

VERMILION



Public Library

Town of Vermilion Library Board Policies

Revised: June 27, 2018

Town of Vermilion Library Board Policies

Table of Contents

Mission Statement.....	- 4 -
Administrative Policies	- 5 -
A-101 Trustee Orientation & Continuing Education	- 5 -
A-102 Gifts.....	- 7 -
A-103 Community Relations.....	- 8 -
A-104 Financial Policy.....	- 9 -
A-105 Confidentiality of Users Records.....	- 11 -
Personnel Policies	- 12 -
P-101 Employment Practices	- 12 -
P-102 Volunteers.....	21
P-103 Staff Development	22
Library Services.....	23
L-101 Library Facilities.....	23
L-102 Loan of Resources & Information Services.....	24
L-103 Borrower’s Cards	26
L-104 Public Internet Access	27
L-105 Copyright	29
L-105 Hours of Service.....	30
L-106 Meeting Room Policy	31
L-107 Library Basement Policy	32
L-108 Equipment Loan Policy	34
Collection Policies.....	36
C-101 Collection Development	36
C-102 Collection Maintenance	40
APPENDIX 1 – Expense Voucher.....	- 41 -
APPENDIX 2 – Alberta Employment Standards Sections 54-58	- 42 -
APPENDIX 3 – Sample Flex Time Agreement	- 45 -
Appendix 4 – Material Selection Inquiry Form	- 46 -

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

“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

“Full-Time Employee” is a regular employee who works a minimum of 37.5 hrs per week

“Part-Time Employee” is one who is hired for scheduled shifts, but whose scheduled hours of work are fewer than 37.5 hrs per week.

“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

“Temporary Employee” is one who is hired on a temporary basis for a full-time or part-time position for a specific job and a specific period, or to replace a full-time or part-time person who is on a leave of absence

“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	
PASSED:	January 1, 2012
AMENDED:	October 25, 2017
REVIEW PERIOD:	5 Years

The mission of the Vermilion Public Library is to provide and promote library and information resources in a public space, welcoming and accessible to all.

Administrative Policies

A-101 Trustee Orientation & Continuing Education	
PASSED:	-
AMENDED:	-
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	
PASSED:	-
AMENDED:	-
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	
PASSED:	-
AMENDED:	-
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

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	
PASSED:	-
AMENDED:	-
REVIEW PERIOD:	Annually

BOOKKEEPING AND PAYROLL

- 1.1. The Town of Vermilion will provide the bookkeeping, payroll, 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.

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 at the October meeting. This budget is then presented to the Town of Vermilion for final 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 board approved auditor. Traditionally this has been done in cooperation with the Town of Vermilion. 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:	-
AMENDED:	-
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.

Personnel Policies

P-101 Employment Practices	
PASSED:	-
AMENDED:	-
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, Provincial and Federal Legislation, and the guidelines set by the Town of Vermilion concerning employment practices.

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.
- 1.5. Appointments will be ratified by the Board.

POSITION CLASSIFICATION

- 1.6. All employee positions have been analyzed, classified and placed on a salary grid. Positions are reviewed periodically to account for changes in duties

NEPOTISM

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

PROBATION

- 1.9. All employees shall complete a probationary period of 6 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.
- 1.10. 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.

- 1.11. Upon promotion, an employee enters a new probationary period of 6 months.

RESPONSIBILITIES OF STAFF

- 1.12. 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

- 1.13. The library manager may be dismissed or suspended by the Board.
- 1.14. 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.
- 1.15. The library manager and staff will be given a verbal notification followed by a written statement within one week of dismissal
- 1.16. The library manager and staff may make a written appeal to the charges and may request a hearing before the board
- 1.17. 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

- 1.18. 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 three (3) months but less than two (2) years
 - Two (2) weeks if employed two (2) years or more

SALARIES

- 1.19. The library board shall review and ratify salaries for each position
- 1.20. Salary levels are stated on the salary grid
- 1.21. All employees are paid out of the library's budget as administered by the Town of Vermilion

HOURS OF WORK

- 1.22. Total hours of work for staff are determined by the library manager
- 1.23. Each employee shall have a paid 30-minute rest period during each shift more than five (5) consecutive hours of work and a paid 30 minute on site lunch/supper break as applicable
- 1.24. The library manager shall set work schedules for all staff and must give 24 hours notice for shift changes.
- 1.25. Hours of work for the library manager and library staff shall include attendance at Board

