

Houston Public LibraryPolicy Manual

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Access to information

1.1 Intellectual Freedom Statement

The Houston Public Library Association subscribes to the Statement on Intellectual Freedoms as approved by the Canadian Library association council on November 18, 1985:

All persons in Canada have the fundamental right , as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibility, to uphold these principles.

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Approved by: NB
Board Chair

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1.2 Free Access For Basic Library Service

The Houston Public Library Association supports free access for basic library service as stated in Section 46 of the Library Act (1996 Revised Statutes of British Columbia):

- 1) *A library Board must not charge for:*
 - a. *Admission to any part of the building used for public library purposes, or*
 - b. *Using library material on library premises*
- 2) *A library Board must allow residents and electors of any area served by the library Board to do the following free of charge:*
 - a. *Borrow library materials that are normally lent by the library and that belong to the prescribed categories of library materials.*
 - b. *Use reference and information services as the library Board considers practicable.*
- 3) *A library Board may charge fees for services not required to be provided free of charge under this section (ref. Section 6.2), including for the use of services described in subsection 2 by anyone who is not a resident or elector of an area served by the library Board (ref. Section 3.3).*

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Board Chair

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1.3 Access to Materials in Various Media and Formats

The Houston Public Library Association collects and makes available to the public informational, educational and recreational materials in a wide range of media and formats. This includes, but is not limited to: books and other printed material, CDs, DVDs, multimedia CD-ROMs, electronic databases and information accessible via the Internet.

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Board Chair

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1.4 Reference Service

The Houston Public Library endeavours to provide reliable, factual, statistical and directional information on demand. Library staff will also assist patrons in the best use of the library's collections to answer a broad range of educational and informational needs.

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Approved by: NB
Board Chair

1.5 Programming

In order to foster public awareness of the multiple resources of the library, the Houston Public Library offers the following programming:

- a) Mother Goose
- b) Toddler Time
- c) Story Time
- d) Book Club
- e) Summer Reading Club

as an investment in the development of the library's future patron base.

Other programming is dependent on funding and will be developed as the Houston Public Library is able.

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Approved by: NB
Board Chair

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1.6 Material Reconsideration

The presence of an item in the library does not indicate an endorsement of its content by the Houston Public Library.

The library strives to provide a balanced collection which represents all points of view, including those which may be considered extreme. Access to library materials is not restricted beyond what is required to protect the materials from theft or damage. It is recognized that while the library will not restrict the freedom to read or inquire, it also recognizes an obligation to hear the views of those who object to, or may wish to comment upon, materials contained in its collection.

Upon receipt of a written complaint or objection, the Library Director will thoughtfully consider the merits of the complaint or objection in relation to the specific item. The decision to retain or remove an item from the collection rests with the Library Director and will be deemed final.

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Board Chair

1.7 Access to Materials By Juveniles

Library staff will assist and encourage children to find material suitable for their age levels and interests. It is the right and obligation of parents, and not of the library, to develop, interpret and enforce an acceptable code of conduct for their children. The responsibility for access to and use of library materials by juveniles rests ultimately with the parents or legal guardian, and not with the library. The staff will assist a parent, or other interested person, in selecting material for children.

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Approved by: NB
Board Chair

1.8 Unattended Children

1. Children six (6) years of age and under

Children six (6) years of age and under must be accompanied by an adult at all times while in the library. Children are not to be left unattended in any area of the library while parents/guardians are browsing elsewhere.

During children's programming, parents of children under six (6) years of age are free to browse within the library, but must not leave the premises.

2. Children six to eleven (7 – 11)

Children six to eleven (7 – 11) may come into the library independently but are not to be left unattended for substantial periods of time. If the library staff notices that children are left for extended periods of time, the parents may be contacted.

3. The library staff is not responsible for children left unattended and/or unsupervised.

Policy approved on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

2 Material Selection and Collection Development

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2.1 Purpose of Material Selection

Material selection is carried out to fulfill the role of the public library, that is, to provide a variety of library materials to satisfy the diversity of tastes, interests and abilities of the residents of the community the library serves.

Consideration is also given to the fact that interest may not come into existence without the material to stimulate it. Thus, the library exists to foster interest as well as to sustain it.

Since the library has a responsibility to protect the rights of all patrons, it does not limit the scope of its collection or place materials in restricted areas because individuals object to their accessibility.

Material is judged on the value of the work as a whole, not on excerpts taken out of context. The library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions – religious, social, political or economic – to enable users to make up their own minds about controversial subjects.

