

Policy Manual

October 2021

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	1. General	
	1.1 Vision, Mandate and Values	
<i>Effective:</i>	December 2009	<i>Revised:</i> June 2015, July 2018
<i>Next Review:</i>	2020	

1.1.1 Vision

The Radium Hot Springs Public Library is a welcoming and inspiring community meeting place for all ages, and a vital community hub for connecting with others and for providing information about our valley, life in general, and topics of interest to our patrons.

1.1.2 Mandate

The Radium Hot Springs Public Library will strive to offer programs and materials that reflect the needs and interests of the community and its service area, and will provide Library services and programs to inspire life stories and to promote literacy, education and community relationships.

1.1.3 Values

We value:

- All of our Library patrons
- Involvement and innovation in our community
- Intellectual freedom
- Literacy, lifelong learning and personal growth
- Our volunteers
- Sustainability for the future.

	General	
	1.2 Definitions	
<i>Effective:</i>	October 2009	<i>Revised:</i> June 2015, June 2016, July 2018
<i>Next Review:</i>	2020	

BCLA:	British Columbia Library Association
BCLC:	The BC Libraries Cooperative
BCLTA:	British Columbia Library Trustees Association
CBT:	Columbia Basin Trust
CLA:	Canadian Library Association
Canal Flats	Village of Canal Flats
DOI:	District of Invermere
KLF:	Kootenay Library Federation
Library:	Radium Hot Springs Public Library
Library Act:	<i>Library Act</i> of British Columbia
Library Board:	Radium Hot Springs Public Library Board of Trustees
Patron:	Member of the general public who has purchased a membership in the Library
RDEK:	Regional District of East Kootenay
	Electoral Area F (includes Columbia Lake, Fairmont, Panorama, and Windermere) and Electoral Area G (includes Brisco, Dry Gulch, Edgewater, Spillimacheen, and Wilmer)
RHSPL:	Radium Hot Springs Public Library
Trustee/Member:	Member of the Radium Hot Springs Public Library Board of Trustees
Village:	Village of Radium Hot Springs
Village Council:	Elected officials of the Village of Radium Hot Springs
Year/Fiscal Year:	1 st of January to 31 st of December

	General	
	1.3 Organization and Structure	
<i>Effective:</i>	October 2009	<i>Revised:</i> June 2015, June 2016, July 2018
<i>Next Review:</i>	2020	

- 1.3.1 The Library operates according to the *Library Act*.
- 1.3.2 The Library is a municipal library as defined by the *Library Act*, and established by the Village of Radium Hot Springs.
- 1.3.3 The Library provides services to all residents and electors of the Columbia Valley Sub-region (which includes Electoral Areas F and G, District of Invermere, Village of Canal Flats, and Village of Radium Hot Springs) by virtue of the service agreement between the Village of Radium Hot Springs and the RDEK.
- 1.3.4 The Library is an employer separate from the Village under the *Labour Code* of British Columbia.

	General	
	1.4 Operations	
<i>Effective:</i>	October 2009	<i>Revised: June 2015, July 2018</i>
<i>Next Review:</i>	2020	

- 1.4.1 Library opening and closing hours will be determined by the Board, and posted.
- 1.4.2 The Library Director and one (1) staff person or volunteer shall be in the Library at all times during Library hours. In the absence of the Library Director, a staff person and at least one (1) volunteer/staff shall be in the Library.
- 1.4.3 Library Board meeting dates and approved minutes of Board meetings will be posted on the Library website along with the names of Board members and their respective positions on the Board.

	General	
	1.5 Protection of Privacy	
Effective:	December 2009	Revised: June 2015
Next Review:	2020	

- 1.5.1 In accordance with the British Columbia *Freedom of Information and Protection of Privacy Act*, all library users have a right to privacy and confidentiality regarding the collection of personal information and the use they make of library facilities, collections and web sites.
- 1.5.2 Personal information related to registration and circulation records will not be divulged voluntarily except to that library user or where required by law.
- 1.5.3 The Library may store information in the patron database where, in its opinion, the information is required to answer Library user questions or to monitor possible abuse of the Library borrowing policy.
- 1.5.4 The Library will keep no record of questions answered that are linked to a specific Library user's name. Work notes used in answering the question will be divulged only to other Library employees involved in working on the same question.
- 1.5.5 When a Library user visits the Library's web site, information collected is used only to measure the number of visitors to different areas of the site.
- 1.5.6 Personal information about a child will be released only with the written approval from the parent or legal guardian, or where required by law.
- 1.5.7 All information related to a Library user may only be used by Library employees working within the scope of their duties.
- 1.5.8 In accordance with provincial legislation, the Library is free to release relevant information to other libraries or companies acting on the

- Library's behalf for the collection of Library property, unpaid fees, or other charges.
- 1.5.9 Library user addresses and phone numbers stored in the Radium Hot Springs Public Library database may not be given or sold to other organizations, and may only be used for Library-only mailings when appropriate.
- 1.5.10 The Library will honour a court subpoena requesting release of personal information of a Library user.
- 1.5.11 This policy is interpreted to include, but not restricted to, maintenance of privacy of the following information and transactions:
- all records identifying the names or ID numbers of Library users
 - all records identifying material the Library user currently has out
 - all records identifying Library user overdue material can be used only for the retrieval of that material
 - all reference questions
 - all interlibrary loan transactions
 - all holds placed, trapped, or held
 - all online searches and their results
 - all suggested purchases of Library material submitted by Library users
 - all information pertaining to the identity of anyone conducting research on a particular subject
 - any information pertaining to the borrowers of reference material.
- 1.5.12 The same standards for protection of privacy apply to staff as to users of the Radium Hot Springs Public Library.

	2. Library Board	
	2.1 Code of Ethics	
<i>Effective:</i>	June 2016	<i>Revised:</i>
<i>Next Review:</i>	2020	

All members of the Radium Hot Springs Public Library Board are governed by the *BC Library Act* and the Radium Hot Springs Public Library policies.

Code of Ethics

- 2.1.1 Members of the Library Board are guardians of a public trust and have a legal and moral obligation to carry out their duties in a responsible manner.
- 2.1.2 A Library Board member is expected to ensure that the Public Library provides relevant, comprehensive and efficient service to the community that supports it.
- 2.1.3 It is the responsibility of each member of the Library Board to be aware of the current legislation and policies governing the library.
- 2.1.4 A Library Board member is expected to attend and participate actively in meetings of the Board and its committees.
- 2.1.5 A Library Board member is expected to read all documents, review all minutes, and be well informed about developments that are relevant to issues that may come before the Board.
- 2.1.6 A member of the Library Board is expected to speak positively, promote the Library, be receptive to new ideas and be a Library advocate.
- 2.1.7 A member of the Library Board will not be critical of fellow trustees or the Library Director.
- 2.1.8 A Library Board member will abide by the majority decisions of the Board.

