

**THE VILLAGE OF CLIVE LIBRARY BOARD:  
TRUSTEE INFORMATION AND CURRENT POLICY HANDBOOK**

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***Note: "The Board" in all policies refers to The Village of Clive Library Board. Board members may be referred to as trustees or Board members.***

## **1. VOLUNTEERS**

The Board acknowledges the valuable contributions made by volunteers, both in the day-to-day operation of the Library and in the range of services and special events which can be offered.

The involvement and integration of volunteers in the library operation is the responsibility of the Librarian, in consultation with the Board.

The Board believes that in order to enhance the dignity and self-esteem of volunteers, they should be accorded the same rights and are expected to assume the same responsibilities as paid staff doing the same job.

Public acknowledgment shall be given for the work done by volunteers from time to time.

An honorarium shall be paid to volunteers who are asked by the Board to assume the duties of the Librarian. The amount paid, to be consistent with the declared salary for the position. This does not apply to the regular hours that a volunteer may usually work.

**Approved:** September 25, 2024

## **2. FINANCIAL POLICY**

Board members are responsible for keeping themselves informed about the financial situation/workings of the library.

- The Village of Clive Public Library Board shall conduct the financial affairs of the library with prudence and all good faith
- The Treasurer shall conduct the financial affairs of the library in accordance with the policies established by the Board.

Procedures:

1. All bills shall be paid within a thirty-day period
2. A record/copy of invoices/statements shall be kept on file. No bill will be paid without an invoice.
3. Expenses incurred on authorized Board business shall be reimbursed upon submission of receipts. (No expenses paid without a receipt)
4. The board shall receive, at each Board meeting, a financial statement. (Monthly summary and status report)
5. All ordinary bills to be paid by the Treasurer to within budgeted limits: all other bills will be taken to the Board for authorization. Any grant moneys spent will only be spent after the money has been received by the Treasurer.
6. Any action, taken by the Board, which involves a financial commitment or reimbursement, must be authorized by the Board.
7. A record of petty cash disbursements shall be kept. All deposits will be made in duplicate and kept on file.
8. All government reports and correspondence dealing with the financial affairs of the library shall be completed promptly. A record of any such reports shall be filed for further reference.
9. Members of the public shall have access to the Audited statement.

All library accounts are to have 2 joint signing authorities: Cheques are to be signed by the treasurer and one of two other authorized board members.

Note: Accounting record (ledgers) shall be kept indefinitely. All other record shall be kept for the legal limit of seven years.

**Approved:** September 25, 2024

### **3. Internet & Computer Use Policy**

The library will house three public internet access computers in the library. The library provides unfiltered public access to the widest variety of resources to all members of society. We uphold the principles of intellectual freedom and the public's right to know by providing people of all ages with access to information, which reflects all points of view. This may include resources that some may consider controversial or offensive.

**Children and Families:** The library does not act in place in loco parentis. Parents and guardians are responsible for supervising their children's access to all library resources, including the internet. Library staff will be pleased to provide information and advice to assist parents or guardians in educating their children on the safe effective use of the internet.

**Appropriate Use:** The library's computers are located in a public space shared by people of all ages and backgrounds. When using these computers, individuals are required to do so in a responsible manner that respects the rights and privacy of others. Any use of the internet which violates local, provincial, or federal laws including the Criminal Code and Copyright Act, or creates a hostile environment for others, is prohibited on all library computers. Chat lines and adult sites may not be accessed on our computers.

**Assumption of Risk:** Use of the library's internet service and wireless network is entirely at risk of the user. The library is not responsible for any damage to personal devices, loss of data, loss of confidential information or any other damages that may occur while using the library's internet service or wireless network. The library makes no warranty that internet content will be accurate, reliable or safe for any download or any other purpose.

The library's wireless network is a public, unsecured network. As with all public networks, users are at risk of having their information intercepted and viewed by others.

**Time Limits** Time limits on internet computers may be enforced at the discretion of library staff to ensure that all users have the opportunity to use internet resources.

**Failure to Comply** Failure to comply with the internet use policy may result in suspension of internet privileges and/or a request to leave the library. Continued violation may result in suspension of library privileges.

**Approved:** September 25, 2024

### **4. Use of Library Facilities/Hours of Operation**

The library room will be used by the general public during the regular library hours and library related meetings.