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Approved by: NB
Board Chair

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2.2 Children and Young Adults

Service is provided to encourage children to access material that will enable them to develop active and creative imaginations and an understanding of the world in which they live. The library provides material which meets the recreational and informational needs of children and young adults. Materials for juveniles are considered an integral part of the total library collection and are judged by the same criteria as those applied to other materials.

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Approved by: NB
Board Chair

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2.3 Responsibility for Selection

While any staff member, trustee, or member of the public may suggest titles for purchase at any time, responsibility for selection of library materials rests with the Library Director operating within the policies approved by the Board. The library only purchases materials for its own collection. No purchases will be made for patrons wishing to use the library as a purchasing agent or bookstore.

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Approved by: NB
Board Chair

2.4 Criteria for Selection

Material must be considered in terms of its own kind of excellence and the audience for whom it is intended. There is no single standard which can be applied in all cases when making an acquisition decision. Some materials may be judged primarily in terms of artistic merit, scholarship or their value as literary documents; others are selected to satisfy the recreational and entertainment needs of the community.

Expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness and responsiveness in the evaluation and re-evaluation of all library materials, old and new.

While demand is important, the library recognizes a responsibility to provide materials which explore popular subjects and view points. Given the limitations of funding and available space, it may be necessary that for some subjects comprehensiveness is the essential criterion for acquisition. One balanced compendium on biochemistry, for example, may have to take the place of several titles providing different perspectives on that subject.

Professionally approved primary acquisition tools are used in selecting materials. All acquisitions, whether purchased or donated, are considered in terms of the following criteria:

- Qualification of author in subject field
- Scope and authority of subject matter
- Quality of writing (style, readability)
- Date of publication
- Reputation of publisher
- Arrangement of materials (indexes, bibliographies)
- Physical qualities (binding, print, size, illustrations)
- Appropriateness to the skills and interests of the intended users
- Relative importance in comparison with other material on the subject
- Scarcity of material on the subject
- Relation to existing collection and other material on the subject
- Present and potential relevance to community needs
- Attention of critics, reviewers and public
- Impact on the budget
- Availability through interlibrary loan

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An item need not meet all selection criteria to be acceptable; several standards and combinations of standards may be used.

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Board Chair

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2.5 Exclusion from the Collection

Generally, the library will not purchase textbooks for courses by educational institutions except if, in the opinion of the Library Director, a text is a necessary addition to the collection.

Duplication of materials will depend on strength of demand and funds available.

The library will not attempt to assemble permanent collections with the exception of local materials designated as a “special collection.”

Special collections will not be maintained on behalf of outside organizations. Donated materials will be accepted only on the condition that ownership of the material is transferred to the library.

Policy approved on: June 29, 2009

Approved by: NB
Board Chair

2.6 Collection Maintenance

Ongoing evaluation of the collection is as important as the original selection. Materials are removed from the library's collection regularly in order to make the best use of available shelf space, to improve the appearance of the library, to create a collection of quality rather than quantity, and to ensure the provision of accurate, current information by eliminating outdated material. Collection maintenance also includes a regular program of mending, rebinding and replacement.

Responsibility for deleting material from the collection rests with the Library Director. Criteria are similar to those used in the initial assessment of the items. Arrangement for disposing of discarded materials is left to the discretion of the Library Director.

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Approved by: NB
Board Chair

2.7 Gifts and Donations

The Library Director will review and decide which donated materials shall be accepted, keeping in mind the following principles:

- a) Donations of books and other materials are encouraged if they satisfy the same standards applied to the acquisition of new materials.
- b) Donations of books and other materials are accepted only on the principle that the Library Director has complete jurisdiction over their disposal.

Where appropriate, gifts shall be acknowledged by the library.

Gifts of money, securities and real estate shall be accepted only if any conditions attached thereto are acceptable to the Board of Trustees.

Policy approved on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

2.8 Collection Development Guidelines

2.8.1 General Collection

The library has a responsibility to serve all residents in the community, regardless of background, interests and abilities. Therefore, the library will maintain collections of fiction and non-fiction materials in formats appropriate to the identified needs of the community. However, it is recognized that the primary educational needs of local students should be met by the library in their educational institution (selection of public library materials will not be driven by curricular needs.) In case of conflicting need, the Library Director will strive for balance.

2.8.2 Reference Collection

The library will strive to provide reliable and timely factual, directional and statistical consulting materials. These may include encyclopaedias, dictionaries, legal items, directories, etc., in both print and alternative formats.

2.8.3 Special Collections

The library will assemble a permanent collection of current and historical material on Houston and the surrounding area.

2.8.4 Periodical and Newspaper Collection

The library will subscribe to magazines and newspapers to match the needs and interests of the community either in print or electronic formats.