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

and committee meetings if required to attend

OVERTIME

- 1.26. Time should be arranged so that overtime is not accumulated
- 1.27. Time worked beyond the employment agreement is considered overtime payable at a rate of 1.5 hours per overtime hour
- 1.28. Employees may enter a flexible averaging agreement with the employer to average hours worked over a period of two weeks in a separate agreement.³

MANAGEMENT RIGHTS

- 1.29. 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
- 1.30. 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

- 1.30.1.1. 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
- 1.30.1.2. The library manager shall be consulted regarding all staffing matters
- 1.30.1.3. The board recognizes the desirability of ongoing professional education and will make reasonable offers to facilitate this for their employees

RESPONSIBILITY OF IMPLEMENTATION

- 1.30.1.4. The personnel committee is responsible for the development of personnel policies and procedures
- 1.30.1.5. The library manager, under the supervision of the Board, shall be responsible for the implementation of the Personnel Policy
- 1.30.1.6. The library manager will be responsible to the Board for necessary decisions between board meetings

LEAVE OF ABSENCE

- 1.30.1.7. All leaves of absence by the library manager and staff shall require a written notice for approval
- 1.30.1.8. An employee on a leave of absence shall be allowed to remain on the benefit

³ APPENDIX 3 – [Sample Flex Time Agreement](#)

- plan provided the benefit company is agreeable and that the total employer/ employee portion of the premium is paid in advance by the employee
- 1.30.1.9. 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
- 1.30.1.10. Vacation pay is not accumulated during a leave of absence

STATUTORY HOLIDAYS

- 1.31. 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
- 1.31.1. 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

- 1.32. 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
- 1.33. 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%
- 1.34. 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
- 1.34.1. The first-year entitlement shall be calculated from the date the employee commences service to April 30th
- 1.34.2. 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 LEAVE, CASUAL AND GENERAL: PERMANENT EMPLOYEES

- 1.35. After completion of three (3) months of continuous employment, a full-time employee shall be allowed credit for sick leave which shall be earned at the rate of one (1) day per month up to a maximum credit of six (6) full days, Part-time employees shall be prorated according to the hours worked up to a maximum credit of six (6) full days

- 1.36. Such sick leave entitlement shall apply to full-time and part-time permanent employees except for the library page position
- 1.37. Absences due to illness of less than three (3) days shall be deemed casual and be uncertified unless the library manager has reasonable doubt as to the purpose of the absence
- 1.38. General illness means illness certified by a medical physician, which causes the employee to be absent from duty. The employee shall provide a medical certificate for any absence due to illness of more than three (3) days. This requirement may be waived at the discretion of the library manager. General illness includes injury or quarantine, but excludes pregnancy or self-inflicted injury
- 1.39. An employee granted sick leave shall be paid for the period of such leave at their basic rate of pay and the number of days thus paid shall be deducted from their accumulated sick leave credits up to the total amount of the employee's accumulated credits at the time sick leave commenced

BEREAVEMENT AND EXTENDED LEAVE

- 1.40. 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
 - 1.40.1. Where the burial occurs outside the province, such leave shall also include reasonable traveling time, not to exceed (5) days in total paid leave
- 1.41. 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
- 1.42. Extended leave may be granted at the discretion of the board.

MATERNITY AND PARENTAL LEAVE: PERMANENT EMPLOYEES

- 1.43. To be eligible for maternity or parental leave full and part-time staff must have 90 days of continuous employment
- 1.44. 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.
- 1.45. 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 placed with the parents.
- 1.46. 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.

- 1.47. 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
- 1.48. 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
- 1.48.1. 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
- 1.49. 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.
- 1.50. 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.
- 1.51. 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

EMPLOYEE BENEFITS: PERMANENT EMPLOYEES

- 1.52. As per the current Town of Vermilion Personnel Bylaw, benefits shall consist of:
- Alberta Health Care
 - Life Insurance
 - Short Term Disability
 - Dental and Vision Care
 - Extended Health Care
 - Dependent Life Insurance
 - Long Term Disability
 - Local Authorities Pension (*effective January 2009, LAPP is offered to both full and part time employees*)
- 1.53. Employer/Employee cost sharing will be as per the current Town of Vermilion Personnel Bylaw

SHORT TERM DISABILITY

- 1.54. If a permanent employee shall desire to have sickness benefits for periods of more than five (5) consecutive days, they will obtain these benefits under the Short-Term Disability Insurance Plan, provided the employee is enrolled in the plan. Procedures for the Short Term Disability Plan must be followed as administered by the Town of Vermilion.

