



Trent Hills Public Library Policy Manual

Foundation Documents

**Trent Hills Public Library Policy Documents
Table of Contents and Schedule for Review**

Policy Number and Section	Document	Initial Date	Last Review/ Revision	Date of Next Review	Notes
Board Bylaws					
BL-01	Statement of Authority, Powers and Duties	Feb 2014	May 2020	2024	
BL-02	Organization and composition of the board	Feb 2014	May 2020	2024	
BL-03	Terms of Reference for Officers	Feb 2014	May 2020	2024	
BL-04	Meeting of the Board	Feb 2014	May 2020	2024	
Foundation					
FN-01	Mission, Vision and Value Statement	Feb 2014	Apr 2018	2022	Three Year Span
FN-02	Trent Hills Public Library Strategic Plan 2018-2021	Jan 2018	Jan 2018	2021	Three Year Span
FN-03	Freedom of Information	Feb 2014	Apr 2019	2022	Three Year Span
FN-04	Respect and Acknowledgement Declaration	May 2018	Apr 2019	2023	
Governance					
GOV-01	Board Recruitment	Feb 2014	May 2020	2023	
GOV-02	Board Orientation	Feb 2014	May 2020	2023	
GOV-03	Board Training	Feb 2014	May 2020	2023	
GOV-04	Member's Code of Conduct	Feb 2014	May 2020	2023	
GOV-05	Board Attendance Policy	Feb 2014	May 2020	2023	
GOV-06	Duties and Responsibilities	Feb 2014	May 2020	2023	
GOV-07	Planning Policy	Feb 2014	May 2020	2023	
GOV-08	Financial Control/Oversight	May 2015	Feb 2020	2023	
GOV-09	Duties and Responsibilities	Feb 2014	May 2020	2023	

Human Resources					
HR-01	Human Resource Management	May 2014	Jan 2020	2024	
HR-02	Staff Selections and Job Descriptions	May 2014	Jan 2020	2024	
HR-03	Terms and Conditions of Employment	Feb 2017	Jan 2020	2024	
HR-04	Vacation, Statutory Holidays and Leave	Oct 2016	PENDING	2019	
HR-05	Compensation	Mar 2017	PENDING	2020	
HR-06	Professional Development, Performance and Discipline	May 2014	Jan 2020	2024	
HR-07	Health and Safety of Staff	Oct 2016	Apr 2020	2021	Annual Review
HR-08	Prevention of Workplace Violence	April 2015	June 2020	2021	Annual Review
HR-09	Prevention of Discrimination Workplace Harassment and Sexual Harassment	April 2015	June 2020	2021	Annual Review
Operational					
OP-01	Collection Development	Feb 2014	Jan 2020	2024	
OP-02	Resource Sharing	Apr 2014	Jan 2020	2024	
OP-03	Confidentiality and Protection of Privacy	Feb 2014	Jan 2020	2024	
OP-04	Circulation	Sep 2014	June 2018	2022	
OP-05	Information Services	Apr 2014	Oct 2019	2023	
OP-06	Services to Children and Teens	May 2018	May 2018	2022	
OP-07	Young Adults in the Library	May 2018	May 2018	2022	
OP-08	Programming	Apr 2014	Dec 2018	2022	
OP-09	Local History	Sep 2018	Sep 2018	2022	

OP-10	Internet Services	Mar 2015	Oct 2019	2023	
OP-11	Technology/ Service Media	Jun 2018	Jun 2018	2021	
OP-12	Community Information and Bulletin Boards	Apr 2014	Apr 2014	2023	
OP-13	General Facility Use: Meetings and Study Rooms	May 2017	Sep 2019	2023	
OP-14	Safety, Security and Emergencies	Apr 2015	June 2020	2021	
OP-15 Now HR-08	Prevention of Workplace Violence	See HR-08	See HR-08		
OP-16 Now HR-09	Prevention of Discrimination, Workplace Harassment and Sexual Harassment	See HR-09	See HR-09		
OP-17	Accessible Customer Service/ Accessibility and Staff (AODA)	Apr 2015	Apr 2019	2020	
OP-18	Integrated Standards/ Accessibility in the Library	Apr 2015	Pending	2021	
OP-19	The Library and Political Elections	Jun 2018	Jun 2018	2022	
OP-20	Records Retentions and Schedule	Jun 2018	June 2018	2022	
OP-21	Gift Acceptance Policy	Apr 2020	Apr 2020	2024	
OP-22	Purchasing/ Procurements of Goods and Services	Feb 2020	PENDING	2024	
OP-23	Operational Continuity Plan and Appendix A: Emergency Operations	May 2020	PENDING	2024	

Volunteers					
VOL-01	Volunteer Program	May 2014	Apr 2017	2021	

Trent Hills Public Library

Policy Type: **Foundation**

Policy Title: **Mission, Vision and Value Statement**

Policy Number: **FN-01**

Initial Policy Approval Date: **Feb. 2014**

Last Review/Revision Date: **April 2018** Date of Next Review: **2022**

Mission Statement:

The purpose of our local public libraries is to serve all of the citizens of Trent Hills Municipality by offering services, resources and facilities to meet their informational, educational, cultural, recreational and technological needs at a reasonable and effective cost. Optimum access to library materials and resources will allow individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition to pursue their self-defined aims.

Vision Statement:

The Trent Hills Public Library offers an attractive, inviting and accessible environment where patrons come to be informed and engaged in their community. Trent Hills Public Library excels at enhancing patron services innovatively, through technology, outreach and social media.

