fine waiving voucher (maximum \$10)

¹ Appendix 1 – [Town of Vermilion Expense Voucher](#)

A-102 Gifts	
REVIEWED:	June 2022
REVIEW PERIOD:	3 Years

1.1. GIFTS TO THE COLLECTION

Gifts may include all forms of print and non-print materials suitable to the collection. Gifts are accepted using the same criteria as for purchase, with their disposition subject to the discretion of the manager.

1.2. OTHER GIFTS

Gifts of money, real property, and/or stock will be accepted if conditions thereto are acceptable to the Board, and to any other governing bodies involved. A receipt for tax purposes will be issued for donations as per the Financial Policy.

1.2.1. Gifts and donations of material will be accepted at the discretion of the library manager as they pertain to the objectives of the library. All donations become the property of the library.

1.2.2. Donated items not used will be placed in a book sale, shared, or discarded

A-103 Community Relations	
REVIEWED:	October 2022
REVIEW PERIOD:	3 Years

1. PROMOTIONS

- 1.1. The board recognizes that the library is a public facility and therefore encourages the display of items as a community service.
- 1.2. The library will display items promoting literacy
- 1.3. The library will display items, whenever possible, which promotes local art and hobbies
- 1.4. Staff refusal to display certain material may be appealed to the board in writing. The decision of the board is final
- 1.5. The bulletin board shall be reserved for library programs, local public events, and items covered in 1.1-1.4

2. ADVOCACY

- 2.1. Advocacy is the responsibility of the board. The two major aims of the library public relations programs are:
 - To make civic officials and the public aware of the library’s goals, objectives, services and to promote their understanding of the resources AND;
 - To encourage active participation by all community members of all ages in varied services of the library

3. MARKETING

- 3.1. The board will market the library to the members of the community. Marketing activities should be undertaken to encourage people of all ages to take advantage of the resources and services provided by the library.

A-104 Financial Policy	
REVIEWED:	September 2023
AMENDED:	-
REVIEW PERIOD:	Annually

BOOKKEEPING AND PAYROLL

- 1.1. The manager will be responsible for bookkeeping and accounts payable portion of the finances for the library. The board will conduct the financial affairs of the library with prudence and in good faith. A third party will oversee payroll remittances.

SIGNING OFFICERS

- 1.2. The board will appoint three signing officers. These will usually be the board chair, the treasurer, and the library manager; however, the board may choose to appoint more than three individuals, or someone other than those listed above.

The board will appoint new signing officers in the following situations:

- Upon hiring a new library manager
- Upon changing the Board Chair and or the Treasurer
- At the discretion of the Board

ACCOUNTING PRACTICES

- 1.3. All bills shall be paid promptly
- 1.4. A record or copy of invoices and statements shall be kept on file
- 1.5. No bills shall be paid without an invoice.
- 1.6. Expenses incurred on Board/Library business will be reimbursed upon submission of receipts with no expenses shall be paid without receipts.
- 1.7. Reimbursements to Library Board members and staff may be made for an authorized expense.
- 1.8. The Board shall receive a financial statement at each Board meeting.
- 1.9. Capital Purchases over \$1000.00 will be approved by the board.
- 1.10. The following will be kept in accordance with the records retention policy:
 - Petty cash and disbursements
 - Deposits
 - Statement of membership fees, fines and other income

- 1.11. All government reports and correspondence dealing with the financial affairs of the library shall be completed promptly

BUDGET

- 1.12. The budget is prepared by the Library Manager and Finance Committee in the fall of the year and submitted to the Board for their approval.

FISCAL YEAR

- 1.13. The fiscal year for the Vermilion Public Library shall be January 1 to December 31

FINANCIAL GIFTS AND DONATIONS

- 1.14. Tax receipts may be issued for cash donations of \$20.00 or more

AUDIT

- 1.15. The financial records of the Vermilion Public Library will be prepared for audit as soon as is reasonably possible following year-end. The audit will be performed by a town approved auditor. Audited financial statements will be distributed to the Town of Vermilion, Northern Lights Library System, Municipal Affairs - Public Library Services Branch and Canada Revenue Agency (Charity Information Return). Members of the public shall be given access to audited financial statements on request.

A-105 Confidentiality of Users Records	
PASSED:	June 2019
AMENDED:	June 2022
REVIEW PERIOD:	3 Years

Vermilion Public Library and its board and staff are subject to the *Libraries Act and Freedom of Information and Protection of Privacy Act (FOIP)*.

1. No records are kept of the frequency or content of visits to the library by specific patrons.
2. No records are kept of a cardholder’s item checkout history, unless the cardholder has given written permission for this record to be kept. If this record is kept, it is subject to disclosure with the cardholder’s other records under the conditions described in points 3 and 7 below.
3. Library staff, board members, and volunteers will not disclose a patron’s personal information to a third party without the individual’s consent, except:
 - 3.1. in response to a subpoena, court order or another specific written request from a law enforcement agency to assist in an investigation
 - 3.2. in partnership with other Alberta libraries and library systems for the purposes of sharing materials under conditions defined in existing resource sharing agreements and programs (e.g. interlibrary loan agreements, TAL Card, ME Libraries), collecting fees or fines, and retrieving borrowed materials.
4. Cardholders will sign a form acknowledging that their contact information will be available to other organizations for these purposes.
5. No patron information, including their presence in the library, will be given over the phone.
6. Staff and volunteers are to keep confidential the reading and viewing habits of individual patrons.
7. Upon request, a library patron will be given access to all information concerning their records that the library has on file. Access to a user’s records is limited to that user except where the user is a minor, or if the user has given written permission for someone else to access their records. Where a parent or guardian’s signature is required for a cardholder to obtain a library card, that parent or guardian may have full access to the cardholder’s records for retrieval.
8. A privacy impact assessment will be conducted when new technology projects are considered concerning patron records.

Personnel Policies

P-101 Employment Practices	
PASSED:	June 2019
AMENDED:	June 2023
REVIEW PERIOD:	Annually

The authority and responsibility for the selection, appointment, promotion, dismissal, or other disciplinary action of the Library Manager is that of the Library Board. The library board will follow the Alberta Employment Standards Code, and any relevant Provincial and Federal Legislation.