The community room is available for use by local organizations to provide programming or community services. The Community room can be rented by organizations or individuals as per the Community room rental contract.

The library may be used by the library staff and by the Board for their meetings.

The library will be a non-smoking facility.

The Clive Public Library hours are as follows: 26 hours /week.

<b>Tuesday</b>	<b>10:00am - 5:00pm</b>
<b>Wednesday</b>	<b>10:00am - 5:00pm</b>
<b>Thursday</b>	<b>11:00am - 6:00pm</b>
<b>Friday</b>	<b>1:00pm - 6:00pm</b>

**Approved:** September 25, 2024

## **5. Material to be Loaned, Memberships and Penalties**

Materials to be loaned by the Clive Public Library will be all books in the collection, excepting those designated and defined as reference books.

The Clive Public Library memberships are free, and will be automatically renewed each year. The computer system notifies members when memberships are payable. The penalty for overdue books will be .25 cents per day until the cost of the book is reached. Then it will be the cost of the book and a \$5.00 lost/processing fee as directed by Parkland Regional Library.

Inter-library loans will be assessed according to the current policy in place. Any library materials lost or damaged will be charged against the person who signs out the materials, as covered by the by-laws.

**Approved:** September 25, 2024

## **6. INTER-LIBRARY LOAN POLICY**

All "ILL" books will be tagged and include the due date. A grace period of 2 days will apply. Inter-library Loan books and Resource Sharing books overdue fines are: 25 cents per day. We will not waive these fines as the library will be paying them.

The Library staff will phone twice per overdue, then mail a letter containing a bill. One week after a letter has been sent, and then all members linked to the main number will be blocked until resolution has occurred. If no resolution has occurred within 30 days of the date of letter the staff will report to the Library Board to review membership rights.

THIS GUIDELINE HAS BEEN INTRODUCED AT:  
THE VILLAGE OF CLIVE PUBLIC LIBRARY AS PER THE REQUEST OF:  
PARKLAND REGIONAL LIBRARY SYSTEM

**THIS GUIDELINE WILL BE IN EFFECT AS OF JULY 1, 2001**

**Approved:** September 25, 2024

## **7. COLLECTION DEVELOPMENT**

The Library recognizes that many books and materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on its merits in relation to collection development and relevancy to the interests of readers.

Books and materials selected are available to any library patron, regardless of age.

The Board believes in the freedom of individuals and the right and obligation of parents and guardians to develop interpret and enforce their own code of values upon their household.

Selection will not be inhibited by the possibility that books and materials may inadvertently come into the possession of children.

*The library will follow and abide by the Freedom of Information and Privacy (FOIP) policy as required by the Government of Alberta Information Act.*

**Approved:** September 25, 2024

## **8. CONFIDENTIALITY OF USER RECORDS**

All employees and Board members must be aware at all times of the requirement and importance of “keeping in confidence” all matters of personal or confidential nature concerning library patrons and their transactions with the Library, and of Library business.

This includes not revealing details of borrowing transactions of as person to another person or agency as well as details of complaints, delinquent accounts, etc.

**Approved:** September 25, 2024

### **. a) COMMUNITY RELATIONS F.O.I.P.**

9.1 The library staff must be courteous and friendly and the patron always has first priority.

9.2 Clive Municipal Library and its board and staff are subject to the Freedom of Information and Protection of Privacy Act (FOIP). Library records that can be shared with the public under this act should be available to them. In general, records that identify specific individuals may be subject to the privacy provisions of the act.

9.3 Periodically the library submits to local newspapers lists of new books and details of events happening in conjunction with the library.

9.4 The board supports public relations expenses for items such as library brochures and promotional activities such as open houses, door prizes, etc.

### **. b) CONFIDENTIALITY OF PATRON RECORDS**

Clive municipal Library and its board and staff are subject to the Freedom of Information and Protection of Privacy Act (FOIPP).

- A. All patron records will be kept confidential but may be shared with resource sharing libraries for the purposes of collecting fines and retrieving borrowed materials. When library members are registered, they will sign a card acknowledging that their contact information will be available to other libraries for these purposes.
- B. Patron records are stored in a single database for all Parkland Regional Library member libraries.
- C. Library board members, staff and volunteers will hold all personal information on staff and patrons (including patrons of any other libraries) in confidence. No records are kept of the frequency or content of visits to the library by specific patrons.
- D. Staff and volunteers are discouraged from discussing the reading habits of patrons.