- 2.1.9 Members of the Library Board recognize the integrity of their predecessors, associates, the Library Director and the merit of their work.
- 2.1.10 A member of the Library Board does not have special library privileges.
- 2.1.11 A Library Board member will show discretion in discussion of Library business outside the library. In-camera discussions will be retained in confidence and not discussed with anyone other than fellow Board members.
- 2.1.12 A Library Board member shall declare any personal conflicts of interest.

	Library Board	
	Structure and Governance	
<i>Effective:</i>	February 2010	<i>Revised:</i> June 2015, June 2016, July 2018
<i>Next Review:</i>	2020	

- 2.2.1 The Library Board, constituted according to the terms of the *BC Library Act* and consisting of members appointed by the Village of Radium Hot Springs Council and the RDEK, governs the Library.
- 2.2.2 The Library Board consists of an uneven number of members, not fewer than five (5) or more than thirteen (13), selected as follows:
- one (1) from the municipal council
 - up to two (2) appointed by the RDEK Board
 - the remainder from people who are residents or electors of the municipality.
- 2.2.3 The Library Director is the ex-officio Secretary of the Board. The Library Board can, however, appoint a recording secretary.
- 2.2.4 The Library Board has the power to determine and adopt policies for its own guidance and for the governance of the Library. These policies shall be in accordance with the *Library Act*.
- 2.2.5 The Library Board shall follow local, provincial and federal laws; municipal and regional bylaws relating to library service; understand and adhere to the *Library Act*; understand and fulfill legal responsibilities; abide by the *British Columbia Freedom of Information and Privacy Protection Act*; and ensure complete and accurate records are kept by the Library.
- 2.2.6 The Library Board prepares and presents a budget for the upcoming year to the Village and to the RDEK. The budget provides a detailed estimate of sums required by the Library Board to meet the ordinary expenses of maintaining and managing the Library.

- 2.2.7 The Library Board has exclusive control of funds provided for Library purposes from all sources, including:
- the Village and the RDEK
 - all money granted, donated, or bequeathed to the Library Board from any source
 - the revenue derived from money recovered for damage or loss of material belonging to or in custody of the Library
 - revenue generated from the sale of surplus material
 - all money received under agreement for library services.
- 2.2.8 The Library Board maintains regular accounts of all financial transactions and provides these for audit by the auditors of the Village of Radium Hot Springs.
- 2.2.9 The Library Board prepares an annual report of its doings, which it provides each year to the Village, the RDEK and the British Columbia Public Library Services Branch, and makes available to the public.
- 2.2.10 The Library Board promotes public library services to the community.

	Library Board	
	2.3 Role of the Board	
<i>Effective:</i>	June 2016	<i>Revised:</i>
<i>Next Review:</i>	2020	

- 2.3.1 The Board acts in a position of trust for the community and is responsible for the effective and ethical governance of the Library, and for supporting the work of the Library Director.
- 2.3.2 The Board is responsible for creating a mission and vision of Library service for the community by articulating values and principles, setting goals, developing effective governance policy, monitoring Library performance, and meeting provincial standards.
- 2.3.3 At all times the Board's officers will be the Chair and Vice-Chair.
- 2.3.4 The Board will recruit and employ a qualified Library Director and maintain an ongoing performance review process for the Library Director.
- 2.3.5 The Board will represent and promote the Library in the community and seek community support.
- 2.3.6 The Board will secure adequate funds to carry out the Library's program, assist in the preparation of the annual budget, and approve the budget.

	Library Board	
	2.4 Terms of Office	
<i>Effective:</i> June 2016	<i>Revised:</i>	
<i>Next Review:</i> 2020		

- 2.4.1 Under the terms of the service agreement, each RDEK area Board member is appointed for a two-year term and is eligible for reappointment up to a maximum of eight (8) years.
- 2.4.2 The Village of Radium Hot Springs appoints its Board representative each term (4 years) or at the discretion of Council. Other Village members are appointed for a two-year term and are eligible for reappointment up to a maximum of eight (8) years. Appointees must be residents or electors of the Village of Radium Hot Springs [Library Act, clause 5 (2)].
- 2.4.3 Any vacancy on the Board arising from any cause other than expiration of the term will be filled for the unexpired portion of the term only.
- 2.4.4 Upon termination of office, Board members will return items of a confidential nature, unpublished plans and programs for future development and items of a permanent nature such as manuals and keys.
- 2.4.5 The Village of Radium Hot Springs and RDEK staff will advertise vacancies for their respective representatives and accept applications for appointment to the Library Board. Staff members will review the applications in consultation with the Library Director and forward their recommendations to either the Village of Radium Hot Springs Council or the RDEK Board for approval and appointment.
- 2.4.6 In recognition of volunteer service rendered by departing Board members, the Library Board may authorize the purchase of a gift certificate (\$25.00 for a two-year term served to a maximum of \$50.00 thereafter), with a view to supporting local business.

	Library Board	
	2.5 Library Board Operation	
<i>Effective:</i>	June 2016	<i>Revised:</i>
<i>Next Review:</i>	2020	

- 2.5.1 A majority of all the trustees of the Board constitutes a quorum. A trustee is considered present if they are attending in person or via a real-time electronic medium.
- 2.5.2 If there is a quorum present, the meeting shall be called to order. If there is no quorum present after fifteen minutes from the appointed meeting time, the Chair may convene a meeting of the Committee of the Whole. This Committee shall follow the agenda and shall ratify any decisions made at the next meeting of the Board.
- 2.5.3 If neither the Chair nor Vice-Chair is present, the Library Director shall call the meeting to order and the members present shall elect an Acting Chair who has, during the meeting, all the powers of the Chair and is subject to all rules applicable to the Chair.
- 2.5.4 The current edition of Robert's Rules of Order shall be the procedural authority for governing meetings of the Board.
- 2.5.5 Should a Board decision be required and it is not possible to call a meeting, the Chair may conduct a poll of the Board by telephone or electronic mail in order to arrive at a decision. The decision shall be ratified at the next Library Board meeting.
- 2.5.6 If a trustee is unable to be present, the trustee may submit a written submission regarding any item on the agenda in advance of the meeting to the Chair to be read at the meeting.
- 2.5.7 Decision shall be by majority vote of those members present and voting.
- 2.5.8 Board members are responsible for understanding and identifying potential situations in which conflicts of interest might arise. Board

members have a duty to declare possible conflicts before the onset of discussion on any given issue or agenda item.

	Library Board	
	2.6 Library Board Development	
<i>Effective:</i>	June 2016	<i>Revised:</i> July 2018
<i>Next Review:</i>	2020	

- 2.6.1 The Library Board recognizes that informed trustees are vital for the Library's responsible governance.
- 2.6.2 The Library Board will maintain active membership in the British Columbia Library Trustees Association and other trustee-related associations at the discretion of the Chair.
- 2.6.3 All trustees will receive an in-house orientation at the start of their term including but not limited to the following: tour of Library; overview of Library policy, recent Board minutes, Board calendar, Board roles and responsibilities, website, programs, services, and current Library statistics; provincial priorities for current year; specific issues and recent work regarding financial oversight and legal obligations; issues before the Board for consideration or advisement; key partners; advocacy and community engagement plans; key messages locally and provincially; trustee role in telling the Library's story and being a champion of the Library; attending community and Library events; current library trends and issues; and current strategic plan.
- 2.6.4 Library Board members are encouraged to pursue activities that will enhance their ability to perform their duties, and bring to the Library information and ideas gained from programs and contacts, such as the BC Libraries Conference and BCLTA Trustee Orientation Program sessions.
- 2.6.5 Expenses incurred while a trustee is engaged in approved development activities are reimbursed per the expense claim policy.
- 2.6.6 When a subsidy from another agency is available for the attendance of meetings, seminars, conventions, conferences and other events, the

Library Board shall reimburse the trustee the difference between the subsidy and actual expenses.