APPOINTMENTS AND HIRING

- 1.1. All applications will be treated with the strictest confidence.
- 1.2. The Personnel Committee shall recommend to the Board, individuals for the position of Library Manager. Hiring of all other employees is the responsibility of the Library Manager, in consultation with the Personnel Committee.
- 1.3. In all hiring situations, the successful candidate will be notified by telephone. An offer letter outlining the starting date and terms of employment will confirm the appointment. All unsuccessful candidates who have been interviewed will be notified by telephone.
- 1.4. As a condition of hiring, all staff will undergo criminal reference and intervention record checks.

NEPOTISM

- 1.5. Employments shall be regulated to avoid favouritism and nepotism that may occur between employees.
- 1.6. An employee is prohibited from directly supervising immediate family. Direct supervision involves assignment of duties, completion of performance review or related responsibilities.

PROBATION

- 1.7. All employees shall complete a probationary period of 3 months. The Board shall retain the right to extend the probationary period of the library manager to a maximum of 1 year. The library manager shall retain the right to extend the probation of all other employees to a maximum of 1 year.
- 1.8. At the end of the probationary period an evaluation of the employee's work performance shall be done. Should an extension of probation be needed it will be decided then.
- 1.9. Upon promotion, an employee enters a new probationary period of 3 months.

RESPONSIBILITIES OF STAFF

- 1.10. Every employee is a public relations officer for the Library and has an important role to play in developing and maintaining good public relations. All employees will be well groomed and properly dressed in a manner appropriate to the job.

DISMISSAL OR TERMINATION

- 1.11. The library manager may be dismissed or suspended by the Board.
- 1.12. Staff may be dismissed by the library manager for incompetence, constant documented rudeness to patrons and/or staff, noncompliance with library policies and procedures, frequent unexplained absences from duty, or conduct which is criminal.
- 1.13. The library manager and staff will be given a verbal notification followed by a written statement within one week of dismissal
- 1.14. The library manager and staff may make a written appeal to the charges and may request a hearing before the board
- 1.15. The library manager and staff will be given written termination notice or termination pay, or a combination of the two in accordance with the Alberta Employment Standards Code²

RESIGNATIONS

- 1.16. As per the Alberta Employment Standards Code, an employee is required to provide written notice of resignation of at least:
 - One (1) week if employed more than 90 days but less than two (2) years.
 - Two (2) weeks if employed two (2) years or more

SALARIES

- 1.17. A salary range will be established for all salaried positions that is in appropriate relation to both the external market and the relative internal ranking.
- 1.18. Salaries upon hiring will be based on the successful applicant's experience and qualifications as well as general market conditions.
- 1.19. Movements within each salary range will be based upon the overall performance of the incumbent as determined by a performance review that will be conducted prior to the end of their probationary period and annually thereafter. The review will cover the accomplishments of established goals, the competencies and behaviors of the incumbent and overall job performance with input from the incumbent and others such as internal and external clients.
- 1.20. All staff will be eligible for an increase of one step dependent upon their performance. In no case will the maximum of the salary range be exceeded.
- 1.21. Performance increases will be made by the manager. In the case of the manager, the recommendation and approval will be by the library board.
- 1.22. Overall salary ranges and other areas of compensation such as benefits will be surveyed annually by the library board. The survey will examine the overall compensation provided to jobs of relatively equal responsibility.
- 1.23. In no case will any increase be given unless substantiated by good performance
- 1.24. If an employee is on leave for more than six (6) months, the grid movement for performance is subject to review by supervisor and or management.

HOURS OF WORK

- 1.25. Total hours of work for staff are determined by the library manager
- 1.26. Each employee shall have a paid 30-minute rest period during each shift more

² Appendix 2 – [Alberta Employment Standards Code Section 54-58](#)

than five (5) consecutive hours of work and a paid 30 minute on site lunch/supper break as applicable

- 1.27. The library manager shall set work schedules for all staff and must give 24 hours notice for shift changes
- 1.28. Hours of work for the library manager and library staff shall include attendance at Board and committee meetings if required to attend

OVERTIME

- 1.29. Time should be arranged so that overtime is not accumulated
- 1.30. Except where there is a written overtime agreement, the library will pay an employee overtime pay at 1.5 times the employee's regular wage rate for all overtime hours worked. Time worked beyond the employment agreement is considered overtime payable at a rate of 1.5 hours per overtime hour
- 1.31. Overtime is all hours worked over 8 hours a day or 44 hours a week, whichever is greater (8/44 rule)
- 1.32. The library may give an employee time off work with pay (banked overtime) for each overtime hour worked as part of an overtime agreement
 - 1.32.1. Employees must use up banked overtime within 6 months of the end of the pay period in which they earned it

MANAGEMENT RIGHTS

- 1.33. The employee acknowledges that it is the exclusive right of the employer to operate and manage the business of the Vermilion Public Library in all respects unless otherwise provided in the Personnel Policy
- 1.34. The employer reserves all rights, not specifically restricted or limited by the provision of these policies, including the right to:
 - Maintain order, discipline and efficiency
 - Establish rules and regulations to be observed by the employees.
 - In consultation with the library manager, create new classifications, work units, and determine the number of employees
 - Determine if a position will continue or become redundant.
 - Hire, promote, transfer, layoff, recall and demote, discipline, suspend or discharge

EMPLOYEE RIGHTS

- 1.34.1.1. The employee has the right to consult with the library manager in the day to day running of the library, and in all matters relating to their employment
- 1.34.1.2. The library manager shall be consulted regarding all staffing matters
- 1.34.1.3. The board recognizes the desirability of ongoing professional education and will make reasonable offers to facilitate this for their employees

RESPONSIBILITY OF IMPLEMENTATION

- 1.34.1.4. The personnel committee is responsible for the development of personnel policies and procedures
- 1.34.1.5. The library manager, under the supervision of the Board, shall be responsible for the implementation of the Personnel Policy