LONG TERM DISABILITY

- 1.55. If a permanent employee shall require additional sickness benefits more than the Short-Term Disability Insurance Plan, they will be able to obtain employee benefits under the Long-Term Disability Insurance Plan, provided the employee is enrolled in the plan.
- 1.56. If an employee receives benefits from Long Term Disability, the employee will be entitled to receive employee benefits as defined in the section 2.1.20 for one year plus one month for every year of service in a lifetime from the employer, providing that the employee contributes their portion of the benefits
- 1.57. If the employee wishes to terminate their employment they would be entitled to a cash pay out equivalent to the employer's portion of the employee benefits for one year plus one month for every year of service in a lifetime upon agreement between the employee and the employer.
 - 1.57.1. Benefits are payable only while the employee is totally disabled and under the regular treatment of a physician legally licensed to practice medicine.

WORKERS COMPENSATION

- 1.58. Each employee 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 valid.
- 1.59. If an employee desires accidental benefits from an injury that occurred during the employee's duties, required workers compensation procedures must be followed.
- 1.60. If an employee receives benefits directly from the Worker's Compensation Board, the employee will be entitled to receive employee benefits as defined in section 2.1.20 for one year plus one month for every year of service in a lifetime from the employer, providing that the employee contributes their portion of the benefits.
- 1.61. If the employee wishes to terminate their employment they would be entitled to a cash payout equivalent to the employer's portion of the employee benefits for one year plus one month for every year of service in a lifetime upon agreement between the employee and the employer.

WEEKLY INDEMNITY ACCIDENT

- 1.62. If a permanent employee requires accident benefits because of an injury that is not the result of gainful employment, they will obtain these benefits under the Short-Term Disability Insurance Plan, provided the employee is enrolled in the plan. Required application procedures for the Short-Term Disability Insurance Plan must be followed.

PERFORMANCE AND EVALUATION SYSTEM

- 1.63. The purpose of the performance evaluation is to establish and maintain positive

communication, enhance employee performance, identify strengths and deficiencies, and identify trainings opportunities the employee would like to seek.

- 1.64. The library manager will be evaluated once a year by the Board or a designated committee. All other library staff and volunteers will be evaluated by the library manager, who will report to the Board upon completion.
- 1.65. Employees are expected to take advantage of relevant workshops and conferences each year. The library manager will be the arbiter of what is a relevant workshop or conference to the work of library staff.

GRIEVANCE PROCEDURES

- 1.66. Vermilion Public Library encourages resolution of issues or circumstances in an expeditious and fair manner.
- 1.67. The staff member is encouraged to discuss the issue with their immediate supervisor and together they seek resolution to the problem.
- 1.68. 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

- 1.69. 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.
- 1.70. With respect to harassment by the public, staff should refer to procedures on behaviour and conduct in the library.

WORKING ALONE

- 1.71. Staff are working alone if working by themselves at a work site in circumstances where assistance is not readily available when needed.
- 1.72. Staff shall not be intentionally scheduled to work alone.
- 1.73. The library page may not work alone at any time if under 18
- 1.74. 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

- 1.75. 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

- 1.76. 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

- 1.77. 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	
PASSED:	-
AMENDED:	-
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:	-
AMENDED:	-
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

Library Services

L-101 Library Facilities	
PASSED:	-
AMENDED:	-
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
- 1.2. Hours of operation are stated on Schedule C of Vermilion Library bylaws

USE OF THE LOWER LEVEL

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

LIBRARY TELEPHONE

- 1.11. 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:	-
AMENDED:	-
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:	-
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:	-
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:	-
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-105 Hours of Service	
PASSED:	-
AMENDED:	-
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:
 Tuesday, Wednesday, Thursday: 10:00 AM – 7:00 PM
 Friday, Saturday: 10:00 AM – 5:00 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-106 Meeting Room Policy	
PASSED:	-
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 about 9 people comfortably. The meeting room includes chairs, tables, and a projector.