2.6.7 The Library Board shall perform an annual evaluation that may include a review of:

- the Library's strategic plan
- the Library Board's activities.

	Library Board	
	2.7 Board Succession Planning	
<i>Effective:</i> May 2020	<i>Revised:</i>	
<i>Next Review:</i> 2021		

An effective Board is comprised of people who collectively have the knowledge, the skills and background necessary to govern with excellence and to lead the library in the realization of its vision. This policy sets out the requirements for recruiting Board members and planning for board succession.

2.7.1 The Library Board recognizes that the BC Library Act requires that the council appoint Library Board members. To support the appointment process, the Library Board will collaborate with Council and the RDEK on a preliminary selection process in accordance with Policy 2.4.5.

2.7.2 On an annual basis, the Library Board will:

- a) undertake a review of the Library Board's effectiveness in governing and accomplishing the strategic plan
- b) solicit input from the Library Director
- c) match the Library Board's needs with the expertise and interests of the current members and identify the gaps that will need to be filled

2.7.3 Six months before the end of each Library Board member's term, the Library Board will:

- a) identify suitable candidates and solicit their willingness to serve through a recruiting effort
- b) inform the potential candidates recruited of the imminent appointment process

2.7.4 Immediately prior to the end of Library Board member's term, the Library Board will:

- a) request that the departing Library Board member turn over all documentation developed or accrued during their tenure with the Library Board

- b) transfer the responsibility for Library Board duties held during their tenure to a remaining Library Board member

2.7.5 Potential candidates will be provided with briefing materials and information about Library governance and services, which may include:

- a) information on the Library's vision, mandate, and values
- b) a copy of the current strategic plan
- c) information on the role, structure, code of conduct and function of the Library Board
- d) an introduction to the BC Library Act
- e) a tour of the library
- f) copies of any other relevant Library documentation

2.7.6 Names and positions of new Library Board appointments will be provided to the Village of Radium Hot Springs Council.

Board Succession Planning Implementation Process

Identification of Suitable Candidates and Recruitment

Recruitment strategies must address the major issues facing the Library and the community. Progress can only happen if the Library Board renews itself and ensures that members who value the Library and the principles for which it stands are appointed to the Library Board.

There are several things that the Library Board should do to help the Village of Radium Hot Springs Council and the RDEK make good decisions about the appointments to the Library Board.

- a) Clearly defines the knowledge, skills, and experience required in Library Board members
- b) Get the message out to the community about the opportunity to serve on the Library Board, accentuating the benefits and opportunities that come with being a member of this group

Defining the Knowledge, Skills, and Experience Required

The *BC Library Act* specifies the basic requirements that must be met before a person can be considered for the Library Board. Beyond these basic requirements, various publications have suggested that an effective Library Board member have the following qualities:

- concern and pride for the community
- firm connections and affiliations with the community
- conviction that the Library is uniquely important to the life of the community
- ability to approach problems and people with an open mind
- courage to resist pressures which interfere with the community's democratic right to library materials and service
- time and energy to commit to Library Board duties

John Carver, a noted specialist on Board governance, lists five qualifications for Board members:

1. commitment to the ownership and the specific mission area
2. propensity to think in terms of systems and context
3. ability and eagerness to deal with values, vision, and the long term
4. ability to participate assertively in deliberation
5. willingness to delegate, to allow others to make decisions

A Board members' job is not an easy one. A good potential Board member keeps overall goals in mind. They will also have a sense of accountability to the whole community and be enthusiastic about working towards a vision. They must understand the long-term nature of many of the Library's goals and maintain the commitment to move vision to reality without being distracted by issues that are the responsibility of Library Director.

In recruiting new Board members, the Library Boards should beware of potential candidates motivated by personal issues or concerns. Using an appointment on the Library Board to further one's personal agenda is contrary to the best interests of the entire Library Board.

Recruiting Potential Library Board Members from the Community

There are three recommended steps in the recruitment of potential Library Board members from the community: search for potential members, define the commitment, and encourage applications.

Search for potential Board members. Determining the type of individual you want to sit on the Library Board will lead naturally to suggesting names to fill the vacancies. Identify these individuals and invite them to attend a board meeting as “observers”. Where will you find such people? Many are already sitting on other community Boards or are active in various service organizations or clubs. Perhaps they are also library patrons.

Define the commitment. In seeking potential Board members, it is important to provide adequate background information about Board member roles and responsibilities and the time commitment for meetings and other activities. Being specific about the skills required and fully describing the Library’s mission and the principles are noted needs from those looking for Board appointments. Once this information has been compiled it is possible to seek applicants.

Encourage people to apply. Communicate with known and unknown candidates in a variety of ways. Advertising through the media (i.e., newspapers, social media), websites, information sessions, and individual conversations simultaneously is an effective way to garner interest within the community. Stressing the benefits and opportunities that come with participation on the Library Board is key.

	3. Finance	
	3.1 General	
<i>Effective:</i>	December 2009	<i>Revised:</i> August 2015, July 2018
<i>Next Review:</i>	2020	

- 3.1.1 All Board members, employees and volunteers shall be governed by the provisions of this Policy.
- 3.1.2 All cheques and/or EFT's require the signature and/or online approval of any two (2) of the Board members that have been approved as signing authorities at the Library's financial institution. The Library Director cannot be one of the approved signatories.
- 3.1.3 The Cheque Register report issued since the *last* Board meeting should be approved by the Board at the subsequent meeting, if available from the Village staff at the time of the meeting, and entered into the minutes.
- 3.1.4 All purchases over two hundred fifty dollars (\$250) must be approved in advance by the Board.
- 3.1.5 All other financial documents should be signed by any two (2) of the Board members, generally the Chairperson and Treasurer.
- 3.1.6 Originals of all financial documents, invoices, correspondence, reports, grants, etc. should be forwarded to the Village office for scanning and filing.
- 3.1.7 Monthly Bank Reconciliations provided by the Village staff must be verified and initialed by the Treasurer.
- 3.1.8 When receiving cheques or cash at the Library or at Book Sales, the amount must be entered on the "Revenue Summary" sheet and double initialed by the Library Director or Board Member as well as one other person before being passed on to the Village staff for deposit.