**Approved:** September 25, 2024

## **9. COMMUNITY RELATIONS**

Community relations, including publicity and public relations, will be the responsibility of the Board and Librarians.

The Village of Clive Public Library will endeavor to:

1. Make governing leaders, civic officials and the general public aware of the library’s objectives and services to promote understanding of these goals and services.
2. Encourage active participation by people of all ages in the varied services of the library.
3. Staff the Library with courteous and efficient individuals.
4. Provide a comfortable, courteous atmosphere.
5. Provide programs and facilities for the public so that the public may come to regard the library as a center for educational and cultural activities.
6. Invite input from members of the community at large concerning evaluation of and planning for existing and potential programs and services. The Board recognizes that relations with the community are most effective if they are regular, consistent and persistent.

**Approved:** September 25, 2024

## **10. DONATIONS POLICY**

Donations of money will be accepted by the Board and will be placed in trust for the purchasing of library material and equipment. The donations will be used for special items not covered in the regular budget.

Donations of book materials will be placed in the regular collection on condition they are found acceptable and not duplicating existing materials. Some donations may be used as a fund-raiser - for the library by becoming part of our used book sales.

**Approved:** September 25, 2024

## **11. PURCHASING OF LIBRARY MATERIAL**

The purchasing of the library material and equipment will be decided by the Board and the librarian.

The librarian will endeavor to acquire materials in languages other than English if requested by a member of the public. Materials will be provided as they are made available to us through the Parkland Library System.

The librarian will acquire materials for persons unable to use the conventional printed material; upon availability as requested by the public.

The selection of materials purchased will be the responsibility of the librarian based upon requests from the general public.

**Approved:** September 25, 2024

## **12. GRIEVANCE PROCEDURES**

When any employee believes any condition affecting him is unjust or inequitable and wishes to present a grievance, the employee shall follow this procedure.

A problem related to safety shall not be considered a grievance and should be dealt with under the safety policy.

An employee filing a grievance is to continue work and to follow the instructions of the librarian until the grievance is settled.

Each step in the grievance procedure shall have a time of five (5) working days, unless otherwise defined.

A grievance shall commence with the steps outlined below:

### **STEP ONE:**

The employee shall present the grievance in writing to the librarian, and the employee and librarian shall use all reasonable efforts to solve the problem.

If the employee feels ill at ease in bringing the grievance to the librarian, it may be discussed with the chair. The chair may, if requested, accompany the employee in presenting the grievance to the librarian.

### **STEP TWO:**

If the problem cannot be resolved, the employee shall present the grievance, in writing, to the board. The librarian should also present a written report to the committee.

The librarian shall arrange a meeting for verbal presentations of both parties in the presence of each.

### **STEP THREE:**

The chair shall arrange a meeting for verbal presentations of all parties involved in the presence of each other. The chair shall, in writing, advise all concerned parties of the decision.

### **STEP FOUR:**

If the decision of the chair does not satisfactorily resolve the grievance, the grievance may be presented, in writing, to the board.

The committee shall arrange a meeting to hear all verbal presentations and shall render its decision in writing within two (2) weeks. The board decision shall be final.

Where a step is not available to an employee, the employee shall proceed to the next.

**CONFIDENTIALITY**

All information received during a grievance process shall be considered personal information and shall only be available to the griever, librarian, chair, and board.

**Approved:** September 25, 2024

**13. Working Alone Policy**

All employees and volunteers must adhere to the Working Alone Policy.

Float monies should be kept to a minimum in cash drawer and the balance stored in a second location. Checks must be made to ensure outside lights work. Employees and volunteers should be aware of who is entering the library. Use of the washroom should be monitored when possible. At closing time employees and volunteers are to make sure all patrons have left the premises and the building is locked and secure.

Any employee or volunteer-working alone in non-library hours must keep all doors into the library locked.

Employees and volunteers must make contact with family members every three hours while in the library alone. Emergency code is in place along with contact numbers.

Family members must have the contact phone numbers of the Head Librarian or designated alternate in case of an emergency.

If an employee or volunteer has reason to believe it is not safe for them in the building, they are to have a contact available to call for an escort from the Library or they are to call local law enforcement.