- 1.34.1.6. The library manager will be responsible to the Board for necessary decisions between board meetings

LEAVE OF ABSENCE

- 1.34.1.7. All leaves of absence by the library manager and staff shall require a written notice for approval
- 1.34.1.8. An employee who is required to take a leave of absence as a condition of employment will have their years of services calculated without deducting the leave period
- 1.34.1.9. Vacation pay is not accumulated during a leave of absence

STATUTORY HOLIDAYS

- 1.35. Employees who have worked thirty (30) days during the preceding twelve (12) months prior to recognized statutory holidays shall be entitled to a day off with pay if a named holiday falls on a day that would, but for a named holiday, have been a working day for an employee, the Board will pay to the employee holiday pay at least equal to his/her regular hourly wage
- 1.36. If a general holiday falls during an employee's annual paid vacation on a day they would normally have worked, the paid vacation is extended by one day, or the library manager can agree to give the employee a different day off with pay before their next annual vacation

ANNUAL VACATION

- 1.37. Vacation entitlement for full time employees will be the following:
- After the first year of continuous full-time employment, vacation entitlement is two (2) weeks
 - During the second until fifth year of continuous full-time employment, vacation entitlement is four (4) weeks
 - Maximum vacation entitlement shall be four (4) weeks
- 1.38. Vacation entitlement for part-time employees will be the following:
- After the first year of continuous part-time employment, vacation entitlement is 4% of regular wages during the first four (4) years of employments
 - After four (4) years of continuous part-time employment, vacation entitlement is 6%
- 1.39. Vacations must be taken within twelve (12) months of being earned or as agreed by the library manager and employee, maximum vacation carryover shall not exceed four weeks
- 1.40. The first-year entitlement shall be calculated from the date the employee commences service to April 30th
- 1.41. The second and ensuing years entitlement shall be calculated for the period May 1 to April 30 with April 30 being recognized as a common anniversary date for all employees

SICK BENEFITS

- 1.42. Each permanent or probationary employee of Vermilion Public Library, who has been in

the employ of the library for a period of twelve (12) months, shall be entitled to twelve (12) work days of sick leave with pay per fiscal year. Such sick leave shall be extended to an employee ill at work or requiring time off for the purposes of attending a dental, physiotherapy, optical, or medical appointments or illnesses of a spouse or dependent. New employees will be entitled to one (1) day per month commencing the 4th month they are first employed.

- 1.43. Any employee who exceeds their max sick days for the year will use their accrued overtime first and then the accrued vacation in that order.
- 1.44. If a permanent or probationary employee should not find it necessary to take advantage of the twelve (12) days of sick benefits allowed prior to December 31, of each year, then the number of such days remaining shall not accrue nor be paid out.
- 1.45. If a permanent or probationary employee shall require sick benefits for a period of more than three (3) consecutive days or less than eight (8) consecutive calendar days, such permanent or probationary employee, within a period of one (1) week from the date of returning to work, shall file a written certificate as to the illness by a duly qualified Physician or Surgeon with the manager which is to be attached to the employee's time sheet for that time period. This requirement may be waived at the discretion of the library manager.
- 1.46. Management will have the discretion of requesting documentation or confirmation of any appointments being used under this sick benefit.

BEREAVEMENT LEAVE

- 1.47. A permanent or temporary employee shall be granted bereavement leave without loss of pay up to three (3) working days in the event of the death of an immediate family member of the employee
 - 1.47.1. Where the burial occurs outside the province, such leave shall also include reasonable traveling time, not to exceed (5) days in total paid leave
- 1.48. A permanent or temporary employee shall be granted one half (½) day leave without loss of salary or wages to attend a funeral providing notice to the library manager is given 24 hours in advance
- 1.49. Extended leave may be granted at the discretion of the board.

MATERNITY AND PARENTAL LEAVE: PERMANENT EMPLOYEES

- 1.50. To be eligible for maternity or parental leave full and part-time staff must have 90 days of continuous employment
- 1.51. Birth mothers can take up to (16) sixteen weeks of unpaid maternity leave. Leave can start any time within the 13 weeks leading up to the estimated due date and no later than the date of birth.
- 1.52. Birth and adoptive parents can take up to 62 weeks of unpaid parental leave. Leave can start any time after the birth or adoption of a child but must be completed within 78 weeks of the date the baby is born or place with the parents.

- 1.53. Employees must give at least six (6) weeks written notice to start maternity or parental leave unless the medical condition of the birthmother or child makes it impossible to comply.
- 1.54. In the case of adoption, employees must give at least six (6) weeks written notice to start parental leave unless the date of the child’s placement with the adoptive parents was not foreseeable
- 1.55. Employees must provide written notice to return to work or to change the date they will be returning to work. This notice must be provided at least four (4) weeks before the end of the leave to which the employee is entitled
 - 1.55.1. If an employee fails to provide the required notice or fails to report to work the day after the leave ends, the employer does not have to reinstate the employee unless the failure to notify is due to unforeseen or unpreventable circumstances
- 1.56. A pregnant employee shall be allowed to remain on the employee benefit plans providing the benefit company is agreeable and the total employer and employee portion of the premium is paid in advance by the employee.
- 1.57. An employee is entitled to a health-related leave (sick leave) provided the benefit company is agreeable and is supported by a medical certificate and the employee is in receipt of Employment Insurance maternity benefits for the health-related leave. This leave will “top-up” the Employment Insurance benefits equal to the weekly indemnity payment.
- 1.58. The health-related portion of the maternity leave will be considered part of the fifty-two (52) weeks available to employees; therefore, it will not lengthen the maximum maternity leave

WORKERS COMPENSATION

- 1.59. Each employee of the Library is covered by Workers Compensation as to job related accidents and shall receive benefits directly from the Workers Compensation Board if the Workers Compensation Board recognizes the claim as a valid claim.
- 1.60. If an employee shall desire to have accident benefits from an injury as a result from gainful employment in the course of the employee’s duties, the procedure that must be followed is:
 - i. The worker should seek first aid or medical attention immediately;
 - ii. The employer should be notified as soon as possible and given full details, nature of the injury, time, place, names of witnesses; and
 - iii. Report the accident to the payroll department so an “Employer’s Report of the Accident” and an “Employee’s Report of the Accident” may be filled in and sent to the manager.
- 1.61. If an employee receives benefits directly from the Workers Compensation Board the

employee will be entitled to receive Employee Benefits for one (1) year plus one (1) month for every year of service in a lifetime from the employer, providing that the employee contributes their portion of the benefits.