- 3.1.9 An official receipt shall be issued for donations (upon request).
- 3.1.10 Gas mileage and meal per diem paid to Board members and the Library Director is based on the mileage rate paid by the Village.
- 3.1.11 Credit card purchases listed on the credit card statement first need to be matched to the corresponding invoices after which the Village staff will pay the reconciled amount through EFT transfer.
- 3.1.12 Agendas and minutes shall be scanned as PDF files and saved electronically on the Village of Radium's server. Any other important financial documents shall also be filed electronically, as much as possible.
- 3.1.13 At every month end, the Library Director will email a copy of the Book Tracking Excel spreadsheet to the Village staff so that these assets (books) can be properly accounted for.

	Finance	
	3.2 Capital Assets Policy	
<i>Effective:</i>	March 2010	<i>Revised:</i>
<i>Next Review:</i>	2020	

3.2.1 To qualify as a Capital Asset, the purchase price of the item must be \$50.00 or more (books not included).

3.2.2 Useful life of the Assets:

New books: 10 years

Donated books: 8 years; only books with an 80% or more assessed condition will be accepted for cataloguing.

Computers: 5 years

Software: 5 years

Shelving: 15 years

Book Supports: 15 years

Furniture: 15 years

Office Equipment: 5 to 10 years, depending on the item

Other: 5 to 10 years, depending on the item.

3.2.3 Inservice Date:

All Assets to be depreciated from January 1st of the purchase year.

3.2.4 Asset Disposal:

If there is a physical asset that requires disposal, contact the Treasurer prior to any action.

	Finance	
	3.3 Donations	
<i>Effective:</i>	June 2016	<i>July 2018</i>
<i>Next Review:</i>	2020	

- 3.3.1 The Library Board welcomes gifts of money and in-kind material and supports that assist in the delivery of quality service to the community.
- 3.3.2 Any conditions attached to donations of money or other assets to the Library are subject to established policy and procedures, or are approved by the Library Board on a case-by-case basis.
- 3.3.3 Donated material becomes the exclusive property of the Library. The Library reserves the right to refuse the donation of any unsolicited gift.
- 3.3.4 Upon acceptance of a gift, the Library Director or designate exercises final authority over the inclusion, placement, location, circulation, display, and withdrawal of any donated item.
- 3.3.5 Donors will be issued tax-deductible receipts by the Library Treasurer for gifts that fall within Canada Revenue Agency guidelines. Tax receipts for in-kind gifts of books or other donations will be provided upon request if the material is in excellent condition, meets selection criteria, and is less than two (2) years old. Older material must be accompanied by a valuation in writing (at the donor's expense) by a recognized authority.
- 3.3.6 **Donations to the Collection**
Donations of materials for the collection will be evaluated in accordance with the criteria that govern the acquisition of purchased material.

Acceptance of donated material does not mean the Library will add the material to the collection. The Library will either sell books and materials not selected for addition to the collection at a book sale or dispose of them as it sees fit.

Donations of materials that are accepted for addition to the collection will be interfiled with regular collection material.

3.3.7

Recognition

Recognition, and the form of recognition, is at the discretion of the Board. The purpose of the recognition program is to thank donors, to encourage others to give, and to build positive long-term relationships between the Library and its donors.

Recognition may be in the following forms:

- A verbal “Thank you”
- A personalized letter of thanks with a receipt from the Library Director
- Upon request, bookplates will be placed in bequests, memorials, gifts of new collection materials, or in collection material purchased with a monetary donation
- Other.

	4. Selection of Materials	
	4.1 Preamble	
<i>Effective:</i>	October 2009	<i>Revised:</i> June 2015
<i>Next Review:</i>	2020	

- 4.1.1 The success of a democracy is dependent on the full range of human ideas being accessible to all members of the community. Proponents of various points of view must be able to fully explore, express, and communicate their points of view. These principles are guaranteed in the *Constitution Act*, Part I, Canadian Charter of Rights and Freedom. This charter protects the free expression of ideas and the private reading rights of individuals. Further, the Canadian Library Association Statement on Intellectual Freedom asserts that all persons in Canada have this fundamental right.
- 4.1.2 The Library plays a key role in the realization of this democratic ideal by offering access to a marketplace of ideas that is diverse and inclusive. For this reason, the Library collection will be selected and maintained so that it enables each person to find the Library materials and information that he or she wants according to his or her free choice. The collection, taken as a whole, will be an excellent and unbiased source of information and will include as wide a selection as possible.

	Selection of Materials	
	4.2 General Criteria	
<i>Effective:</i>	October 2009	<i>Revised: June 2015, July 2018</i>
<i>Next Review:</i>	2020	

- 4.2.1 Materials in any format, whether donated or purchased, will be examined and evaluated in terms of the following guidelines. These guidelines apply to the entire Library collection, including adult, children's, and audiovisual materials.
- 4.2.2 Materials are considered for selection in terms of the following criteria:
- Popular demand and current trends
 - The importance of the author/creator
 - The suitability and durability of physical form for Library use
 - The relationship of the item both to the existing collection and to other material on the subject; also the uniqueness of the item's content
 - The present and potential relevance of the material to community needs
 - Recommendations for purchase from the public
 - The attention of critics, reviewers, and media
 - The cost of each item considered in relation to its contribution to the overall development of the collection
 - Materials will be selected to include both of Canada's official languages and languages which reflect the diverse linguistic and cultural heritage of the community. The same principles of selection and intellectual freedom will apply to these materials.
- 4.2.3 An item need not meet all of the above criteria in order to be acceptable.
- 4.2.4 Material that has been adjudged illegal by the courts will not be acquired nor retained.

- 4.2.5 Donated materials will not be accepted in the Library's collection with the following conditions: yellow pages, torn covers, weak spine, bad smell, or water damage.

	Selection of Materials	
	4.3 Reconsideration of Materials	
<i>Effective:</i>	October 2009	<i>Reviewed:</i> June 2015
<i>Next Review:</i>	2020	

- 4.3.1 Patrons who object to materials located in the Library collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at the Library.
- 4.3.2 The Library Director will communicate decisions made about challenged materials to the originator of the request upon the completion of a formal review.
- 4.3.3 If the individual or group disagrees, or is not satisfied with the decision of the Library Director, they may make a further request for the reconsideration to the Library Board.
- 4.3.4 The Library Board's decision will be final.

	Selection of Materials	
	4.4 Community Information	
<i>Effective:</i>	April 2021	<i>Reviewed:</i> April 2021
<i>Next Review:</i>	2023	

- 4.4.1 The Library recognizes the important role it plays in displaying and providing access to community information.
- 4.4.2 The Library does not participate in partisan politics or take an advocacy role on issues unrelated to the Library.
- 4.4.3 All materials posted or displayed are subject to prior approval of Library staff. The Library reserves the right to refuse or accept any materials submitted and to remove them at any time.
- 4.4.4 The community bulletin board is strictly for non-profit community services. Any religious, ideological or partisan materials will not be accepted.
- 4.4.5. Petitions and leafleting are not permitted in the public areas or inside the library building.
- 4.4.6. Any materials that contravene Canadian Law will not be accepted.