A contact list shall be kept at the Library with emergency contact numbers.

The Board is responsible for ensuring employees have easy access to a telephone while they are working alone in the Library.

If the employee or volunteer encounters an unsafe situation while working alone, the employee or volunteer is to immediately alert the Head Librarian, or the designated board member, if necessary, the local law enforcement.

If necessary, employees and volunteers are allowed to leave the premises for their own safety or to obtain assistance should an unsafe situation occur. However, before leaving, it is the responsibility of employee or volunteers to ensure all patrons are cleared from the Library. In any situation that would endanger the safety of an employee or volunteer, where possible, they are to flee instead of confronting an offender.

In confronting someone have a telephone in hand and possible a contact on the line. Employees or volunteers shall report to the chairperson, Head Librarian, if any serious situation occurs while they are working alone.

The employees and volunteers are expected to inform the Head Librarian of any safety concerns they may have with any of the reporting systems. Concerns deemed significant should be reported to the chair of the board.

**Approved:** September 25, 2024

**14. Violence and Harassment Policy**

The purpose of this policy is to ensure that:

- Individuals are aware of and understand that acts of violence or harassment are considered a serious offence for which necessary action will be imposed

**Definition**

- Threatening behavior- such as shaking fists, destroying property or throwing objects
- Verbal or written threats- any expression of intent to inflict harm

- Harassment- any behavior that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. This includes words, gestures, intimidation, bullying, or other inappropriate activities
- Verbal abuse- swearing, insults or condescending language
- Physical attacks- hitting, shoving, pushing, or kicking

**FORMS OF WORKPLACE VIOLENCE**

• Rumors	• Vandalism	• Psychological trauma
• Swearing	• Sabotage	• Anger- related accidents
• Verbal abuse	• Pushing	• Rape
• Pranks	• Theft	• Arson
• Arguments	• Physical assault	• Murder
• Property damage	•	•

**SOURCES OF WORKPLACE VIOLENCE**

• Fellow employees	• Customers	• Unauthorized intruders
• Supervisors	• Patrons/ students	• Outside contacts
• Managers	• Board members	•

Consequences

Violations of the policy may be subject to disciplinary action commensurate to the incident, up to and including dismissal and or indefinite suspension of Library privileges.

**Approved:** September 25, 2024

**15. BOARD ORIENTATION AND TRAVEL EXPENSES**

To ensure that new trustees will effectively participate in Board activities and will make informed decisions, there shall be a trustee orientation program. New trustees will be provided with a position description to outline the duties and responsibilities of the executive, committee and members of The Village of Clive Public Library Board.

To ensure that trustees have the opportunity to stay informed of current trends and to upgrade skill through continuing education, the Librarian will publicize programs, workshops and conferences offered by library associations, post-secondary institutions and community organizations that would be of benefit to library trustees.

The Board shall incur the expense of any conferences attended by Board members on behalf of The Village of Clive Public library, upon approval of the Board.

**Approved:** September 25, 2024

**16. INSURANCE AND SECURITY**

Insurance coverage of the building and contents will be under the jurisdiction of the administering Library Board.

Security of the Library portion of the building will be the responsibility of the Library Board.

**Approved:** September 25, 2024



## **17. COOPERATION WITH OTHER COMMUNITY AGENCIES**

In order to supply the community with diverse and valuable services the library will co-operate where possible with other community agencies.

**Approved:** September 25, 2024

## **18. SERVICE TO THE HANDICAPPED**

The Village of Clive Public Library shall endeavor to provide materials in other than conventional print, such as talking books and Braille in order to extend service to all members of the community.

The Clive Library facility has wheelchair accessibility on the west side of the building from the sidewalk facing 50<sup>th</sup> street.

**Approved:** September 25, 2024

## **19. STAFF POLICIES:**

- a. Library Manager Job Description p. 10-12
- b. Assistant Librarian Job Description p. 13
- c. Clerk Job Description p. 14
- d. Terms of Employment (Village of Clive and the Library board) p. 15-17

## Job Description

**POSITION TITLE:** Library Manager

**REPORTS TO:** Village of Clive Library Board and to the Parkland Regional Library Board

**POSITION SUMMARY:** Responsible for reference, for acquiring and circulating materials, for promoting the use of the library and its materials, manages all aspects of library operations, and works with regional library staff for the purpose of delivering cost-effective, quality public library service to public library patrons.