- 1.62. If the employee wishes to terminate their employment they would be entitled to a cash pay-out equivalent to the employer's portion of Employee Benefits for one (1) year plus one (1) month for every year of service in a lifetime upon mutual agreement between the Employee and Management.
- 1.63. Vacation entitlement will accumulate for employees on Workers Compensation for the initial seventeen (17) week period after that time period Vacation entitlement will not accumulate.

GRIEVANCE PROCEDURES

- 1.64. Vermilion Public Library encourages resolution of issues or circumstances in an expeditious and fair manner.
- 1.65. The staff member is encouraged to discuss the issue with their immediate supervisor and together they seek resolution to the problem.
- 1.66. If the problem remains unsolved, the employee may then forward the grievance in writing, including reasons for dissatisfaction with the process to date, to the Personnel Committee.

HARASSMENT

- 1.67. The Board does not condone any behaviour in the workplace that is unwelcome by any staff member. This includes staff behaviour which directly or indirectly adversely affects or threatens a person's job security or working conditions.
- 1.68. With respect to harassment by the public, staff should refer to procedures on behaviour and conduct in the library.

WORKING ALONE

- 1.69. Staff are working alone if working by themselves at a work site in circumstances where assistance is not readily available when needed.
- 1.70. Staff shall not be intentionally scheduled to work alone.
- 1.71. The library page may not work alone at any time if under 18
- 1.72. Staff may work alone for one (1) hour until Working Alone Procedures must be followed. If procedures cannot be followed the library will be closed immediately.

SUBSTANCE ABUSE

- 1.73. The Board does not condone any substance abuse or misuse that affects the performance of duties. This may include but is not limited to the overuse, improper use or use at an inappropriate time or place, of a substance. Possession of an illegal substance, whether used or not, will also be defined as misuse. Misuse can result in a recorded notice and/or possible suspension or termination.

DRESS CODE

- 1.74. The library strives to maintain its excellent reputation within the Town of Vermilion and the County of Vermilion River and present a professional image, staff members must dress appropriately for their work assignment. The following are examples of, but not limited to types of inappropriate attire:
- Torn or unclean clothing
 - Clothing with profane or offensive logos

EMERGENCIES

- 1.75. In the event of disruption of library services due to any emergency, employees will notify the library manager and/or Board Chairperson immediately.

P-102 Volunteers	
REVIEWED:	June 2023
REVIEW PERIOD:	Annually

VOLUNTEERS

- 1.1. Volunteers shall be bound by the same standards of conduct, obligations, confidentiality, and relevant policies as staff

- 1.2. The recruitment, engaging, training and supervision of volunteers shall be the responsibility of the library manager

- 1.3. Guidelines for qualifications of volunteers are:
 - Age: fifteen (15) years or older
 - Education: sufficient to meet the demands of a position
 - Skills: suitable to the position
 - Terms of Service: the volunteer should demonstrate specific commitment in terms of hours and period, or for the duration of a specific program as appropriate
 - Evaluation: at the discretion of the library manager or volunteer

- 1.4. Volunteers should be provided with job descriptions and the required procedures necessary to complete their duties

- 1.5. Volunteers should attempt to give twelve (12) hours notice if unable to work on any scheduled day

- 1.6. As a token of appreciation for services provided to the library, each year volunteers will receive a complimentary resident adult library card or equivalent at the discretion of the library manager

P-103 Staff Development	
PASSED:	June 2023
REVIEW PERIOD:	Annually

STAFF DEVELOPMENT

An in-service training program, under the supervision of the library manager, consists of an orientation program for new employees and ongoing training programs for current staff. These programs are designed to encourage continuous development, increased efficiency and individual job satisfaction.

- 1.1. Orientation will be designed to give new employees an overall view of the library; its history, organization, and management, explanation of job duties and personnel policies, and other basic information

- 1.2. Ongoing Training
 The Board encourages the development of library managers and staff by participation in workshops and conferences. In addition to the library manager, other employees shall attend in-service sessions on a rotation basis (ie. NLLS Conference, Alberta Library Conference, etc.)

- 1.3. The library will be responsible for reimbursement of registration fees and mileage or travel as per the Town of Vermilion Expense Voucher rates. When staff are absent from their duties to attend a work-related activity, they shall be paid their salary plus expenses. Receipts are to be presented to the library manager for reimbursement.

- 1.4. Ongoing trainings programs for all staff members may be scheduled for several reasons such as but not limited to:
 - Reorient staff with changing equipment, software and services
 - Teach new policies and procedures
 - Provide refresher courses and workshops
 - Build skills and knowledge in all aspects of library science
 - Training identified in evaluations

P-104 Health Benefits Plan	
PASSED:	March 2023
REVIEW PERIOD:	Annually

The purpose of this policy shall be to administer the health and auxiliary benefits plan, determine eligibility, and define criteria not stated in the schedule of benefits.

Preamble

- 1.1 Benefits coverage details and contribution rates shall be enumerated on the Schedule of Benefits
- 1.2 The schedule of benefits shall be reviewed annually and provided to eligible employees

Plan Participation

- 2.1 Employees who are regularly scheduled to work at least 15 hours per week must participate in all benefits, with the exception of long-term disability which requires 20 hours per week
- 2.2 Employees who are regularly scheduled to work less than 15 hours per week are ineligible to participate in the benefits plan
- 2.3 Participation in the benefits program is a condition of employment for eligible employees
- 2.4 The effective date of coverage is based upon the completion of a 3-month waiting period
- 2.5 The waiting period is distinct from probation, extensions in probation do not delay the effective date

Refusal of Benefits

- 3.1 Plan members may refuse extended health and dental benefits for themselves and/or their dependents if comparable coverage is provided under another plan

Addendum

- 4.1 All of the above are subject to the terms and conditions of the plan agreement in affect at the time

P-105 Pension Plan	
PASSED:	March 2023
REVIEW PERIOD:	5 years

The purpose of this policy shall be to administer eligibility, exceptions, pensionable service, and pensionable salary for the Local Authorities Pension Plan.