	5.Services	
	5.1 Programs	
<i>Effective:</i>	July 2018	<i>Revised:</i>
<i>Next Review:</i>	2020	

- 5.1.1 The Library offers a wide range of public programs as part of its normal service to the community. The programs are designed to fulfill one or more of the following functions:
- Actively encourage the benefits of reading and promote literacy
 - Provide an alternate format for communicating information and ideas
 - Highlight and encourage the use of particular parts of the collection or promote the Library as a resource centre for further exploration of issues
 - Actively assist the public in discovering the resources that pertain to their needs and interests
 - Meet the needs and interests of the community
 - Provide effective publicity so that potential users are attracted to the Library and so that community awareness of and support for the Library is increased.
- 5.1.2 The Library utilizes staff expertise, collections, services and facilities in developing and delivering programming. As part of this development, the Library may draw upon other community resources in developing programs and actively partner with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Presenters do not usually receive a fee or travel expenses, but exceptions may be made with the approval of the Board prior to the program.
- 5.1.3 Programs may be delivered within the Library building or, as part of outreach initiatives or partnerships, in other suitable locations within the community.

- 5.1.4 Programs are not used for solicitation, recruitment or any activity that contravenes municipal, provincial or federal laws. Any sales of products at Library programs must be approved by the Library and benefit the Library.
- 5.1.5 External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library. The Library determines how logos and other branding items from partner organizations appear on information presented during a program.
- 5.1.6 Programs will be selected by Library staff. The public is encouraged to suggest topics for future programming or changes to existing programs. These suggestions will be considered in light of the programming criteria, Library resources and funding.
- 5.1.7 Programs organized by the Library are open to the public, but when necessary, numbers may be restricted and registration required.
- 5.1.8 The Library may charge fees to recover costs associated with planning and implementing programs.
- 5.1.9 Programs will be evaluated to determine their value in the array of services offered by the Library
- 5.1.10 Reference made in programs to any specific products or services does not necessarily constitute or imply its endorsement or recommendation by the Library. The activities, beliefs or opinions of the speakers expressed in the program do not necessarily state or reflect those of the Library.
- 5.1.11 The Library endorses the Canadian Library Association's Position Statement on Intellectual Freedom and recognizes that some programs may have controversial content in order to ensure public access to all sides of an issue. The Board takes no position on the views, ideas, or opinions of program content.

	Services	
	5.2 Public Computer Access	
<i>Effective:</i>	July 2018	<i>Revised:</i>
<i>Next Review:</i>	2020	

- 5.2.1 The Library provides public computer and Internet access as a complement to its material collections, other information resources, and to enhance access to electronic services, for informational, educational and recreational purposes.
- 5.2.2 The Library endorses the Canadian Library Association's Statement on Intellectual Freedom and believes that the freedom of access to information is vital to the health and development of a democratic environment.
- 5.2.3 The Internet is an unregulated, worldwide network of computers to which information is uploaded from a vast variety of sources. As such, it contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive. Some information found on the Internet may not be accurate, complete or current. Users must assess for themselves the validity of the information found.
- 5.2.4 Access to Computer Resources
- Computer resources encompass all components of computer workstation equipment, software and software licenses, and connectivity to the Internet.
 - The Library will provide access to computer resources and the Internet to members of the public.
 - To ensure equitable access for all users of computer resources, the Board may set limits such as the amount of access time per session.
 - Computer workstations will have office productivity software so users can create, edit and save personal documents to an external storage device, and software to access the Internet and various online resources.

- Access to the computer resources is provided on an as-is and as available basis. The Library cannot guarantee the performance, security, confidentiality or availability of these resources, or that they will meet the specific requirements of a user.
- In keeping with the Library's commitment to provide age-appropriate material for children in a safe and welcoming environment, public computers designated for use by children are equipped with commercial filters. The Library cannot guarantee that the filters will block all objectionable sites. The Library respects the parent or guardian's responsibility to determine which resources their child will access.
- Staff will support users in the effective, efficient and responsible use of public access computers, particularly in cases where mechanical or network problems arise. Workshops and training sessions on computer and Internet use may be offered from time to time.
- The Library will not be liable for any direct, indirect, incidental or consequential damages sustained or incurred in connection with the use of this service.

5.2.5 User Responsibilities

- Public computer users are responsible for obeying the laws of Canada and the Library's policies. They must respect copyright law and intellectual property rights, and not use computers for illegal, actionable or criminal purposes.
- Public computers are situated in public areas shared by Library users of all ages, backgrounds and sensibilities who may see content being viewed by users. Users should respect and consider others when accessing the Internet in accordance with this environment.
- Users are responsible for treating computer resources with respect and care to ensure that all individuals can enjoy equitable access to all Library resources.
- Public computers will only contain software owned by or licensed to the Library. Users may not alter, tamper with or damage the Library's computer resources.

- Users are responsible for all their activities on the Internet, recognizing that it is not a secure medium and that third parties may be able to obtain information about users' activities. The Library assumes no responsibility for the security and privacy of on-line transactions.
- Users who request printing via the library email service do so at their own risk. The Library will print the items requested and delete immediately. The Library will not be liable for any direct, indirect, incidental or consequential damages sustained or incurred in connection with the use of this service.
- Users are responsible for the correct use of computer resources to maintain their own privacy and security. Users are responsible for any losses or damage sustained either directly or indirectly as a result of their use of computer resources.

5.2.6 Consequences of Misusing Resources

- Library staff is entrusted with the obligation to ensure that all rules of public computer access, and other policies, are followed. Staff will advise users of appropriate conduct as required and state the consequences of continuing or repeating the inappropriate behaviour.
- Library staff may call the police for assistance in situations where there is a contravention or perceived contravention of the law.
- Any person violating the Library's public computer access policy, or other policies, risks suspension of Library privileges, exclusion from the Library for a period of time, banning and/or prosecution.

	6 Memberships	
	6.1 Residents	
<i>Effective:</i>	October 2009	<i>Revised: June 2015, June 2016</i>
<i>Next Review:</i>	2020	

- 6.1.1 All residents and/or property owners of the Columbia Valley Sub-region, which includes Electoral Areas F and G, Village of Canal Flats, District of Invermere, and Village of Radium Hot Springs may obtain a Resident Membership without charge.
- 6.1.2 Proof of residency and/or ownership is required.