Backfiles of magazines: only issues from the current year and the year previous to the current year will be kept. All older issues will be withdrawn from the collection and either donated or sent for recycling.

Backfiles of newspapers: only issues of the Houston Today Newspaper will be kept on file. Due to the limited amount of space for storing whole newspapers, back issues will only be kept for ten years. The Interior News will be discarded or sent for recycling after 2 months.

2.8.5 Paperback Collection

For the purpose of providing recreational reading and popular books of current interest, the library will provide a paperback collection. Paperbacks may also be purchased for the regular collection when other formats are unavailable or impractical.

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2.8.6 Languages Collections

The library will maintain a collection of materials in foreign languages that are in demand through the shared collection of the North Coast Library Federation. The library will also develop its own collection of foreign language books and DVDs with a particular focus on popular entertainment (DVDs) and children's material (books) as permitted by the budget.

2.8.7 Non-print Media Collection

The selection of non-print materials follows the same criteria as for print materials, except that the physical characteristics unique to each media will also be considered.

2.8.8 Collection Organization

The collection shall be organized according to recognized standards of cataloguing and classification.

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Board Chair

3 Library Membership

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3.1 Residents of Houston, Regional District of Bulkley Nechako (RGBN), – Area G North Coast Library Federation (NCLF) members

Houston Public Library memberships for residents of Houston and members of the NCLF are free.

Individuals and families living outside the District of Houston shall be charged as follows:

Single adult card (14 years of age to 59 years of age): \$35.00/year

Single Juvenile Card (13 year of age and under): \$15.00/year

Family rate: \$35.00 for first adult and \$5.00/person regardless of age, except seniors) up to a maximum of \$50.00/year. NOTE: All persons included in Family Rate must reside at the same physical address.

Seniors (60 year of age or older at the time of registration or renewal): No charge

Non-residents who pay property taxes to the District of Houston are exempt from non-resident's fees. (See also Section 6.2 Public Charge Schedule)

An adult patron is defined as any person who is 14 years of age or older. See section 3.4 for details on Juvenile memberships.

New patrons must provide one piece of traceable identification (birth certificate, driver's license, BCID) and proof of residence (driver's license, utility bill, personal cheque).

Memberships are good for 1 year from the date of issue. Patrons wishing to renew a membership will be required to verify or update their personal information at the time of renewal.

NCLF members must provide proof of a valid home library card.

Upon joining the Houston Public Library, adult patrons are entitled to vote or stand for office at the Annual General Meeting. NCLF members are not eligible to either vote or stand for office.

An NCLF member is any patron whose home library is at an NCLF library other than Houston Public Library

Policy updated on: January 26, 2015

Approved by: Natasha Brien
Board Chair

3.2 BC OneCard

Residents of British Columbia who reside outside the District of Houston, RDBN Area G, and who hold valid library cards from their home libraries are eligible to obtain a BC OneCard library card decal. A piece of identification, proof of residence and a library card from any British Columbia library must be produced before a BC OneCard decal can be issued.

BC OneCard holders are limited to a loan capacity of 5 books. New items (less than 12 months old) cannot be checked out by BC OneCard holders. (See also policies 5.1 and 5.2).

Policy approved on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

3.3 Temporary Memberships

Those who cannot prove valid membership from a British Columbia library, and those living outside of the province of British Columbia, may apply for a Temporary membership.

Temporary memberships will be issued upon approval for a period of 4 months, extendable upon approval of the Library Director.

A fee of \$40.00 will be charged for each Temporary membership issued. \$20.00 will be refunded to the patron when the membership has expired, and all materials have been returned and any outstanding fines have been paid.

Policy approved on: January 26, 2015

Approved by: _____
Board Chair

3.4 Juvenile Memberships

Houston Public Library defines juvenile members as anyone 13 years of age or younger, regardless of whether they are self-supporting or not.

A parent or guardian must be present when a juvenile patron is registered for membership. The parent or guardian assumes all responsibilities for the materials borrowed on the juvenile membership card.

If no parent or guardian is present at the time of registration, then no card can be issued and no borrowing privileges extended.

Policy approved on: January 26, 2015

Approved by: Natasha Brien
Board Chair

3.5 Borrower's Cards

Only one card per member will be issued.

Cardholders are responsible for the safe return of all materials borrowed and all charges incurred on their card. In the case of a parent or guardian signing for a juvenile, then that parent or guardian is ultimately responsible for all materials borrowed and all charges incurred on the juvenile card bearing their signature, even if the borrower is no longer under their care.

Patrons must present their library cards to library staff in order to borrow any material. Patrons who do not have their library cards with them at the time of checkout will not be able to take the material until such time as they a) return with their card; or b) purchase a replacement card.