*The Library Manger is responsible for developing, promoting and supervising the library collection, programs and services.*

### **MAJOR RESPONSIBILTIES:**

#### **Reference and Resource Services**

- Assists library patrons in the use of the library and resources by answering reference questions, providing guidance in the use of library tools.
- Coordinates interlibrary loan activities by borrowing items from other libraries to supplement the library's collection and by processing requests for materials from other libraries.

#### **Collection Development**

- Consults with local organization to cooperatively select library materials
- Orders, receives, and evaluates new materials.
- Conducts regular inventories of the library's holdings and weeds the collections in a planned manner.
- Maintains accurate order files.

#### **Cataloguing and Processing Materials**

- Adds local book information to the regional database if someone else in the region already has the book. Requests that the book be catalogued by the Parkland Regional Library System if it is the first copy of the book in the region.
- Makes items shelf-ready by stamping, affixing labels, covering book jackets, etc. where appropriate.

#### **Circulation of Materials**

- Checks library materials in and out noting any fines or fees
- Shelves materials in an orderly fashion.
- Generates and fills holds requests.
- Generates overdue lists on Horizon.
- Repairs books and other materials where able.

## **Administration**

- Registers patrons for local library cards.
- If applicable, collects and records membership fees and fines.
- Maintains accurate records and statistics for acquisitions, circulation, reference, and interlibrary loan.
- Deals with correspondence and communicates with patrons, reference staff, and staff at the Parkland Regional Library System. Opening, reading and filing of all incoming mail, immediately drawing to the Board's attention matters of prime importance and replying as requested.
- Participates in the library's financial planning by managing the budgetary allotment and keeping financial records.
- Advise on the annual Budget and estimate of funds together with the Board;
- Organizing, printing and completion of monthly and yearly reports.
- Handle all sales and expenses related to petty cash.
- Supervises staff and volunteers where appropriate.
- Orders library supplies.
- Assists with fund raising activities where appropriate.
- Promotes both library and system services in the community.
- Manages all aspects of library service for the promotion of library service in the community
- Be aware of provincial library legislation and knowledgeable of local Board policies;
- Purchasing of office and computer supplies as needed.
- Other duties as necessary/assigned.

## **Other responsibilities:**

1. Be responsible for the cleanliness and orderliness of the library.
2. Attend workshops at the Board's discretion.
  - Submit relevant expense bills to the treasurer.
  - Summarize workshop content at next board meeting.
3. Help the treasurer with carrying out and recording financial transactions.
- 4 Attend board meetings and any extra meetings as requested by the board.
  - Prepare and present an oral report six times a year.
  - Bring to the attention of the board any patron concerns or requests.
5. Record hours worked and submit for payment monthly.

## **Staff Supervision:**

- To select and hire all Library staff and volunteers, subject to Board approval;
- To train, supervise and evaluate staff as required;
- To encourage Professional Development of staff;

**POSITION REQUIREMENTS:**

This position involves extensive use of office equipment and computer equipment.

- Grade 12 education and some computer training or experience.
- Training and/or experience in office procedures, including familiarity with accounting and bookkeeping procedures.
- Library training and/or experience.
- Familiarity with word processing and library software.
- Excellent communication, interpersonal, and organizational skills.
- Ability to assume responsibility and work independently.
- Ability to lift boxes up to 30 pounds (14.5 kgs.).
- Ability to contend with the stress of frequent and varied tasks.

Basic skills required to manage the library technology include the ability to load, operate, and manage basic trouble-shooting for the electronic resources available in the library; the ability to assist patrons in becoming competent at accessing and understanding various electronic information resources available in the library; and finding information on the internet and online library catalogues.

**Personal Qualities:**

- A flexible attitude, initiative, neatness, good communication and organization skills, desire and ability to work with volunteer staff;
- A courteous, welcoming, accommodating attitude when dealing with Board Members and Library Patrons.

The person filling this position must have the above qualifications and must demonstrate sufficient maturity and responsibility to carry out the designated duties to the satisfaction of the Board. The Library Manager will be assessed annually, in writing by the Board, and if concerns are found, reassessment will be done in three months. A current police record check is required and shall be maintained on file.