	Membership	
	6.2 Temporary	
<i>Effective:</i>	October 2009	<i>Revised: June 2015, June 2016, August 2021</i>
<i>Next Review:</i>	2023	

- 6.2.1 Temporary Memberships (valid for up to 4 months) will be given to temporary patrons for a fee of \$30.00. \$15 of this amount will be refunded upon the return of the Visitor Membership card.
- 6.2.2 Two pieces of formal identification will be required and recorded for all Visitor Memberships.
- ID proving permanent occupancy
 - Phone # required
 - Email address preferred but not required. (If not available an alternate contact is required)
- 6.2.3 Materials borrowed with a Temporary Membership will be limited to two items. One may be a new release item.
- 6.2.4 The above membership types are subdivided into three categories:
- Child: 0 to 12 years of age
 - Youth: 13 to 18 years of age
 - Adult: 19 years and older

	Membership	
	6.3 Patrons Under 19 Years of Age	
<i>Effective:</i>	December 2009	<i>Reviewed:</i> June 2015, December 2018
<i>Next Review:</i>	2020	

- 6.3.1 The Radium Public Library encourages children of all ages to frequent the Library and hope they find it a rewarding and inviting place. Our programs and resources are designed to encourage literacy and further educational learning.
- 6.3.2 Parents or guardians must provide contact information to enable a child or youth to get a membership. If the child or youth does not have a piece of traceable identification, the parent or guardian's identification shall be used.
- 6.3.3 The above requirement is waived for a youth between 16 and 19 years of age with proof that the youth no longer resides with the parent or guardian.
- 6.3.4 Responsibility for the use of the collections and services of the Library rests with the parent or guardian of the child or youth.
- 6.3.5 Despite our best efforts to create a safe public space, we cannot guarantee the safety of young children who are left unattended in the Library. A public library is not an appropriate setting for a child to be left unattended.
- 6.3.6 When children are left unattended, without a caregiver to occupy their time, they can become restless. Disruptive behavior can interrupt the normal operation of library business and negatively impact staff and other library users.
- 6.3.7 Staff cannot know or be held responsible if unattended children leave the building with a stranger.

- 6.3.8 Children ages 12 and under may not be left unattended by an adult in any part of the Library. If the children are found without an adult, staff will attempt to locate the parent or other caregiver. If parents or caregivers cannot be reached or are unresponsive, the Library will work with other agencies as needed.
- 6.3.9 The Library respects parental authority. Parents, legal guardians and caregivers assume sole responsibility for children ages 12 and under, when they are in the Library. They are responsible for both the behaviour of the child and their safety.
- 6.3.10 Library staff and volunteers will not assume the role of caregiver and are not responsible for caregiving duties, conflict resolution, or providing time and attention that prevents them from fulfilling their primary duties.
- 6.3.11 Children must be accompanied by a parent or caregiver at all times when attending Library programs. Adults who do not involve themselves directly in the program must remain in the building and must be visible when the program is over.
- 6.3.12 It is the responsibility of the parent or legal guardian to decide their own standard of acceptable materials for their families.
- 6.3.13 Because the Internet can be an unsafe place for children, the Library requires any child age 12 and under to have a parent and /or guardian's consent before using a public computer. Further, parents and/or guardians must monitor their activity.

	Membership	
	6.4 Information Collected from Patrons	
<i>Effective:</i>	October 2009	<i>Revised:</i> June 2015
<i>Next Review:</i>	2020	

- 6.4.1 The Library will not collect, use or disclose personal information, unless individuals have provided consent in accordance with the Library's privacy policy or where required or permitted by law. As a public body, the Library abides by the guidelines outlined in the provincial *Freedom of Information and Protection of Privacy Act*.
- 6.4.2 The Library collects the names and contact information of individuals for the purposes of:
- Issuing Library cards and identifying materials the cardholder currently has out on loan
 - Identifying and recording overdue material
 - Placing and tracking hold requests
 - Tracking recommendations for purchase
 - Tracking interlibrary loan transactions
 - Providing reference services
 - Informing people about Library programs and services
 - Fundraising
 - The administration and operation of Library activities in accordance with its mandate.
- 6.4.3 All records relating to member registration and the circulation of materials are confidential. No person or organization outside the Library may have access to them, with the exception of a collection agency for the purposes of tracking the Library's delinquent accounts.
- 6.4.4 The Library does not reveal or retain information about an individual's use of its computer resources.

- 6.4.5 The Library does not sell, rent or lease personal contact information stored in the Library's database to outside parties. This information may only be used for Library purposes when appropriate.

	Membership	
	6.5 Lost Membership Card	
<i>Effective:</i>	February 2010	<i>Revised: June 2015</i>
<i>Next Review:</i>	2020	

- 6.5.1 All patrons will be charged a fee to replace a lost or stolen membership card, as outlined below:

Replacement Membership Card Schedule

First loss	\$2.00
Second and subsequent losses	\$10.00

	7. Human Resources	
	7.1 Volunteers	
<i>Effective:</i>	July 2018	<i>Revised:</i>
<i>Next Review:</i>	2020	

- 7.1.1 Members of the public are encouraged to apply to offer their time and energy to support the Library. Volunteer application forms are available at the Library.
- 7.1.2 Volunteer activities support and complement staff activities to help enhance the quality of service and programs provided by the Library.
- 7.1.3 The Library Director is responsible for allocating volunteers to activities that require their help.
- 7.1.4 No employee shall be removed or displaced in favour of an unpaid volunteer.
- 7.1.5 Library staff will provide supervision and direction for volunteers. The maximum number of volunteers will depend on the ability of staff to support these activities within the context of their other duties and availability of volunteer tasks.
- 7.1.6 Volunteers must perform their assigned functions in the manner set by the Library. Those who do not do so are subject to having their names removed from the Library's volunteer list.
- 7.1.7 Volunteers will be informed of volunteer opportunities available with the Library.
- 7.1.8 Volunteers will be given a thorough orientation, regular assessments, appropriate training, and the proper tools to perform their tasks.
- 7.1.9 Volunteers are eligible to apply for paid positions.
- 7.1.10 The Board shall provide annual recognition for volunteers.

	Human Resources	
	7.2 Criminal Records Check	
<i>Effective:</i>	January 2021	<i>Revised:</i>
<i>Next Review:</i>	2022	

- 7.2.1 All employees and volunteers are required to have completed criminal record checks (CRC) in accordance with the Criminal Records Review Act (RSBC 1996) Chapter 86 (CRRRA). In acknowledgement of this legal requirement, all employees and volunteers who may come in contact with children, youth, and other vulnerable populations will submit to criminal record checks at personal expense, in accordance to the Criminal Records Review Act, as a condition of their employment or volunteer status.
- 7.2.2 CRCs are required of all employees and volunteers and will need to be renewed every five years. These records will be reviewed by the Library Director and will then be kept in confidential files with copies available to employees and volunteers upon written request.
- 7.2.3 Should a CRC ever be in question, the Library Director will assess the information provided to determine if an employment or volunteer role should be continued. Failure to comply with this requirement within three months of the review will lead to disciplinary action, up to and including role dismissal. The Library Director will notify the Board when these circumstances arise.
- 7.2.4 The disclosure of a criminal record will not necessarily preclude a candidate from an employment opportunity. The Library Board and Library Director will assess the information provided to determine if the conviction(s) are related to the intended employment or volunteer opportunity. The Library Board shall determine the relevancy of a confirmed criminal record and reserve the right to subsequently deny the applicant an employment or volunteer opportunity.