LAPP Eligibility

- 1.1 Employees working 30 or more hours per week continuous must enroll in the plan
- 1.2 Employees working 14 to 29 hours per week continuous may elect to enroll in the plan
- 1.3 Employees working 13 or less hours per week are not eligible to enroll in the plan
- 1.4 Those eligible to participate must complete a probation period of 3 months before enrolment, this waiting period is distinct from any probation extensions

Enrolment Exceptions

- 2.1 Employees eligible for participation that are transferring from another Local Authorities Pension Plan must participate in the pension plan on their first day of employment
- 2.2 Any employees being re-hired for the Vermilion Public Library that have participated in the Local Authorities Pension previously, must participate in the pension plan on their first day of employment.
- 2.3 If a probationary period is served by a permanent employee, the employee has the option to request within 5 years to buy back the probationary period. At that time, the Library shall be responsible to pay the employer's portion for said period of time.

Pensionable Service

- 3.1 The base unit for 1 year of pensionable service shall be 1,820 hours per year (35 hours per week)

Pensionable Salary

- 4.1 Pensionable salary shall include regular pay, gross basic pay, shift differential pay, acting pay, weekend pay or variable pay covered by a variable pay policy, to a maximum of 20% of regular/gross basic pay

Library Services

L-101 Library Facilities	
PASSED:	June 2019
AMENDED:	September 2023
REVIEW PERIOD:	Annually

The library will strive to provide and maintain a facility which will adequately meet the physical requirements of a modern library. Food and drink are allowed in the library. This is a tobacco and smoke free facility. All tobacco products are prohibited (ie. Chew, cigarettes, vaporizers). Smoking or vaping is not permitted in the library as per the Town of Vermilion Public Facility policies.

LIBRARY HOURS

- 1.1. Hours of operation are set by the board and periodically reviewed in response to patron demands and budget requirements

USE OF THE LOWER LEVEL

- 1.2. The lower level of the Library is available for use by the community when not required for library purposes
- 1.3. The board reserves the right to provide or deny the use of the lower level of the library
- 1.4. Renters of the facility must complete a facility rental agreement
- 1.5. Renters of the facility are responsible for returning the rooms to a reasonable condition as determined by the library manager
- 1.6. Any damage to facilities or equipment is the fiscal responsibility of the renter
- 1.7. Use of the lower level will be booked through staff
- 1.8. Security of library materials and equipment is assured as the entrance to the lower level is not through the library
- 1.9. Booking fees for use of the lower level are set by the board and periodically reviewed. These fees are stated on Schedule D of Vermilion Public Library bylaws.

LIBRARY TELEPHONE

- 1.10. The library telephone is for business use and will not generally be available to library patrons for incoming or outgoing personal calls

L-102 Loan of Resources & Information Services	
PASSED:	June 2019
REVIEWED:	September 2023
REVIEW PERIOD:	Annually

The library was established to serve all residents of the Town of Vermilion and surrounding area. In accordance with the Alberta Libraries Act there shall be NO CHARGE for the use of library resources used within the library facilities.

PATRONS

- 1.1. Application for a borrower’s card must be completed with identification stating a current permanent address
 - 1.1.1. An annual card issuance fee will be charged, card issuance fees are periodically reviewed in response to patron demands and budget requirements
 - 1.1.2. Service will not be denied or abridged because of religious, racial, social, economic, or political status
 - 1.1.3. The use of the library or its services may be denied for due cause including but not limited to the following:
 - Failure to return materials or to pay penalties
 - Destruction of library property
 - Disturbance of other patrons
 - Objectionable or criminal conduct on library premises
 - 1.1.4. The library reserves the right to deny or curtail its use and services to groups or individuals making excessive demands which could include those for staff time, materials or space

CONDITIONS OF LOAN

- 1.2. Loan periods vary depending on type of material and demand for titles. Select titles may be defined for in-library use only. The library reserves the right to limit the number of titles borrowed by any one person.
 - 1.2.1. Fines may be charged for overdue, damaged, or lost materials as per the library bylaws.

INFORMATION SERVICES

- 1.3. Staff shall provide information services to the community within the limits of its collection and other resources made available through NLLS and TAL.
- 1.4. Staff will help patrons to obtain the information they seek either through print, non-print or electronic resources
- 1.5. The library will initiate programs, exhibits and use its promotional tools to promote the library collection and services
- 1.6. The library will not attempt to meet the curricular needs of Lakeland College students, recognizing that the academic libraries exist for this purpose alone

- 1.7. The library will develop a plan of service based on a community needs assessment, periodic reviews will be made of library services

RESOURCE SHARING

- 1.8. The library participates in the provincial sharing network by membership in NLLS, APLEN, and TAL. Resource sharing is an integral part of the service provided by the library

RECIPROCAL BORROWING

- 1.9. The Library endorses the reciprocal borrowing agreements as entered by NLLS (TAL CARD, ME Card, etc)