Material not checked out due to missing library cards will be held for no longer than one (1) business day.

A fee of \$2.00 will be charged for the replacement of a library card. (see also 6.2)

Memberships are not transferrable.

Upon written permission from a patron, staff may check out material to second parties or allow second parties to pick up material on hold for them.

Policy updated on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

3.6 Staff/Board Members

Privileges and responsibilities of membership apply to all patrons including employees and trustees of the Houston Public Library Association with the following exceptions:

- As per the 1996 Library Act (RS Chap. 264, Section 33), library employees are not eligible to be elected to office, or to vote at meetings of the Houston Public Library Association.
- Library employees & elected board members are exempt from paying overdue fines.

Library employees & elected board members are exempt from paying fax, photocopy and printing charges for personal use. For work done on behalf of organizations or community groups, public charges apply as per section 6.2

Policy updated on: November 26, 2012

Approved by: Natasha Tenbrinke
 Board Chair

4 Access to Facilities

4.1 Opening Hours

Effective September 1, 2010, the opening hours are:

Sunday/Monday – Closed

Tuesday – 12:00 p.m. to 7:00 p.m.

Wednesday – 10:00 a.m. to 5:00 p.m.

Thursday - 12:00 p.m. to 7:00 p.m.

Friday - 10:00 a.m. to 5:00 p.m.

Saturday - 12:00 p.m. to 4:00 p.m.

Hours are posted next to the front door and on the Houston Public Library web site.

The library will be closed on all statutory holidays.

At the discretion of the Library Director, the library may be closed for staff training or other special events, provided the public have been given sufficient notice of the closure (minimum 4 weeks).

Policy approved on: September 27, 2010

Approved by: NB
Board Chair

4.2 Book Drop

A book drop is provided for convenience of patrons who may not be able to return borrowed materials during opening hours. Patrons are encouraged to return materials to the service desk during regular opening hours.

Patrons are responsible for any damage to materials returned through the book drop.

Materials found in the book drop in the morning are assumed to have been returned on the evening of the previous business day and will be checked in under the previous business day's date.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

4.3 Accessibility

The Houston Public Library is committed to ensuring that its facilities and materials are accessible to persons with physical disabilities within the limitations of the building design and other practical considerations.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

4.4 Inclement Weather

As a public institution, the Houston Public Library seeks ways to provide public access to its collections and services during regular opening hours even when conditions are less than ideal. In the case of inclement weather, a library closure will be considered only if the safety of the staff and/or public is threatened. The most senior staff member on duty will be responsible for deciding whether to close the facility. If staff has not been informed of a decision to close, the expectation is that they will do their best to report to work as scheduled.

When a staff member other than the Library Director makes the decision to close the library, the Library Director must be informed immediately. Should contact with the Library Director prove impossible, a board member must be informed. It is sufficient to contact only one board member. Contact should be made in the following order: Chair, Vice-chair, Treasurer, remaining trustees in any order.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

4.5 Emergency Closure

As a public institution, the Houston Public Library will seek ways to provide public access to its collections and services during regular opening hours even when conditions are less than ideal. However, in the case of an emergency, it may be necessary for the library to close its doors to the public until regular service can be restored. The senior staff member on duty is responsible for deciding whether to close the facility.

When a staff member other than the Library Director makes the decision to close the library, the Library Director must be informed immediately. Should contact with the Library Director prove impossible, a board member must be informed. It is sufficient to contact only one board member. Contact should be made in the following order: Chair, Vice-chair, Treasurer, remaining trustees in any order.

The staff member making the decision to close is responsible for staying on-site to communicate with emergency response personnel unless doing so poses imminent danger to that staff person.

Enquiries from the media should be directed to the Library Director, when available, or a Trustee who has assumed such responsibility during the emergency.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

4.6 Building Security

Library keys are issued by the Library Director to staff members and cleaning personnel only, who shall also keep a log of keys that are signed out. Keys are to be returned to the Library Director when employment is terminated or the contract has expired.

Library keys are for the exclusive use of the person to whom they have been issued and disciplinary action will be taken for any exceptions that are not approved by the Library Director prior to the key being loaned.

No one, including staff, public and Trustees are to be in the library when the facility is closed except:

- Approved groups that have booked and paid for the use of the Canfor Room through the Library Director
- Staff and Trustees attending scheduled meetings to conduct library business
- Staff members who are scheduled by the Library Director to work outside opening hours

Policy updated on: November 26, 2012

Approved by: Natasha Tenbrinke
 Board Chair

5 Circulation

5.1 Circulation of Materials

All materials will be available for circulation with the exception of:

- The Reference collection
- Current issues of periodicals

The regular loan period for most library materials is three weeks (21 days). DVDs and CDs – one week (7 days). Special occasion materials – two weeks (14 days).