	Human Resources	
	7.3 Occupational Health & Safety	
<i>Effective:</i>	January 2021	<i>Revised:</i>
<i>Next Review:</i>	2022	

- 7.3.1 The Library operates under the WorkSafeBC Occupational Health and Safety regulations and will remain in compliance with the regulations.
- 7.3.2 All employees and volunteers of the Library have the right to work in a safe, respectful and healthy environment and to promote positive attitudes towards health and safety. The Library Board in conjunction with the Library Director is committed to providing and maintaining the necessary resources and working with employees to promote awareness of health and safety in the Library.
- 7.3.3 The Library Board and Library Director strive to ensure that employees and volunteers are educated, and procedures are developed and implemented in an effort to eliminate or minimize the risk of injury due to accident or violence in the workplace. The Library Board and staff will take a proactive approach to identify hazards and be responsive in implementing preventive actions.
- 7.3.4 Personal, discriminatory or sexual harassment of any nature will not be tolerated.
- 7.3.5 The Library Director has overall responsibility for the development of safe work practices and the provision of a safe work environment, equipment, training and supervision.
- 7.3.6 Employees and volunteers are responsible for learning and following safe work practices and reporting hazards to the Library Director.

	Human Resources	
	7.4 Respectful Workplace	
<i>Effective:</i>	January 2021	<i>Revised:</i>
<i>Next Review:</i>	2022	

- 7.4.1 The Library is committed to providing an environment in which employees, volunteers, contractors, and patrons are treated with respect and dignity and can contribute to a productive, inclusive, and professional atmosphere.
- 7.4.2 Bullying or other aggressive or demeaning behaviour towards others will not be tolerated. As defined by WorkSafeBC, bullying and harassment includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause the worker to be humiliated or intimidated. It excludes any reasonable action of an employer or supervisor relating to the management and direction of workers at the place of employment.
- 7.4.3 The Library will take reasonable steps to address the hazard by:
- a) Taking steps to prevent where possible, or minimize, workplace bullying and harassment
 - b) Developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment
 - a) Training and educating all employees to recognize the potential for bullying and harassment, to respond to bullying and harassment, and to follow procedures for reporting and dealing with incidents and complaints
 - b) The Library will provide an appropriate process to deal with complaints
- 7.4.4 All employees and volunteers are accountable for creating and sustaining a respectful workplace. The Library Director and Library Board have additional accountability for ensuring a respectful workplace. Employees that witness disrespectful behaviours have a duty to report these incidents.

	Human Resources	
	7.5 Patron Rules of Conduct	
<i>Effective:</i> January 2021	<i>Revised:</i>	
<i>Next Review:</i> 2022		

7.5.1 The Library encourages universal access to its resources and services.

7.5.2 To provide a safe and welcoming environment, every individual on Library premises is expected to conduct themselves in accordance with the following rules of conduct.

7.5.3 To ensure the safety of all, library patrons will:

- a) Act with consideration and respect toward other members of the public, employees, and volunteers
- b) Be careful and considerate of Library property
- c) Act lawfully and responsibly
- d) Dress appropriately, including wearing shoes and shirts
- e) Attend to personal belongings and do not leave belongings or garbage when departing
- f) Use furniture and equipment properly and only for the usual, intended purposes
- g) Use washrooms only for their intended purpose
- h) Leave the Library promptly at closing time or when instructed in an emergency.

Patrons are not permitted to:

- i) Take photographs or film on Library property without written permission
- j) Consume food or open beverages
- k) Bring animals into the Library, with the exception of service animals or animals present for special programs
- l) Post notices, flyers or brochures except in authorized locations and with prior permission.

7.5.4 Parents, guardians and caregivers are expected to adequately supervise and care for dependents under the age of 12 while on Library property and not allow them to create disturbances.

Note: The Library Director can use their discretion to waive this supervision requirement.

These rules of conduct have been established to ensure a positive experience for everyone using the Library. Violation of any of the rules may result in exclusion from the library, withdrawal of privileges, charges for damage and/or criminal prosecution.

	8. Lending	
	8.1 General	
<i>Effective:</i> October 2009	<i>Revised: December 2012, June 2015, July 2016</i>	
<i>Next Review:</i> 2020		

- 8.1.1 All patrons may borrow materials from the Library. Loan periods will be set as to provide reasonable and equitable access to Library materials, and to ensure the return of items.
- 8.1.2 The normal lending period for materials will be three (3) weeks.
- 8.1.3 If no holds have been placed on an item, it may be renewed two (2) times for an additional three (3) weeks each.
- 8.1.4 New release titles may not be renewed. Some exceptions apply.
- 8.1.5 This Library will mail out through Interlibrary Loans a number of books weekly. The number of books to be distributed will be at the discretion of the Library Director.

	Lending	
	8.2 Overdue Materials	
<i>Effective:</i>	October 2009	<i>Revised: August 2021</i>
<i>Next Review:</i>	2020	

- 8.2.1 Patrons will be notified of overdue items via email when they are 7 days overdue and again at 14 days overdue. If the title remains overdue after the two-week notice has been sent, and after a shelf-check has been completed, the patron will be contacted to discuss the reason for overdue items. Replacement cost of the item can be requested, and Library privileges may be suspended. Books belonging to other libraries will be set to lost by Radium Library staff in reference to the Overdue Report received weekly.
- 8.2.2 After six months, the item will be charged to the patrons account and the patron will be prohibited from borrowing until the item(s) have been paid for or returned.

	Lending	
	8.3 Lost or Damaged Materials	
<i>Effective:</i>	October 2009	<i>Reviewed:</i> June 2015, June 2016
<i>Next Review:</i>	2020	

8.3.1 Members are responsible for all material borrowed on their account. All patrons are liable for any charges on lost or damaged materials.

8.3.2 Members use the library's materials at their own risk. The library is not liable for any damages that may occur to non-Library material used in conjunction with Library material.

Replacements costs will be based on the purchase price of the specific lost or damaged item.

8.3.2 Patrons may replace the lost or damaged article themselves within two (2) weeks, or pay the replacement cost listed in the above schedule.

8.3.3 The library may freeze borrowing privileges if a patron has:

- More than \$25.00 in fees for lost or damaged books
- More than 15 items overdue

8.3.4 Library staff will consider requests to make arrangements for alternate ways to waive fees, other than the replacement cost of the item, associated with lost or damaged material on a case-by-case basis and reserves the right to refuse such requests

Patrons are responsible for any Library fees when requesting interlibrary loans.

	9. Collection Management	
	9.1 General	
<i>Effective:</i>	February 2010	<i>Revised:</i> June 2015
<i>Next Review:</i>	2020	

- 9.1.1 Collection weeding is a shelf-by-shelf and book-by-book review and withdrawal of certain materials in the Library's collection.
- 9.1.2 Due to limited shelf space, the Library will not be able to keep all purchased and donated materials. Materials get old and are no longer useful. Sometimes new materials do not circulate for years. Priority will be given to allocating shelf space to new purchases.
- 9.1.3 The Library's collection weeding practices will conform with the 'Weeding Guidelines' published by the Kootenay Library Federation.
- 9.1.4 The Library's collection weeding practices will generally follow the "MUSTIE" acronym. According to MUSTIE, remove materials that are:
- M**isleading or factually inaccurate.
 - U**gly (or damaged beyond repair).
 - S**uperseded by a newer edition or better source.
 - T**rivial: no discernible literary, scientific, or historical merit.
 - I**rrelevant to our community's needs and interests.
 - E**lsewhere: may be borrowed easily from another library.
- 9.1.5 When books with a *Radium Public Library* stamp are put in the 'For Sale' section, a 'Discard' stamp will be used. In addition, the barcode will be removed or covered with a black marker if removal will result in damage.
- 9.1.6 Due to limited staff, the Library will not weed the entire collection each year, but will weed portions of the collection each year on a rotating basis, beginning with Adult Fiction, as this is the most popular (and populated) section of our collection.