L-103 Borrower's Cards	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

ANNUAL BORROWER'S CARD

- 1.1. Patrons wishing to remove library material from the premises must have a valid borrower's card (ie. Resident Card, Non-Resident Card, ME Card or a card recognized under a reciprocal borrowing agreement (4.5.1)
 - 1.1.1. Annual borrower's card issuance fees for resident and non-residents shall be set as per Library By-laws Schedule C
 - 1.1.2. Resident is as a person or household who lives in a municipality which pays an annual per capita fee to NLLS
 - 1.1.3. Non-resident is person or household who resides in a municipality which does not pay an annual per capita fee to NLLS. A borrower's card will be issued upon completion of the appropriate application form
 - 1.1.4. A borrower's card is not transferable and may only be used by the person to whom it is issued for borrowing purposes
 - 1.1.4.1. A cardholder may only permit others to use their card to pick up material on their behalf if a previous arrangement has been made with staff
 - 1.1.5. A borrower's card will be valid for one year from time of issue and an annual renewal fee will be charged
 - 1.1.6. Parents/Guardians of minors with a borrower's card shall be responsible for the annual fees, replacement costs, lost/damaged items and overdue charges
 - 1.1.7. Replacement borrower's cards shall be issued for \$1, which may be waived at the discretion of staff

FINES AND PENALTIES

- 1.2. Fines shall be set as per Library Bylaws Schedule C
 - 1.2.1. Patrons shall be given one (1) grace day, which is the day after the items were due
 - 1.2.2. Fines will not be charged for the days the library is closed
 - 1.2.3. Fines shall be collected at the circulation desk and proper recording procedures shall be followed
 - 1.2.4. Fines may be waived at the discretion of the manager
 - 1.2.5. The loan period for all items shall be set per Library Bylaws Schedule B

L-104 Public Internet Access	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

Public access computers and wireless access to the internet through user supplied devices will be available to the public free of charge. A library membership is not required.

TIME LIMITS

- 1.1. Internet users will be allowed a maximum of one, one-hour session per day on public access computers. Additional time may be allotted subject to the discretion of the library staff.

PERMISSION FORMS

- 1.2. For individuals under the age of 16, a parent or guardian must sign an Internet Usage Permission form to use public access computers. An internet use card will be issued and this card must be presented each time internet use is requested.
- 1.3. Illegal activities or any other activities intended to disrupt network services or equipment are prohibited. Unlawful activities will be reported to appropriate authorities and may result in prosecution.

PORNOGRAPHY

- 1.4. Vermilion Public Library’s public access computers and wireless network are offered in public areas shared by Library users of all ages, backgrounds and sensibilities. Individuals are expected to consider other Library users when using the Library’s Internet computers or personal devices in the Library. Internet Users will not use the public computers or wireless connection to gamble or view pornography.
 - 1.4.1. The library is not responsible for accidental or intentional accessing of objectionable material.

USER RESPONSIBILITIES

- 1.5. Any person using the internet or library computers shall follow library rules. The library will not monitor and has no control over information accessed through the internet and cannot be held responsible for its contents. The user is responsible for determining the accuracy of the information retrieved from the internet. The user is responsible for any costs which occur as a result of their internet activities, this may include losses which occur as a result of any online transactions. Responsibility for security and privacy of online transactions is the responsibility of the users.

COPYRIGHT

- 1.6. Materials on the Internet may be subject to copyright laws which users are responsible for upholding. This may include but is not limited to online music, movies, or e-books.
- 1.7. Users may be asked to log off the computer or may lose their internet privileges without notice if they do not comply with these policies. This includes abuse of the user’s one-hour session

allotment. Any complaints regarding the use of the internet, these policies, or their enforcement will be recorded, monitored and dealt with by the manager, and if necessary by the board.

L-105 Copyright	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

COPYRIGHT

- 1.1. The library will make every effort to enforce existing copyright laws
- 1.2. Materials on the internet may be subject to copyright laws which users are responsible for upholding. This may include but is not limited to online music, movies, or e-books.
- 1.3. The Copyright Law of Canada governs the making of photocopies or other reproductions of copyright material. Certain copying may be an infringement of the copyright laws.
- 1.4. The words “This library is not responsible for infringing copies made by the users of library machines” must be posted in appropriate location(s) in the library.

L-106 Hours of Service	
REVIEWED	October 2022
REVIEW PERIOD:	5 Years

The Town of Vermilion Library Board shall set hours of service that are convenient for members of the community.

1. The hours of service for the library are as follows:

- Monday 10:00 AM -- 7:00 PM
- Tuesday 10:00 AM – 7:00 PM
- Wednesday 10:00 AM – 7:00 PM
- Thursday 10:00 AM – 7:00 PM
- Friday 10:00 AM – 5:00 PM
- Saturday 10:00 AM – 3:00 PM

2. The Library will be closed to the public on designated holidays including: New Year’s Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day (August Long Weekend), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.

2.1. If a named holiday falls on a Monday or Friday, consideration should be given to closure on the Saturday preceding or following the named holiday to allow for a long weekend for employees, this would specifically apply to Easter, Christmas Thanksgiving, and New Year’s Weekends

3. At their discretion, the Library Manager may authorize that the library be closed in emergency situations (e.g. power failure, extreme weather conditions). Whenever possible, the Library Manager should inform the Board Chair or at least one other board member of an emergency closure.

4. Other closure dates not covered in points 2 or 3 must be approved in advance by Board motion.

5. The public must be notified of library closure dates in advance, except in emergencies.

L-107 Meeting Room Policy	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

The purpose of this policy is to facilitate the use of the Vermilion Public Library meeting room by members of the public, while ensuring that the room remains in good repair. The meeting room measures about 225 square feet and will hold 9 people comfortably. The meeting room includes chairs, tables, and an interactive whiteboard.

1. Members of the public must speak to a library staff member to book the library meeting room in advance
2. If the meeting room is not booked, it is considered general user space for library patrons to use for study purposes, users seating, or any activity that would normally take place in the public area
3. The meeting room may only be booked for a maximum of 2 hours
4. The meeting room is only available for use by the public during regular library open hours
5. Fees for use of the meeting room are set as per the library bylaws
6. The Library Board reserves the right to refuse rental requests at its discretion
7. Renters are responsible for setting up the room for their events and returning the room to its original condition once their activity is complete
8. Renters will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any federal, provincial, or municipal law or regulation
9. Renters will obey all library policies.
10. Renters are responsible for the conduct of participants during their rental period and will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings

L-108 Library Basement Policy	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

The purpose of this policy is to facilitate the use of the Vermilion Public Library lower level room by members of the public, while ensuring that the room remains in good repair. The basement measures about 2500 square feet and will hold about 75 people comfortably. The basement includes 75 chairs, 16 flip top-style tables, a projector, a whiteboard, and a kitchenette with no utensils or appliances.