There are no limits on the total number of items that a patron may borrow at one time, however, format limits do apply to all audio/visual materials. (see also 5.2)

Juvenile members are not allowed to borrow audio-visual material of any kind.

BC OneCard holders are limited to a loan capacity of 5 items and may not borrow audio/visual material or any “New” item (less than 12 months old).

At the discretion of the Library Director extended loan periods may be granted to patrons who are on vacation or who will be knowingly away from home when the material would normally be due. High-demand items will not be eligible for extended loan periods.

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Approved by: Natasha Brien
Board Chair

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5.2 Loan Limits

Loan Limits per card:

Material	Houston/NCLF	BC OneCard
Print – books	Unlimited	Up to 5
CD/DVD	4	Up to 2
Holiday	8	0
Literacy bags	2	0
Magazines	Unlimited	0
New books	Unlimited	0
Total loan limit for BC OneCard	5 items total	

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Board Chair

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5.3 Holds

Holds for pick-up will be accepted for all library material except Reference items.

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Board Chair

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5.4 Renewals

Library materials may be renewed twice unless a hold is in place, in which case the item is to be returned immediately.

Requests for renewals will be accepted over the phone and by e-mail. Patrons may also renew material on-line.

Inter-Library loans may only be renewed upon approval of the lending library.

Extra renewals may be granted at the discretion of the Library Director.

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Approved by: NB
Board Chair

5.5 Inter-library Loans

The Houston Public Library participates in and supports the province-wide Inter-library Loan Program coordinated and administered by the Library Branch.

Patrons may have five (5) Inter-library loans checked out on their accounts at any one time.

Patrons whose ILL requests may incur extraordinary charges, must give approval prior to the item(s) being ordered. (i.e. photocopying, shipping of material not eligible for the library book rate such as DVDs and CDs.)

ILL renewals are subject to prior approval from the lending library.

The Houston Public Library will refuse to renew ILLs loaned to other libraries if the item is on hold or if the maximum number of renewals has been reached.

Fines will be charged to patrons with overdue ILLs at the same rate as Houston Public Library charges for its own material.

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Approved by: Natasha Brien
Board Chair

6 Library Privileges and Penalties

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6.1 Privacy

The Houston Public Library recognizes the right of all library patrons to privacy and discretion with regard to their use of library materials and services. All information in a patron's record is confidential and must not be released to anyone other than the patron identified in the record. Any record of library use that individually identifies a patron, such as a log of Internet use, must be treated as confidential information and must not be released to the public.

The following two exceptions to the above statement are:

- Because the library recognizes that responsibility for monitoring library materials borrowed or used by juveniles (13 years or younger) rests with the parents/guardians of the child, library use records of a juvenile may be released to the parent/guardian whose signature appears on the juvenile's library registration application card. The adult requesting the information is required to produce identification. No other adults (teachers, grandparents, social workers, etc.) are entitled to any information.
- In an effort to recover fines and/or long overdue library material, the library may release patron information to certified, bonded agents who have been engaged to assist the library in recovering library property.

Any request for patron information from outside agencies (i.e. RCMP) must be directed in writing to the Library Director and conform to current privacy/freedom of information legislation.

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Approved by: NB
Board Chair

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6.2 Public Charge Schedule

There is no charge for basic library service, as outlined in Section 1.2. Charges for other services are:

Membership Fees

Resident:

The library shall serve all residents of the District of Houston without charge.

Non-Resident:

Individuals and families living outside the District of Houston shall be charged as follows:

Single adult card (14 years of age to 59 years of age): \$35.00/year

Single Juvenile Card (13 year of age and under): \$15.00/year

Family rate: \$35.00 for first adult and \$5.00/person regardless of age, except seniors) up to a maximum of \$50.00/year. NOTE: All persons included in Family Rate must reside at the same physical address.

Seniors (60 year of age or older at the time of registration or renewal): No charge

Non-residents who pay property taxes to the District of Houston are exempt from non-resident's fees.

Temporary Residents:

A temporary resident will be given a four-month membership for a \$40.00 fee upon proof of identification including a driver's license and one other piece of I.D. showing the patron's permanent home address. A \$20.00 refund is available at the conclusion of the membership period provided no fines or overdue books are outstanding.

Fines

Books/Magazines/	10 cents per library open day to a maximum of
Newspapers/ Pamphlets	\$3.00 per item
Video Cassette	50 cents per library open day to a maximum of
	\$3.00 per item
DVDs and CDs	50 cents per library open day to a maximum of
	\$3.00 per item

Lost or Damaged Materials

Hardcover books, AV Materials	Replacement cost plus \$3.00 processing fee
Paperbacks	Replacement cost plus \$3.00 processing fee
CD cases (single and double)	\$5.00 (add to replacement costs and processing fees).