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. Renters will obey all library policies.
9. 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-107 Library Basement Policy	
PASSED:	-
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 50 people comfortably. The basement includes 50 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-108 Equipment Loan Policy	
PASSED:	-
AMENDED:	-
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: GPS Units, pedometers, tablets, eReaders, and library kits.

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. Members of the public must speak to a library staff member to book library equipment complete the necessary forms
 - 2.1. To borrow equipment a borrower must be at least 18 years of age
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 from equipment are as follows:
 - 6.1.

Item	Schedule of Fees	
	Additional Information and Parts	Total Replacement Cost
GPS Unit	Comes with soft case & clip (\$25 charge if missing)	\$250.00
Pedometer	Comes with booklet & lanyard	\$30.00
Kobo eReader	Comes with case & USB cord (\$10 charge if missing)	\$100.00
iPad Tablet	Comes with case & charge cord (\$25 charge if missing)	\$300.00
Makedo Kit	28 Screws, 1 Saw, 1 Screwdriver	\$18.00
Pumpkin Carving Kit	1 Scoop, 1 Cutter, 1 poker	\$5.00

The Renter agrees to the following conditions:

7. Renter will not abuse, harm, or misuse the equipment
8. Renter will not permit any repairs to be made or lien to be placed upon the equipment without owner's consent
9. In the event that any incident causing injury or property damage occurs as a result of using the owner's equipment, the renter agrees to accept all responsibility and shall indemnify and save harmless the owner from any actions, claims, suits or judgements which may arise against the owner
10. Owner makes no warranties as to the equipment's fitness or suitability for any particular purpose

11. Failure to return equipment on the return date will be considered theft and may result in criminal prosecution
12. Renter must pay the full replacement fee for any damage to equipment. Renter must return all equipment including accessories or be subject to partial replacement charges as outlined in Schedule of Fees
13. The Library is not responsible for any damage to the renter's property while using the equipment
14. 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:	-
AMENDED:	-
REVIEW PERIOD:	5 Years

Public access computers and wireless access to the internet The 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. Instead, 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 libraries 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, text, 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. Outreach The library will attempt to provide and outreach service to any patron unable

to visit the library.

1.24. Government Documents 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:	-
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 form⁴
 - 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.

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

APPENDIX 1 – Expense Voucher

TOWN OF VERMILION
 EXPENSE VOUCHER - 2016 (Rates Effective: December 16/2014)

Name: _____	Date (s): _____
Address: _____ _____ _____	Purpose: _____ _____ _____

	Breakfast \$10.00/ea	Lunch \$15.00/ea	Dinner \$20.00/ea		GL #	\$
# of meals:	_____	_____	_____			_____
Mileage:	_____ kilometres @ \$.505					_____
Lodging:	As per attached receipts (Hotels)					_____
Lodging:	Resident Stay - \$30.00/night					_____
Parking:	As per attached receipts					_____
Miscellaneous:	As per attached receipts					_____
Total Expenses						\$ _____

 Date Employee Signature Director Approval Signature

Mileage Rates:

Edmonton	400 km	\$202.00
Lloydminster	120 km	\$60.60
Wainwright	130 km	\$65.65
Kitscoty	75 km	\$37.88
Vegreville	180 km	\$90.90
St. Paul	196 km	\$98.98

Invoice - I# _____

APPENDIX 2 – Alberta Employment Standards Sections 54-58

Division 8 Termination of Employment

Calculating length of employment for termination notice purposes

54 For the purposes of determining the correct termination notice to be given by an employer or employee or termination pay to be given by an employer, when an employee has been employed by the same employer more than once, the periods of employment with that employer are considered to be one period of employment if not more than 3 months has elapsed between the periods of employment.