**Approved:** September 25, 2024

## Assistant Librarian Job Description

General Description: The Assistant Librarian reports to the Librarian. In the absence of the Librarian the Assistant Librarian will be responsible for Library operations.

### Responsibilities and Duties:

- Collection Development – Assists the Librarian with acquisitions, processing, weeding of books, magazines, movies, and the deletion of items.
- Programs and Services – Will help the Librarian with planning and implementing programs / fund raisers.
- Circulation and Reference – Perform all aspect of circulation including check –ins/outs, memberships and book drop. Performs reference duties including all aspects of customer service, answering the phone, phoning patrons about their overdue items, interlibrary loans, van run, mail, shelving books and computer assistance.
- Finance and Accounting – Accept and record monies coming into the Library.
- Professional Development – Encouraged to take any course, workshops or seminars when available.
- Public Relation – Assist in maintaining active public relations including: informing patrons of Library hours, programs, special events/programs. Be understanding, courteous and welcoming.
- Opening and Closing – Performs all opening and closing procedures. At closing ensures that all patrons are out of the Library, the bathroom is checked, and that all books are checked in. The Library should be clean and tidied ready for morning opening. All lights are off, the alarm is set, and all doors and windows are closed and locked.
- Manages – the day-to-day operations when the Head Librarian is not there.
- Library keeping - keeps the Library and washroom neat and tidy and clean, shelf reading,

### Education requirements:

- Grade 12

### Physical requirements:

- Lifting up to 14.5 kg
- Reaching and bending
- Stair climbing
- Exposure to dust

\*And other duties as assigned by the Library manager

**Approved:** September 25, 2024

## Clerk Job Description

General Description: The Clerk reports to the Librarian. In the absence of the Librarian and the Assistant Librarian, the Clerk will be responsible for Library operations.

### Responsibilities and Duties:

- Programs and Services – Will help the Librarian with implementing programs / fund raisers.
- Circulation and Reference – Perform all aspect of circulation including check –ins/outs, memberships and book drop. Performs reference duties including all aspects of customer service, answering the phone, phoning patrons about their overdue items, van run, mail, shelving books and computer assistance.
- Finance and Accounting – Accept and record monies coming into the Library.
- Professional Development – Encouraged to take any course, workshops or seminars when available.
- Public Relation – Assist in maintaining active public relations including: informing patrons of Library hours, programs, and special events/programs. Be understanding, courteous and welcoming.
- Opening and Closing – Performs all opening and closing procedures. At closing ensures that all patrons are out of the Library, the bathroom is checked, and that all books are checked in. The Library should be clean and tidied ready for morning opening. All lights are off, the alarm is set, and all doors and windows are closed and locked.
- Manages – the day-to-day operations when the Head Librarian is not there.
- Library keeping - keeps the Library and washroom neat and tidy and clean, shelf reading,

### Education requirements:

- Grade 10

### Physical requirements:

- Lifting up to 14.5 kg
- Reaching and bending
- Stair climbing
- Exposure to dust

\*And other duties as assigned by the Library manager

**Approved:** September 25, 2024

**TERMS OF EMPLOYMENT BETWEEN THE VILLAGE OF CLIVE LIBRARY BOARD AND  
LIBRARIAN**

The agreement made in duplicate the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

The person \_\_\_\_\_ shall be referred to as the Librarian throughout this document.

**TERM OF EMPLOYMENT:**

This contract shall commence on \_\_\_\_\_, 20\_\_\_. Thirty days notice shall be required for either party to terminate this agreement.

**HOURS OF EMPLOYMENT:**

The Librarian shall be paid for hours worked per week to a maximum of 20hours per week as well as 2 extra hours per month for errands, etc. outside of library hours. In-service shall be covered as approved by the board – usually the librarian receives hourly pay for the time spent at local workshops/conferences.

**SALARY:**

The rate of pay shall be \$\_\_\_\_\_/hour. After an initial period of three months a raise of .50/hour shall be implemented.

Personal leave may be arranged at the Boards discretion as necessary.

**RESPONSIBILITIES AND DUTIES:**

The board recognizes that the Librarian is the first contact with all clients. She/he should conduct themselves in a professional manner at all times.

The librarian will provide a report to the Board on ongoing activities at all Board meetings.