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CD Binders (up to 12 discs)	\$15.00 (add to replacement costs and processing fees)
CD Binders (over 12 discs)	\$19.00 (add to replacement costs and processing fees).
Borrower's card	\$2.00
Barcode	\$1.00

NOTE: If lost and paid for items are found and returned, only the replacement cost will be rebated.

Photocopying, Printing and Scanning

Single page	25 cents (patron's paper – 10 cents)
Double sided	35 cents
Computer printing	25 cents per page
Color Printing	1.00 per page (patron's paper – 50 cents)

Fax Services

To send:	2.50 for the first page; \$1.00 for each additional page
To receive:	50 cents per page

Scan to E-mail

Flat fee	\$1.00
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Other

NSF charge	\$25.00
Invigilation charges	\$30.00 (applies to non-members only)

Policy updated on: January 26, 2015

Approved by: Natasha Brien
Board Chair

6.3 Lost Material

Patrons are responsible for paying the retail replacement cost of lost materials plus a processing fee of \$5.00 per item.

Policy updated on: January 26, 2015

Approved by:

Board Chair

6.4 Damaged Material

Patrons returning damaged books will be charged the retail replacement cost of the material plus a processing fee.

The Library Director will have final authority as to whether any material is to be considered damaged and, therefore, withdrawn and charged to that patron.

The charges for the material and processing fee will be charged to the patron's account and will be included in the \$5.00 threshold for suspension of borrowing privileges. (see Section 6.5)

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

6.5 Cancellation of Patron Privileges

Borrowing privileges (including the right to place holds and to request interlibrary loans) will be suspended for any patron owing \$5.00 or more in fines or billed material. This includes North Coast Library Federation patrons who have reached this threshold in other libraries.

Patrons and/or library visitors violating library policy may have their library privileges cancelled and be banned from the library at the discretion of the Library Director for periods of time that correlate to the severity of the offence.

Patrons and/or library visitors exhibiting behaviour that threatens the personal safety of staff and/or other patrons; or who attempt to conduct illegal activities within the library will be reported to the RCMP and may face being permanently banned from the library.

In the absence of the Library Director, the senior staff member on duty is authorized to enforce this policy.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

6.6 Patron Conduct on Library Premises

To better serve all library users, the Houston Public Library has established certain standards of behaviour. Staff members are authorized by the Board to ensure that, in fairness to other users, patrons comply with acceptable standards of behaviour. If patrons fail to comply with a request to modify their behaviour, they will be required to leave the premises. Further action may be taken at the discretion of the Director or senior staff member on duty.

Unacceptable behaviour includes, but is not limited to, the following examples:

- Abandonment – leaving young children unattended
- Vandalism of library property (facilities or equipment)
- Vandalism of library materials
- Harassment – physical, sexual or verbal abuse of library patrons or staff
- Intoxication resulting from using alcohol or drugs
- Loitering
- Obscene language
- Smoking
- Soliciting for any purpose
- Physical aggression
- Unacceptably loud behaviour

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

6.7 Bankrupt Patrons

If a delinquent patron declares bankruptcy and we receive appropriate documentation to that effect, then all outstanding fines will be waived and full privileges will be restored. However, if the patron has outstanding overdue material and borrowing privileges have been suspended, the card will remain blocked until the materials have been returned or paid for or six years have elapsed from the date of bankruptcy.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

6.8 Invigilation of exams

Exam invigilation services will be available free of charge to patrons of the library.

Non-patrons will pay a \$30.00 exam fee. The fee covers invigilation and handling of any necessary paperwork, but does not include mailing/courier charges, which must be paid by the person taking the exam before the exam commences.

Arrangements for all exams must be made in advance with the Library Director.

The fee will not be waived for non-members who fail to show at the arranged time to write an exam.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

6.9 Research

A request for specific information that exceeds the parameters of regular reference questions will be treated as research at the discretion of the Library Director.

Research time will be billed to the patron at the hourly rate of \$30.00 per hour. The patron will be advised of the rate and the estimated cost before the work is undertaken. If the research is to exceed two hours (\$60.00 total) the staff is not required to undertake the project and can advise the patron that it is beyond our ability to provide the service.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

6.10 Children with contagious ailments/infections

Toddlers and young children with a contagious ailment/infection (i.e. pink eye, impetigo, chicken pox) shall not be permitted to participate in children's programming events.

