

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

Contents of Foundational Statements

	Title	Original Approval	Amendments
FS1	Mission Statement	01-12-07	
FS2	Commitment Statement	01-12-07	
FS3	Statement of Values	12-12-12	
FS4	Public Access	12-12-12	10-10-13
FS5	Constitution	12-12-12	
FS6	Ethical Statement	12-12-12	
FS7	Statement on Intellectual Freedom	01-12-07	

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: FS1	Title: <i>Mission Statement</i>
Type: Foundational Statement	Authority: Library Board
Originated: 01-12-07	Review: Annually
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MISSION OF SCHREIBER PUBLIC LIBRARY

The Mission of Schreiber Public Library is to enrich the lives of the people in our community as an affordable centre for:

- Lifelong learning;
- Accurate, up-to-date information;
- Popular and leisure materials and activities;
- Preservation of heritage materials.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: FS2	Title: <i>Commitment Statement</i>
Type: Foundational Statement	Authority: Library Board
Originated: 01-12-07	Review: Annually
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OUR COMMITMENT TO YOU

The goal of Schreiber Public Library is to provide local residents with materials and programs conveying ideas and information necessary for everyday community life. To achieve this goal:

1. The Library will serve all age groups.
2. The regulations for use of Library materials will permit extensive use, but ensure adequate protection of same.
3. The Library will serve as an information centre and actively promote the use of its resources.
4. The Library will cooperate with other groups, institutions, and organizations to stimulate education, information, and recreation.
5. The Library's collection will be based on the needs and interests of the community, containing materials relevant to these needs and interests that can satisfy the community's requests for books and information.
6. The collection must be organized in a logical manner according to a recognized system to facilitate access to the materials and information contained in it.
7. Patrons will have access to electronic information.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: FS3	Title: <i>Statement of Values</i>
Type: Foundational Statement	Authority: Library Board
Originated: 12-12-12	Review: Annually
Amended:	

OUR VALUES

The following values guide Schreiber Public Library's decision-making, relationships with Library staff and volunteers, and services to the community:

1. The Library is committed to Intellectual Freedom and freedom of access.
2. The Library treats all persons with dignity, respect, courtesy, and compassion.
3. The Library provides quality service without bias.
4. The Library encourages innovation and personal development.
5. The Library recognizes and values the contributions of volunteers.
6. The Library appreciates and responds to the diversity of the community.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: FS4	Title: <i>Public Access</i>
Type: Foundational Statement	Authority: Library Board
Originated: 12-12-12	Review: Annually
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PUBLIC ACCESS

Schreiber Public Library is a public Library for all members of our community and surrounding area. The Library welcomes all linguistic, cultural, and newcomer groups and people. Public Access comes with responsibility and a Code of Behaviour. Each of these Policies is explained in this Schreiber Public Library Policy Manual.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: FS5	Title: <i>Constitution</i>
Type: Foundational Statement	Authority: Library Board
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CONSTITUTION

Preamble

This Constitution is subject to changes as recommended by the Ontario *Public Libraries Act, R.S.O. 1990, c. P.44* regarding Libraries, Accredited Libraries, and First Nations Libraries. This Constitution is based on the individual Policies of Schreiber Public Library. For complete Bylaws of the Board, Board Governance, and Operational Policies and procedures, refer to the Schreiber Public Library Policy Manual. Individual portions of this Constitution will be updated when Policies are changed, in accordance with the Policy Amendment of the Schreiber Public Library Board.

Purpose of the Library Board

The primary goal of the Schreiber Public Library Board is to ensure that the public has access to the highest quality of Library services possible. As such, the Library Board will hold the responsibilities to ensure the Library is being managed in a fiscally responsible manner while protecting the assets of the Library, including the collection, building, and good name of the facility. General oversight of the Library and resources is the main task of the Board and not Library and/or staff management.

Code of Ethics, Unity, and Loyalty

The Library Board works as one (1) body with one (1) voice within the community. Those who work for the Board must behave in unity and loyalty to that one (1) voice and the decisions which are made.