- 9.1.7 Titles will be retained on the shelves based on demand, literary merit, and quality of writing.
- 9.1.8 Duplicate copies will be removed from the shelf after 'best sellers' have become outdated. Where possible, the hard cover copy will be kept.
- 9.1.9 Some adult fiction titles might be removed after 4-5 years, except for series which will be retained for a longer period.
- 9.1.10 A selection of 'classics' will be retained only as space allows; worn copies will be replaced as newer, more attractive editions become available.

	10. Professional Development	
	10.1 Library Staff and Board Trustees	
<i>Effective:</i>	June 2016	<i>Revised:</i> August 2020
<i>Next Review:</i>	2020	

- 10.1.1 Professional development funds will be allocated to Library staff and Library Trustees in the yearly budget.
- 10.1.2 All expenses incurred relating to professional development will be paid in accordance with regulations in Policy 11 (Travel Expenses on Library Business).
- 10.1.3 Professional development funds may not accumulate from one year to the next.
- 10.1.4 The Library Director will account to the Library Board on an ongoing basis for expenditures of funds from the professional development funds in the yearly budget.
- 10.1.5 Following completion of the professional development activity, the Library Director or Trustee will provide a brief report of the highlights of that activity to the Board and any potential application to the Radium Hot Springs Public Library.
- 10.1.6 The Library Board will maintain active memberships in the British Columbia Library Trustees Association (BCLTA) and other trustee-related associations at the discretion of the Board.
- 10.1.7 Library Board trustees are encouraged to pursue activities that will enhance their ability to perform their duties and bring to the Library information and ideas gained from professional development programs and contacts. All trustees are encouraged to attend a BCLTA *Trustee Orientation Program* session (or participate in a TOP webinar) in addition to visiting the BCLTA website on a regular basis.

- 10.1.8 Library Board trustees will be supported in attending the BCLA/ BCLTA Annual Conference, upon confirmation of availability of funds.
- 10.1.9 Expenses incurred by trustees while attending meetings, seminars, conferences and events other than the BCLA/BCLTA Annual Conference will be reimbursed as per Policy 11 upon approval by the Board Chair and confirmation of the availability of funds.
- 10.1.10 If a subsidy from another source is available for trustees to attend meetings, seminars, conferences and other events, the Library Board shall reimburse the amount of the difference between the subsidy and the actual expenses incurred if funds are available.

	11. Travel Expenses on Library Business	
	11.1 Library Staff and Board Trustees	
<i>Effective:</i>	June 2016	<i>Revised:</i> July 2018
<i>Next Review:</i>	2020	

- 11.1.1 The Radium Hot Springs Public Library will reimburse the Library Director and Library Board trustees for out-of-pocket expenses incurred when they are on Library business. Library business includes Board meetings, presentations, workshops, conferences and other library-related events.
- 11.1.2 All travel by the Library Director and Library Board trustees to out-of-area workshops, meetings, et cetera must be pre-approved by the Library Board in order to receive reimbursement of expenses.
- 11.1.3 Reimbursement claims will be completed on the Travel Expense Voucher.

Types of Expenses

Transportation (receipts required)

Includes airfare, bus fare, train fare, taxi fare, ferry charges, and car rental fees.

Car travel will be reimbursed at the current Village of Radium Hot Springs rate per kilometre to the driver of a personal vehicle when attending Library-related functions. (No receipt is required for this type of travel.)

Where practical, Board and staff members should travel in shared transportation. When another organization is paying mileage, the Village of Radium Hot Springs will reimburse attendees the amount necessary to bring the total reimbursement to the current Village of Radium Hot Springs rate per kilometre.

Where the Library Director or trustee chooses to use a private vehicle in lieu of air transportation, payment shall be the **lesser** of the mileage from the Library to and from the meeting place and the combined total expense of airfare, mileage to and from home to the Cranbrook or Calgary airport, airport parking fees, transportation to and from the destination airport to hotel or meeting place, including tax and gratuity.

Meals

Meals consumed while away from home (and only those not provided at the meeting or included with registration fees) will be reimbursed at the current Village of Radium Hot Springs rate.

These allowances include applicable taxes and gratuities.

Lodging (receipts required)

Where possible, accommodation should be pre-booked at a guaranteed rate. When making reservations, the lowest available rate should be requested.

Reservations for room rates exceeding \$150.00 per night must receive prior approval by the Board.

A \$30.00 allowance will be paid when the Library Director or a Board trustee is staying with friends or relatives. (No receipt is required for this type of lodging.)

Miscellaneous Expenses (receipts required)

These expenses include course or convention registration fees, parking fees, necessary telephone charges, fax messages, Internet access, and courier charges.

11.1.4 Reimbursement Procedures

Two signing authorities review the expenditures (per the travel expense vouchers signed by the Library Director) prior to signing the reimbursement cheques.

The Library Director's travel expense vouchers must be authorized by a signing authority prior to a cheque being issued.

RADIUM HOT SPRINGS PUBLIC LIBRARY TRAVEL EXPENSE VOUCHER

NAME: _____

EXPENSE IN CONNECTION WITH: _____

(Name of meeting, course, conference, convention, or seminar)

(Date(s) and location)

TRIP FROM: _____

TO: _____

TYPE OF TRANSPORTATION (please list in detail): _____

TRANSPORTATION:

MILEAGE: _____ km @ \$0.50/km \$ _____

OTHER: _____ \$ _____

ACCOMMODATION:

Room charges and applicable taxes (**with receipt**) Room Rate \$ _____ x _____ days \$ _____

Private Accommodation (\$30.00/day) \$ 30.00 x _____ days \$ _____

PER DIEM:

\$50.00 (for travel within the RDEK – \$10 breakfast/\$15 lunch/\$25 dinner) x _____ days \$ _____

\$75.00 (for travel outside the RDEK – \$15 breakfast/\$20 lunch/\$40 dinner) x _____ days \$ _____

\$100.00 (for travel to Vancouver, Victoria or Calgary - \$20 breakfast/\$30 lunch/\$50 dinner)
x _____ days \$ _____

MISCELLANEOUS (WITH RECEIPTS) includes ferry charges, course or convention fees, parking fees, taxi and bus fares, car rental fees, necessary telephone charges, fax messages, Internet access and courier charges: \$ _____

SUBTOTAL \$ _____

LESS ADVANCE \$ _____

TOTAL \$ _____

SIGNATURE: _____

DATE: _____