1. Members of the public must speak to a library staff member to book the library meeting room in advance and complete the necessary forms.
2. The basement is not considered general user space for library patrons and may only be used if previously booked, or for library programs.
3. The basement may be booked for use outside of library operating hours. If an after-hours key is required, the renter must pick up and sign for it at the library during regular operating hours. A \$20 cash deposit for the key will be collected from the renter and refunded upon return of the key. The key should be returned in the exterior book return slot in an envelope.
4. Fees for use of the basement are set as per the library bylaws.
5. The Library Board reserves the right to refuse rental requests at its discretion.
6. Renters are responsible for setting up the room for their events and returning the room to its original condition once their activity is complete.
7. Renters will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any federal, provincial, or municipal law or regulation. Renters will obey all library policies.
8. Renters are responsible for the conduct of participants during their rental period and will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings.
9. Renter must pay all fees prior to using the facility. Bookings will not be reserved until paid in full
10. Renter must pay for all damages as a result of their activity at the facility
11. The Library is not responsible for any theft or damage to the renter's property in the facility
12. If any alterations or special services are required, they must be arranged through the Library Manager at the Renter's expense
13. The facility is not to be used for dormitory purposes
14. Booking cancellations require 3 days notice. If less than 3 days notice are given the renter will be charged the full rental fee
15. The maximum occupancy of 90 people is not to be exceeded
16. The following items will not be permitted in the facility
 - a. Use of candles or any open flame devices
 - b. Tacks, nails, staples or tape on the walls
 - c. Messy decorations (ie. Confetti, hay bales)

17. This is a tobacco and smoke free facility. All tobacco products are prohibited (ie. Chew, cigarettes, vaporizers). Smoking or vaping is not permitted in the library as per the Town of Vermilion Public Facility policies.

GENERAL CLEAN-UP AND LOCK-UP GUIDELINES

1. All garbage and cardboard will be removed to the outside dumpsters
2. All tables and chairs should be returned to their original positions
3. Remainder of any food items, recycled bottles/cans removed from facility
4. Kitchen restored to former clean state – counters wiped, spills cleaned, etc. (cleaning products under the sink)
5. Any spills during the event should be immediately cleaned up using the dry mop or wet mop as provided in the janitor’s closet and mechanical room
6. All basement lights are turned off at the end of the booking
7. All after hours entrances are locked at the end of the booking

L-109 Equipment Loan Policy	
PASSED:	June 2019
AMENDED:	September 2023
REVIEW PERIOD:	5 Years

The purpose of this policy is to facilitate the use of equipment loanable by Vermilion Public Library. Equipment covered by this policy includes any physical library resource that is not a book or audiovisual format item.

1. Equipment is considered a special part of the library collection, the user must have a borrower's card in good standing to borrow equipment
2. Borrower's must be at least 18 years of age and sign a waiver to borrow any equipment identified as hazardous
3. Equipment is to be returned in the condition that it was loaned
4. Any personal information should be removed from borrowed devices
5. All equipment should be returned in person inside the library, not in the book return slot
6. Replacement fees for damaged or missing pieces shall be noted in the item record
7. Failure to return equipment on the return date will be considered theft and may result in criminal prosecution
8. Renter must pay the full replacement fee for sufficiently damaged equipment as per staff discretion beyond wear and tear. Renter must return all equipment including accessories or be subject to partial replacement charges.
9. If any alterations or special services are required, they must be arranged through the Library Manager at the renter's expense

Collection Policies

C-101 Collection Development	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

Vermilion Library recognizes its responsibility to have a balanced collection of materials on subjects of interest to its patrons. The collection is based on the needs and requests of patrons of all age, races, creeds, and organizations with a wide range of interests.

The library does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held. Material representing various points of view are acquired within the limitations of space, budget and availability to allow patrons to make their own decisions.

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- 1.1. The authority and responsibility for the selection of materials is delegated to the manager who operates within the framework of policies developed by the board.
- 1.2. Suggestions from patrons, staff, volunteers, and the board are courteously accepted and considered in the selection process.

CRITERIA FOR SELECTION OF LIBRARY MATERIALS

- 1.3. Materials, whether purchased or donated will be judged based on the content and style of the work in its entirety, not by selected passages or scenes
- 1.4. Canadian and Albertan materials will be given preference

LIBRARY MATERIALS SELECTION POLICY

- 1.5. The library subscribes to the Statements of Intellectual Freedom adopted by the Canadian Library Association.

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

Libraries have the 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 service 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.

- 1.6. Library materials are available to any library patrons, regardless of age. The board believes in the right and obligation of parents and legal guardians to guide their children in selection of materials consistent with their family values system
- 1.7. The library will make every reasonable effort to provide materials, either by purchase or through cooperation with other library, which will help to meet its objectives
- 1.8. Materials may include but not be limited to: audio visual material, books, magazines, equipment, computer software, and electronic resources
- 1.9. Materials selected are considered based on (in no particular order):
 - Overall purpose
 - Timeliness
 - Popular demand
 - Quality of writing/production
 - Reputation and significance of the author, composer, artist
 - Format and price
 - Canadian and/or Albertan content
- 1.10. The library will make a reasonable effort to maintain a balance in all classes of library materials; educational, recreational, children, adult, printed, electronic also recognizing the need for multilingual materials.
- 1.11. The library will cooperate with, but cannot perform the functions of school libraries or other academic libraries that are designed to meet curricular needs
- 1.12. Final responsibility for selection of materials rests with the manager
- 1.13. Final responsibility for resolution of complaints concerning library materials rests with the board

SELECTION IN SPECIFIC AREAS

- 1.14. Adult Fiction and Nonfiction titles are provided to satisfy the diverse needs, abilities and levels of education identifiable in the adult community. In selecting adult fiction, the library's policy is to acquire titles that are popular and readable, and to be inclusive rather than exclusive in its choices.
- 1.15. The young adult section is selected to include a wide variety of materials to satisfy the

informational, recreational, and cultural needs of youth with interest levels Grades 9-12. Parents who wish to limit or restrict the reading of their own young adults should personally oversee their selection.