Values:

Intellectual Freedom, Learning, Community, Innovation, Accessibility, Service



Policy Type: **Foundation FN-02**

Policy Title: **Trent Hills Public Library Strategic Plan 2018-2021**

Initial Date of Policy Approval: 2018

Last Review/Revision Date

Date of Next Review: 2020

Information for The Trent Hills Public Library Strategic Plan was compiled through interviews, surveys, social media contact and with reference to The Trent Hills Municipal Strategic Plan.

Mission Statement:

The purpose of our local public libraries is to serve all of the citizens of Trent Hills Municipality by offering services, resources and facilities to meet their informational, educational, cultural, recreational and technological needs at a reasonable and effective cost. Optimum access to library materials and resources will allow individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition to pursue their self-defined aims.

Vision Statement:

The Trent Hills Public Library offers an attractive, inviting and accessible environment where patrons come to be informed and engaged in their community. Trent Hills Public Library excels at enhancing patron services innovatively, through technology, outreach and social media.

Values:

Intellectual Freedom, Learning, Community, Innovation, Accessibility, Service

Intellectual Freedom: Is a person's fundamental right, to freedom of thought, beliefs, opinion and expression. We have a responsibility to promote, support and defend this principle.

Learning: We encourage personal development and support pre-literacy and literacy skills through programming.

Community: We engage our community through outreach and social media.

Innovation: Transform our library space to meet the public needs. We will continue to explore new ideas and services.

Accessibility: We transform our library space to become more inviting and accessible.

Service: Enhance our service delivery. Our goal is outstanding service delivery.

Goal 1:

Transform Our Library Space

Action 1: Develop the accessibility plan to ensure that the library's spaces and equipment are accessible to all.

Action 2: Develop a facility plan to explore the efficiency and needs of the library space. Is there a quiet space, work space and gathering space.

Action 3: Develop a maintenance management plan for the annual \$5,000.00 per year maintenance budget to cover improvements to library space creating a safe and healthy environment for patrons, visitors and staff.

Anticipated Results: Increased patron visits, program registration, memberships, circulation and room rentals.

Goal 2:

Community Outreach

Action 1: Update library website to keep the community informed and allow them to participate with suggested books or programs link.

Action 2: Reach out to patrons through a brochure identifying services that are available.

Action 3: Continue to weed collections and develop creative displays.

Anticipated Results: Foster a community belonging and increased partnerships.

Goal 3:

Expand Customer Service

Action 1: Encourage staff to share ideas.

Action 2: Provide learning opportunities for staff. Staff need to be able to explore, learn and create.

Action 3: Schedule supervisors meeting with CEO to review concerns, share ideas and connect.

Anticipated Results: Efficient service, increased library visits, well attended programs, expanded services and an informed community.

Trent Hills Public Library

Policy Type: **Foundation**

Policy Title: **Freedom of Information**

Policy Number: **FN-03**

Policy Approval Date: **Feb. 2014** Review: **April 2019** Date of Next Review: **April/ 2021**

Recognizing that the Trent Hills Public Library Board has a fundamental responsibility for upholding the principles of, as well as advocating for, intellectual freedom, this policy ensures the rights of individuals to access information.

1. The board adopts the Canadian Federation of Library Associations' ***Statement on Intellectual Freedom and Libraries***, approved originally in June 27, 1974; Amended November 17, 1983, November 18, 1985 and September 27, 2015.
2. It is the responsibility of the board, and those who work in the library, to:
 - a) ensure that all library users have the fundamental right to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly
 - b) 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
 - c) make available all of the library's public facilities and services to all individuals and groups who need them
 - d) resist all efforts to limit the exercise of these responsibilities, while recognizing the right of criticism by individuals and groups
3. The board directs the Library Chief Executive Officer to ensure that the principles of intellectual freedom are integrated into all organizational policies, procedures and practices.

Related Documents:

- Canadian Federation of Library Associations' ***Statement on Intellectual Freedom and Libraries (Appendix A)***

Intellectual Freedom (continued)
Appendix A



Statement on Intellectual Freedom and Libraries

Approval History: ~ June 27, 1974 Amended November 17, 1983; November 18, 1985; and September 27, 2015

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

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

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

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

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

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

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

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

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

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

Trent Hills Public Library

Policy Type: **Foundational**

Policy Title: **Respect and Acknowledgement Declaration**

Policy Number: **FN- 04**

Initial Date of Policy Approval: **May28/2018**

Last Review/Revision Date: **April/ 2019**

Date of Next Review: **2022**

The Trent Hills Public Library understands the need to recognize and embrace the principles of Truth and Reconciliation with Ontario's Indigenous population, as outlined in the Truth and Reconciliation Commission Report.

Section 1: Declaration

With this understanding, the Trent Hills Public Library acknowledges the First Peoples on whose traditional territories we live and work. We believe that acknowledging territory shows recognition of and respect for Indigenous Peoples, both in the past and the present. We believe that the territorial acknowledgements is not simply a *pro forma* statement made before a meeting; but a vital *part* of the business. We believe that recognition and respect are essential elements of establishing healthy, reciprocal relations and are key to reconciliation.

The Trent Hills Public Library will use this Respect and Acknowledgement Declaration at the beginning of all meetings held at the library.

The Trent Hills Public Library respectfully *acknowledges that the land on which we gather* is the ancestral territory of the Mississauga (Michi Saagiig) Anishinabeg (A-nish-in-naw-bek) people.

Section 2: Collection

The Trent Hills Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities, and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

Section 3: Services

The Trent Hills Public Library will provide welcoming spaces and library services to Indigenous peoples, and share elements of First Nations culture with non-Indigenous persons.