Any concerns should be addressed to the Chairman of the Library Board.

**DUTIES:** These are varied and should refer to the recent attached list as a guideline only.

This is most likely not to be a complete or current list.

**IN WITNESS WHERE OF** the parties hereto have executed this agreement as of the day and year first above written.

Signed by the Board Chairman in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
Witness  
Chairman

Signature of the Board

Signed by the Librarian in the witness of:

\_\_\_\_\_  
\_\_\_\_\_  
Witness

Signature of the Librarian

**TERMS OF EMPLOYMENT BETWEEN THE VILLAGE OF CLIVE LIBRARY BOARD AND  
ASSISTANT LIBRARIAN**

The agreement made in duplicate the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

The person \_\_\_\_\_ shall be referred to as the Librarian throughout this document.

**TERM OF EMPLOYMENT:**

This contract shall commence on \_\_\_\_\_, 20\_\_\_. Thirty days notice shall be required for either party to terminate this agreement.

**HOURS OF EMPLOYMENT:**

The Librarian shall be paid for hours worked per week to a maximum of 20hours per week. In-service shall be covered as approved by the board – usually the librarian receives hourly pay for the time spent at local workshops/conferences.

**SALARY:**

The rate of pay shall be \$\_\_\_\_\_/hour. After an initial period of three months a raise of .50/hour shall be implemented.

Personal leave may be arranged at the Boards discretion as necessary.

**RESPONSIBILITIES AND DUTIES:**

The board recognizes that the Librarian is the first contact with all clients. She/he should conduct themselves in a professional manner at all times.

**DUTIES:** These are varied and should refer to the recent attached list as a guideline only. This is most likely not to be a complete or current list.

**IN WITNESS WHERE OF** the parties hereto have executed this agreement as of the day and year first above written.

Signed by the Board Chairman in the presence of:

Witness:

Signature of the Board Chairman:

Signed by the Librarian in the witness of:

Witness:

Signature of the Librarian:



**TERMS OF EMPLOYMENT BETWEEN THE VILLAGE OF CLIVE LIBRARY BOARD AND  
CLERK LIBRARIAN**

The agreement made in duplicate the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

The person \_\_\_\_\_ shall be referred to as the Librarian throughout this document.

**TERM OF EMPLOYMENT:**

This contract shall commence on \_\_\_\_\_, 20\_\_\_. Thirty days notice shall be required for either party to terminate this agreement.

**HOURS OF EMPLOYMENT:**

The Librarian shall be paid for hours worked per week to a maximum of 20hours per week. In-service shall be covered as approved by the board – usually the librarian receives hourly pay for the time spent at local workshops/conferences.

**SALARY:**

The rate of pay shall be \$\_\_\_\_\_/hour. After an initial period of three months a raise of .50/hour shall be implemented.

Personal leave may be arranged at the Boards discretion as necessary.

**RESPONSIBILITIES AND DUTIES:**

The board recognizes that the Librarian is the first contact with all clients. She/he should conduct themselves in a professional manner at all times.

**DUTIES:** These are varied and should refer to the recent attached list as a guideline only. This is most likely not to be a complete or current list.

**IN WITNESS WHERE OF** the parties hereto have executed this agreement as of the day and year first above written.

Signed by the Board Chairman in the presence of:

Witness

Signature of the Board Chairman

Signed by the Librarian in the witness of:

Witness

Signature of the Librarian

## **20.Clive Library Movie Policy**

**Purpose:**

To provide a movie program to the general public.

**Statement:**

Providing off site free movies to the public in a family friendly environment.

- (1) The portion of any building used for public library purposes is open to any member of the public free of charge during the hours of opening that are advertised.
- (2) All children under the age of 10 must be accompanied by a caregiver 12 years of age or older.
- (3) Any person attending the program shall conduct his/her self so as not to disturb other users.
- (4) Any persons acting in an unruly manner will be asked to leave by the library staff member.
- (5) No outside food or drink will be allowed.
- (6) Movie ratings will be listed and it is the responsibility of the caregiver to decide if appropriate to attend.
- (7) Service groups will price and provide the food for the concession booth at their own discretion.