- 1.16. The children's collection is selected to include a wide variety of materials to satisfy the informational, recreational, and cultural needs of children. The collection providers for children of different abilities and potentials with the emphasis of encouraging children to develop lifelong interest in reading.
 - 1.16.1. As children are influenced by the characters and situation that they meet in fiction, the category is judged to be as important as non-fiction. Illustrations and general design in children's materials are important criteria for selection purposes. Priority is given to those books which have been judged to be excellent representations of the genres.
- 1.17. Although school and academic libraries have primary responsibility for providing materials to their students, the library may provide supplementary reading and reference materials
- 1.18. Foreign Language Materials: Materials in languages other than English may be acquired as part of the library collection. The library may acquire multilingual material from library Systems or ILL (interlibrary loan) from other libraries upon request from patrons
- 1.19. Religious Materials Standard works relating to the world's religious reaching are selected for all ages and reading levels.
 - 1.19.1. Purely denominational materials may be considered church items rather than material suited the public library. Gift copies are selected by the same criteria applied to purchased materials
- 1.20. Materials on sex education, human physical development, pregnancy, birth control, communicable sexual disease, HIV, and reproduction are selected for all age and reading levels
 - 1.20.1. Selection criteria includes accuracy of the information, dignity and appropriateness of text and illustrations
- 1.21. The reference collection is a non-circulating collection which is selected to satisfy the research and informational needs of adults, young adults, and children with a wide variety of interests and educational needs. Reference materials will be replaced as necessary.
- 1.22. Special Needs: Whenever possible, the library will provide reasonable access to special needs materials such as English as a second language, high interest/low vocabulary, Braille, large print, or other formats as requested.
- 1.23. The library will attempt to provide and outreach service to any patron unable to visit the library.

- 1.24. The library may be used as a depository for town and municipal documents. Access to provincial and governmental information may be obtained through interlibrary loan, via internet, or other sources.
 - 1.25. Periodical subscriptions are based upon the same criteria established for the selection of library materials. Current issues of local and area newspapers may be provided for the community. Back issues of the Vermilion Standard are retained in microfilm format. Periodical titles are usually acquired and maintained in hard copy format. Access to full text databases may be provided, pending access through Northern Lights Library System.
2. SELECTION OF NON-PRINT MATERIAL
- 2.1. Audiobooks and Music CDS: A collection of both music and the spoken word are selectively acquired to support current interests and demand according to the establish selection criteria.
 - 2.2. Audiovisual Materials: Audio Visual Materials are acquired on a selective basis to serve educational, recreational, informational and in-house training demands.
 - 2.3. Equipment is acquired on a selective basis to serve the educational, recreational, informational and in-house training demands. Some equipment may be available for loan to the public.
3. SELECTION TOOLS AND PURCHASING
- 3.1. Most purchases of library material will be made through the book allotment fund held in trust by NLLS
 - 3.2. Library material may also be purchased directly from vendors and reimbursed through the Outside Purchase Fund administered by NLLS
 - 3.3. Subject to annual budgeting, the library will purchase additional material for the collection

C-102 Collection Maintenance	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

- 1.1. Withdrawal and Discarding Library Materials Weeding is the continuous evaluation of the library collection by the library staff under the supervision of the Library Manager. This process is an integral part of collection development and maintenance. The CREW (Continuous Review Evaluation Weeding) guidelines will be followed.
- 1.2. Several factors may be involved in the decision to withdraw a book or other materials. These may include (in no order):
 - Age
 - Physical condition
 - Duplicate copies
 - Low circulation
 - Relevancy
 - Space considerations
- 1.3. Weeded items may be disposed of as most appropriate
- 1.4. Materials will not be removed because of pressure or demand from individuals or other entities.
- 1.5. Materials deemed lost or missing are officially withdrawn from the record of library holdings.
- 1.6. A replacement is an item purchased to take the place of a title previously in the collection. It is the library's policy not to automatically replace all materials withdrawn because of loss, damage, or wear. The need for replacement is based on but not limited to:
 - The existence of adequate coverage of the subject in the collection
 - Demand for the specific title or subject area
 - An item may be replaced with a more current title on the subject
- 1.7. The Vermilion Library Board supports the Canadian Library Association's Statement of Intellectual freedom. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from injury or theft.
- 1.8. Patrons requesting that material be withdrawn from the collection must complete a material selection inquiry form³
 - 1.8.1. The inquiry will be place on the agenda of the next regular meeting of the Vermilion Library Board. Board members will read the material, reviews will be reached and a decision made. The patron will then be informed of the final Board decision. The final resolution rests with the board.

³ Appendix 4 [Material Selection Inquiry Form](#)

APPENDIX 2 – Material Selection Inquiry Form



5001 49 Avenue, Vermilion, Alberta, T9X 1B8
780-853-4288 --- librarian@vplibrary.ca

Material Selection Inquiry Form

Name _____

Phone _____

Address _____

Do you represent: (Yourself/Organization) _____

Title _____

Author _____

1. Did you read/listen/view the entire work? _____ what parts did you read?

2. What do you believe is the theme/purpose of this work?

3. To what in this work do you object? Please be specific cite pages, or scenes?

4. What do you feel might be the result of reading or viewing this work?

5. For what age group would you recommend this material?

6. Are you aware of critical judgments of this work?

7. In place of this material what would you recommend?

8. What would you like the Vermilion Public Library to do about this work?

9. Do you feel that your request for review is consistent with the Canadian Library Association's Statement on Intellectual freedom as attached?

10. Use the space below, or attach documents for additional comments:

CLA Statement on Intellectual Freedom

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 which 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.

Adopted 1974, amended 1983 and 1985.

— [Canadian Library Association](#)