Policy approved on: August 24, 2009

Approved by: NB
Board Chair

7 Electronic Information and Computer Technology

7.1 Public Computer Use

Publically accessible computers in the Houston Public Library are available for a variety of uses, which will be influenced by public need and demand.

The public access computers are available for use by both patrons and non-patrons at no charge.

Upon request, staff will issue a computer in ½ hour increments to a maximum of 2 hours total per day. Additional time will be granted only if no other patrons are waiting to use a computer terminal. Two hour allowance may not be granted in consecutive increments.

Patrons damaging the library computers will be charged for the full replacement or repair cost of the equipment.

Patrons may call ahead to reserve a public access computer for a specific time, date and duration.

Policy updated on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

7.2 Internet Use

Houston Public Library provides Internet access free of charge to meet the educational and recreational needs of the community.

The Houston Public Library does not use filtering software on any of its public Internet terminals. Patrons have sole responsibility for deciding what material they access.

Patron responsibilities:

While using the Library Internet terminals, patrons must comply with the following:

- | | |
|-------------------|--|
| Illegal use: | Patrons are prohibited from using the Internet for illegal criminal purposes. Criminal law forbids the display of dissemination of hate, child pornography, illicit drugs or obscene material. |
| Commercial use: | Use of the Internet terminals for commercial activities is prohibited. |
| Copyright laws: | Material downloaded or printed from the Internet is subject to copyright laws. |
| Software: | Downloading software from the Internet is the financial and legal responsibility of the patron. Patrons are not permitted to install software on the Internet terminals. Patrons are not permitted to change the desktop or default setting on the public terminals. |
| Public standards: | Houston Public Library is a public venue and the Internet terminals are on public display. The library reserves the right to ask individuals to discontinue the display of information and images that may be offensive to the public. |
| Liability: | The Houston Public Library is not responsible for damage to any patron's personal property that may occur during the use of an Internet terminal. (i.e. disks, USB devices, etc.) |

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Library staff reserves the right to revoke Internet privileges and/or ban patrons from the library for inappropriate behaviour, language or use of the equipment.

At the library staff's discretion, public access computer use may be restricted for any reason at any time.

Wireless service is available to persons wishing to use their own portable computer terminals. The conduct of the patrons accessing wireless services is subject to the same restrictions as those using public access computers.

Printing is permitted and will be charged at the current rate. (See Section 6.2)

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

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7.3 Suspension of Public Access Computer Privileges

Patrons who have been restricted from using the public access computers due to owing \$5.00 or more on their accounts may arrange with the Library Director to pay down their account as follows:

A half hour of computer time will be granted for each \$1.00 payment received. The payment must take place when the computer is being used. The library will not count extra money paid as a credit toward computer time during subsequent visits.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

8 Public Relations

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8.1 Displays and Exhibits

Community organizations and individuals may request space to mount displays or exhibits in the Houston Public Library.

Permission will be granted under the following conditions:

- The proposed display content, theme and all accompanying material is not offensive, criminal, or primarily commercial in nature.
- The proposed display is not contrary to the mission of the library and does not contravene library policy
- The organization or individual signs a waiver stating that the Houston Public Library will not be held responsible for any loss or damage to any of the displayed material while in the library.
- The organization or individual agrees to allow the Houston Public Library to simultaneously display related library material in or near the actual display or exhibit

In allocating display or exhibit space, preference will be given to non-profit organizations and cultural groups.

Mounting of a display or exhibit by any organization or individual does not imply endorsement by the Houston Public Library, even when library material supporting the theme of the display or exhibit are provided by the library.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

8.2 Posting of Public Information

The Houston Public Library has limited space for posting public information. Therefore, postings are restricted to public service announcements and information about the services of non-profit community organizations and cultural events. No commercial advertising will be permitted.

All information must be pre-approved by staff before posting. The Houston Public Library reserves the right to refuse to post information that is offensive, criminal or with content that is contrary to the mission of the library or contravenes library policy.

Posting will not be discriminated against by staff on the basis of political or religious content.

Public posting does not imply that the Houston Public Library endorses the service, event or content of any information.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

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8.3 Petitions, Surveys, Interviews & Media Coverage

Outside organizations are not permitted to conduct interviews with or take photographs, film footage or videos of library patrons within the library without the permission of both the Library Director and the patrons involved.

Outside organizations are not permitted to conduct surveys or circulate petitions within the library without first seeking the approval of the Library Director.

All requests from the media and other organizations are to be directed to the Library Director. The library reserves the right to refuse media coverage of any kind, as well as the circulation of petitions or surveys within the library.