**Approved:** September 25, 2024

## **21. Programs Waiver**

### **Part 1- WAIVER OF LIABILITY**

By the act of signing this registration in the library program mentioned below, the undersigned /parent/guardian acknowledges and agrees that the instructor(s), staff, and Village of Clive Library Board, and the Village of Clive respectively shall not be liable for any injury (including death) or personal property loss or damage caused to the registered hereby as a participant in any activity sponsored or authorized by Clive Public Library.  
Program: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature of parent/guardian: \_\_\_\_\_  
Date and Year Signed: \_\_\_\_\_  
Signature: \_\_\_\_\_

### **Part 2- INTERVIEW/PHOTOGRAPHY/VIDEO CONSENT FORM**

The consent form must be used:

- When interviews are undertaken or when photographs or videos are taken by the media or an outside organization and when individual patrons are identified by name.
- When photographs or videos taken by the division where individuals patrons are identified and the material is to be used for purpose outside the library.

I hereby consent (Name of Child) \_\_\_\_\_  
▪ To be:            Photographed             Interviewed            Videotaped

The purpose of the interview, photograph, or videotape will be used to store historical information for the Clive Public Library, placement on the web page for informational purposes, used for acknowledgment of participation in program(s) or special events.

Date and Year: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

**Approved:** September 25, 2024

## **22. Censorship Policy**

### **Censorship**

The Clive Library is committed to upholding the principles of intellectual freedom and ensuring access to a diverse range of information resources for all patrons. Library staff and board members are entrusted with the responsibility of resisting any attempts by individuals or groups to censor materials within the library's collection.

### **Challenged Materials**

In the event of a complaint regarding library materials, the following procedure will be followed:

- The Library Manager will listen attentively to the patron's concerns.
- The patron will be provided with a "Request for Further Consideration of Library Material" form.

- The patron is required to complete the form in full, detailing their objections to the material.
- The Library Manager will review the completed form with the patron to ensure clarity and completeness.
- Challenged Material forms will be presented at the next board meeting for consideration.
- The board will respond to the complainant with a formal written response, defending the principles of intellectual freedom and professional responsibility.
- It is important to note that the responsibility for guiding a child's reading lies with the parent or guardian.

Request for Further Consideration of Library Material

Title: \_\_\_\_\_

Author/Artist: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Are you representing an organization? If yes, please specify: \_\_\_\_\_

Please answer the following questions. Please be specific; quote page numbers and use extra paper if needed.

What do you object to in this item?

\_\_\_\_\_

Did you read/view/listen to the entire item? \_\_\_\_\_

a) If no, which parts did you read/view/listen to?

\_\_\_\_\_

What do you feel might be the results of reading/viewing/listening to this item?

\_\_\_\_\_

What did you like or find positive about this item?

\_\_\_\_\_

For what age group would you recommend this item?

\_\_\_\_\_

What would you like the Clive Library to do about this item?

\_\_\_\_\_

In the place of this item, would you care to recommend other material that you consider to be of equal or superior quality for the purpose intended?

\_\_\_\_\_

\_\_\_\_\_

**Approved:** September 25, 2024

### **23. Use of the Honoraria Board Budget**

The Board will pay the registration fee for workshops and courses that a trustee attends with approval of the Board from the Honoraria Budget.

Any board member that has served on the Clive Public Library shall receive an annual gift of \$100.00 in recognition of their volunteered service.

The treasurer of the Board shall receive an honorarium of \$150/yr. in recognition of responsibility and service commitment.

**Approved:** September 25, 2024

### **24. Policy on recruitment process for Board members to The Village of Clive Library Board**

#### **Trustee Recruitment**

The Library Board will request application (s) for new board member(s.) Applications will be received by the Library Board and will be forwarded, without exception, to Village Council for appointment. The Board may accompany the application(s) with their comments or recommendations; however, the municipal Council will appointment board members

The recruiter(s) should not only supply information about the board and its operations, but also determine the interests, background and aspirations of the candidate with reference to the library and the board's needs, especially if a particular position is being recruited for. Once the board is satisfied that an individual can make a valuable contribution to the governance of the library, it should submit a recommendation to the municipal council.

**Approved:** September 25, 2024

### **25. DISPOSITION OF LIBRARY MATERIALS**

The disposition of library materials will be a responsibility of the Board and Librarian. It will be decided if they may be sold or given to another library or charity that can use them to better advantage.

**Approved:** September 25, 2024