Organization of the Library Board

In accordance with the *Public Libraries Act, R.S.O. 1990, c. P.44*, the Schreiber Public Library Board shall be comprised of no less than five (5) and no more than fifteen (15) Board Members. The Chief Executive Officer (CEO), as an Officer of the Board, is bound to all Bylaws of the Board, Board Governance, and Board Code of Conduct. Every Board, at its June meeting, in a cycle corresponding with Municipal Council's four (4) year cycle, or as necessary, shall elect one (1) Board Member each to the positions of Board Chairperson and Vice-Chairperson, as well as members to each standing committee. In the absence of the Chairperson, the Vice-Chairperson will assume duties. In the absence of both the Chairperson and Vice-Chairperson from any meeting, the Board shall elect one (1) of its members as acting Chairperson for the duration of that meeting.

Every Board shall appoint a Secretary of the Board who may also be the CEO and who shall conduct the official correspondence for the Board and keep a full and correct

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

record of the proceedings of every meeting of the Board in a minutes book, ensuring that the minutes when confirmed are signed by the presiding Chairperson and CEO.

Every Board shall appoint a Treasurer who may also be the CEO and who shall receive and account for all monies of the Board, open accounts in the name of the Library in a Chartered Bank approved by the Board, deposit all monies received by him/her for account of the Board and no other monies to the credit of such account or accounts, and disburse all monies as directed by the Board. This person will also, in conjunction with the CEO and Board Chairperson, be responsible to arrange for an annual audit of the finances.

Powers and Duties of the Library Board

Every Board shall hold regular meetings across no less than ten (10) months of the year and at such other times as it deems necessary.

The Chairperson or any two (2) members of a Board may summon a special meeting of the Board by giving at least two (2) days' notice to each Board Member, specifying the purpose for which the meeting is called.

The presence of a majority of all the members constituting a Board is necessary for the transaction of business at any general or special meeting.

The Chairperson of a Board may, by law, vote with the Board unless the Board determines, by resolution, to have the Chairperson not vote with the other members of the Board.

The members of the Board will be reimbursed by the Board for travelling and other expenses incurred in carrying out their duties as members of the Board.

A Board may appoint and remove such officers and servants as it deems necessary, determine the terms of their employment, fix their remuneration, and prescribe their duties.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: FS6	Title: <i>Ethical Statement</i>
Type: Foundational Statement	Authority: Library Board
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ETHICAL STATEMENT OF SCHREIBER PUBLIC LIBRARY

1. INTRODUCTION

Schreiber Public Library is committed to the highest level of integrity and ethics in our dealings with our Board, staff, volunteers, patrons, partners, suppliers, local and provincial governments, and to any agencies with which we deal.

All of our staff and Board Members are responsible for following the current Schreiber Public Library Policies concerning Bylaws of the Board, Board Governance, practices, and ethics. All Schreiber Public Library staff and Board Members commit themselves to being accountable for our actions.

This statement establishes principles and standards of behaviour that apply throughout all of the Library Policies, governance, and operations.

2. TRUST AND REPUTATION

Our Library is committed to conducting its business in an honest and ethical fashion. This requires the commitment, dedication, and trust of every staff member, volunteer, and Board Member to follow the Library's Policies and procedures and local laws and regulations. We are all committed to developing our reputation and integrity in the industry.

3. COMMUNITY RESPONSIBILITY

All of our staff and Board Members are required to comply with all rules and regulations of the community where we conduct business. We recognize the need to protect the environment and the important use of our resources in the community. Staff are encouraged to follow procedures that will minimize or eliminate waste and reduce energy consumption and conserve natural and other resources of the community.

4. DISCRETIONARY DISCLOSURE

All of our staff and Board Members have a responsibility to act in the best interests of Schreiber Public Library and must take any measures necessary to avoid any situations in which their personal interests may come into conflict with their loyalty to the Library. Board Members are reminded to speak with one (1) voice and that only those designated to speak on behalf of the Board may do so.

All staff understand that they are not to participate in any activities that materially detract or interfere with their time and performance of services to the Library or create Conflict of Interest with the interests of the Library. Staff and Board Members will follow all

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

Policies pertaining to Conflict of Interest and confidentiality at all times.