1996 cE-10.3 s54

Options for employer to terminate employment

55(1) Unless subsection (2) applies, an employer may terminate the employment of an employee only by giving the employee

36

Continued - >

- (a) a termination notice under section 56,
 - (b) termination pay under section 57(1), or
 - (c) a combination of termination notice and termination pay under section 57(2).
- (2) Termination notice is not required**
- (a) to terminate the employment of an employee for just cause,
 - (b) when an employee has been employed by the employer for 3 months or less,
 - (c) when the employee is employed for a definite term or task for a period not exceeding 12 months on completion of which the employment terminates,
 - (d) when the employee is laid off after refusing an offer by the employer of reasonable alternative work,
 - (e) if the employee refuses work made available through a seniority system,
 - (f) if the employee is not provided with work by the employer by reason of a strike or lockout occurring at the employee's place of employment,
 - (g) when the employee is employed under an agreement by which the employee may elect either to work or not to work for a temporary period when requested to work by the employer,
 - (h) if the contract of employment is or has become impossible for the employer to perform by reason of unforeseeable or unpreventable causes beyond the control of the employer,
 - (i) if the employee is employed on a seasonal basis and on the completion of the season the employee's employment is terminated, or
 - (j) when employment ends in the circumstances described in sections 62 to 64.

1996 cE-10.3 s55

Employer's termination notice

56 To terminate employment an employer must give an employee written termination notice of at least

- (a) one week, if the employee has been employed by the employer for more than 3 months but less than 2 years,
- (b) 2 weeks, if the employee has been employed by the employer for 2 years or more but less than 4 years,
- (c) 4 weeks, if the employee has been employed by the employer for 4 years or more but less than 6 years,
- (d) 5 weeks, if the employee has been employed by the employer for 6 years or more but less than 8 years,
- (e) 6 weeks, if the employee has been employed by the employer for 8 years or more but less than 10 years, or
- (f) 8 weeks, if the employee has been employed by the employer for 10 years or more.

1996 cE-10.3 s56

Termination pay

57(1) Instead of giving a termination notice, an employer may pay an employee termination pay of an amount at least equal to the wages the employee would have earned if the employee had worked the regular hours of work for the applicable termination notice period.

(2) An employer may give an employee a combination of termination pay and termination notice, in which case the termination pay must be at least equal to the wages the employee would have earned for the applicable termination notice period that is not covered by the notice.

(3) If the wages of an employee vary from one pay period to another, the average of the employee's wages for the 3-month period immediately preceding the date of termination of employment is to be used to determine the employee's termination pay.

1996 cE-10.3 s57

Termination of employment by an employee

58(1) Except as otherwise provided in subsection (2), to terminate employment an employee must give the employer a written termination notice of at least

- (a) one week, if the employee has been employed by the employer for more than 3 months but less than 2 years, or
- (b) 2 weeks, if the employee has been employed by the employer for 2 years or more.

APPENDIX 3 – Sample Flex Time Agreement

FLEXIBLE AVERAGING AGREEMENT

1. It is agreed between: _____ And _____ that the employee shall work the following hours for a daily pay of 7.5 hours:

Week 1: Mon 9-5, Tue – Thu 11-7pm, Friday 9-5pm
Week 2: Tue - Thu 11-7pm, Fri – Sat 9-5pm
Week 3: Mon 9-5, Tue 11-7pm, Wed 1230-830pm, Thu 11-7pm, Friday 9-5pm
2. The employee’s daily overtime threshold is 10 hours per day.
3. Any hours of work by the employee in excess of the scheduled hours of work in section 1 but less than the overtime threshold of 10 hours set in section 2 shall be considered flexible time.
4. For any flexible time earned, the employer, at its discretion, shall provide the employee with time off with pay at the regular wage rate or pay the flexible time at the employee’s regular wage rate.
5. The hours of work of the employee shall be averaged over a period of 2 weeks.
6. Any hours worked in excess of the overtime threshold, or any hours in excess of 44 hours per week on average over the 2 week period described in section 2 shall be considered overtime hours.
7. Time off in lieu of overtime will be contained in a separate overtime agreement at time and a half.
8. The employer shall provide a copy of this Flexible Averaging Agreement to the employee.
9. This Agreement shall be in effect from January 1, 2018 to the earlier of either December 31, 2019 or when terminated by either party on thirty days’ notice.
10. No amendment of this agreement shall be effective without at least one month’s notice in writing by one party to the other.
11. The employee acknowledges and agrees that this agreement is entered into to ensure compliance with changes to requirements in the *Employment Standards Code*, as amended, that came into force on January 1, 2018.
12. All other terms and conditions of the employee’s employment are unchanged and remain in full force and effect.

DATED THIS _____ DAY OF _____, 2018.

SIGNED _____
for Employer Employee

Appendix 4 – 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](#)