All staff, Board Members, and volunteers are expected to exercise honesty, high ethical standards, and good judgment at all times. The use of any forms of negative promotion of the Library, other staff, the Board, services, or Library interests will be dealt with immediately and may include disciplinary actions or dismissal from employment or from the Library Board. Negative promotion includes, but is not limited to, verbal interactions, social media posts, or written and electronic forms. Libel and/or slander will not be tolerated.

5. RELATIONSHIPS WITH PATRONS, SUPPLIERS, AND AGENCIES

All staff and Board Members understand that when interacting with patrons, suppliers, and agencies, each should act with integrity and honesty, and avoid taking any unfair advantages through concealment, abuse of privileged information, misrepresentation of material facts, or any other practices that involve unfair dealings. Fraud, theft, embezzlement, false expense reports, or any similar practices are examples of unauthorized and illegal business contact that is prohibited. No staff or Board Members under any circumstances are to participate in any activities that are corrupt or illegal in any sense.

6. HEALTH AND SAFETY

The safety of staff, Board Members, volunteers, and patrons is one of Schreiber Public Library's highest concerns. The Library is committed to providing each staff member with a healthy and safe work environment. Staff and Board Members are responsible for maintaining a healthy and safe workplace by following health and safety rules and reporting any unsafe conditions encountered.

7. RELATION TO CO-WORKERS

Library staff and Board Members will not unlawfully discriminate against any current or applying staff members or Board Members on the basis of race, religion, creed, colour, national origin, age, sex, sexual orientation, marital status, veteran status, or a disability. Staff and Board Members are expected to conduct their activities with one another with mutual respect and dignity. Therefore, all staff and Board Members will observe the Policies pertaining to Accessibility, Workplace Discrimination and Harassment, Workplace Violence, and other Health and Safety Policies. The Library has a zero tolerance for discrimination or harassment.

8. GREEN FACILITY

Although Schreiber Public Library may not always have the opportunity to be Green in a way that is certified Green (such as LEED Certification), it is in our power to ensure that we conduct business in a manner that builds on all possible methods of being Green. This includes, but is not limited to:

- Recycling and promoting recycling by patrons within the building;
- Purchasing recycled paper products or products which are low impact to the environment;

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

- Using and disposing of products in a manner which is the least harmful to the environment;
- Supporting those who bicycle by maintaining a bicycle rack;
- Heating and cooling the building in a manner which considers a balance between the needs of the environment, patrons, staff, and collection;
- Purchasing technologies and equipment which are rated for low energy consumption when in use and when in resting states;
- When planning future expansions, capital purchases, and new construction, moving towards Green structures and products.

9. ABOVE ALL ELSE

Library staff and Board Members are expected to respect the privacy of patrons and the business of the Library, and must respect the privacy of all staff members and Board Members within appropriate boundaries so that their behaviour does not interfere with health and safety practices of the Library. As an agent of the Library, be it paid or volunteer, all Policies of Schreiber Public Library must be adhered to. All staff and Board Members are encouraged to seek the advice of the Chief Executive Officer (CEO) in matters of interpretation of the Schreiber Public Library Policies.

SCHREIBER PUBLIC LIBRARY POLICY MANUAL

No: FS7	Title: <i>Statement on Intellectual Freedom</i>
Type: Foundational Statement	Authority: Library Board
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INTELLECTUAL FREEDOM

Schreiber Public Library believes that the strength of our services lies in an open exchange of ideas which each individual is free to discuss, accept, reject, or ignore as he/she wishes. Therefore, Schreiber Public Library supports the statement on Intellectual Freedom as endorsed by the Ontario Library Association (OLA).

1. The provision of Library services to the Canadian public is based on the right of every citizen within the limits of the law to judge for themselves on questions of politics, religion, and morality.
2. It is the responsibility of Libraries to guarantee the right of free expression by making available the entire Library's public facilities and services to all individuals and groups who need them.
3. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
4. It is therefore part of the Library's services to its public to resist any attempts by any individuals and groups within the community it serves to limit the freedom to read by demanding the removal of any books, periodicals, films, or recordings from the Library.