The names of library patrons and/or staff being photographed, filmed or videotaped will not be released without express permission of the persons involved. In the case of juveniles, permission to release the patron's name and/or image must be granted by a parent or guardian.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

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8.4 Use of the Library Facilities for Partisan Agendas

The use of the library facilities by partisan groups will not be unreasonably withheld in the spirit of free speech, democratic tolerance and intellectual freedom.

Partisan groups meeting in private in the multipurpose room (Canfor Room) may not necessarily be granted permission to publically post their information on the bulletin board. The Library Director will have the final authorization to prohibit or remove partisan material from the bulletin board if it does not meet the criteria outlined in Section 8.2.

The use of the library facilities by a partisan group in no way implies endorsement of the group's platform and/or position by the Houston Public Library.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

8.5 Lost & Found

The Houston Public Library will maintain a Lost and Found box for items left by patrons in the library. The items will be kept for a reasonable length of time, but no more than three months.

Items that are not claimed will be disposed of at the sole discretion of the Library Director.

Wallets, purses, cell phones and PDFs will not be put in the lost and found box. Staff members will endeavour to identify and contact the owners of such items who may claim them upon identification of the items.

The Houston Public Library is not responsible for any loss or damage to items left in the library by patrons.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

8.6 Community Outreach & Library Promotion

In an effort to raise community awareness of the Houston Public Library and its programs and services, and/or to establish partnerships that benefit both the library and the community at large, the Houston Public Library is committed to the following outreach activities:

- Active participation on community committees and other non-profit and educational organizations that are in keeping with library purposes (i.e. Literacy, etc.)
- Active participation on ad hoc committees that are formed from time to time and are in keeping with library purposes (i.e. Spirit of BC Committee)
- Developing and delivering attractive and informative presentations to other non-profit and educational organizations or groups that are interested in library programs and services
- Developing and maintaining a list of contacts and establishing positive relationships with those contacts in order to create and sustain an exchange of information
- Promote the Houston Public Library through effective advertising as allowed by the approved budget
- Develop and maintain positive partnerships with community organizations in order to enhance library funding, programs and services
- Recruit and train volunteers for library work as well as develop and maintain a list of volunteers to call upon for fundraising events

Participation in any of these activities will take place at the discretion of the Library Director, who may assign these activities to the Librarian Assistant, and, if appropriate, a Circulation Clerk or Program Coordinator. The Library Director may also appeal to library Trustees to participate if appropriate.

Participation that requires any staff member to work extra hours, over and above regularly scheduled hours, will be compensated for by the allotment of lieu time that will be approved by the Library Director and recorded on the official time sheet.

Accumulated lieu time will not exceed the maximum number of regular hours the employee would normally be scheduled to work in one week. Employees wishing to use accumulated lieu time must seek the approval of the Library Director. The approval of lieu time is dependent upon staff holidays and programming and must not cause either to be cancelled or postponed.

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Expenses incurred in the process of participating in any of the above activities must be pre-approved by the Library Director and are subject to budgetary constraints.

Policy approved on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

9 Professional Development and Travel

Houston Public Library Policy Manual

9.1 Conference Attendance

The Houston Public Library encourages staff and Trustees to stay abreast of current developments in library work and trends.

Where funding permits, at the discretion of the Library Director, staff members may attend any or all of the following professional development conferences:

- British Columbia Library Association Conference (Spring)
- Beyond Hope (bi-annually in late Spring)
- North Coast Library Association Conferences (semi-annually in Spring and Fall)

Other professional development conferences may be considered on an individual basis.

Where funding permits, Trustees may attend any or all of the above conferences as well as the British Columbia Library Trustees Association Conference.

Costs associated with conference attendance are borne by the Houston Public Library Association in accordance with the Travel Policy (See Section 9.2).

It is expected that cost savings be implemented by attendees wherever possible. (i.e. car-pooling, sharing rooms, staying with relatives, etc.)

The Library Director and Trustees are expected to present the Board of Trustees with brief reports on all conferences attended.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

9.2 Travel

All air transportation costs shall be purchased or reimbursed at economy class rates whenever possible. Persons travelling are responsible for making all arrangements and are expected to make all reasonable efforts to secure discounted rates where practical. Claims for reimbursement will be paid upon submission of an approved claims form and a receipt. (See sample in appendix A)

Local travel agents are to be used for arranging any travel beyond Vancouver. Trips within the province should be arranged without the aid of a travel agent unless complications occur.

Airport transfers, taxi and bus costs will be reimbursed at cost upon submission of an approved claim form and receipts.

Personal Automobile Use:

Employees using their personal vehicles on Library business shall be reimbursed at the rate of \$0.49/km. The Houston Public Library shall reimburse the cost of any required additional insurance coverage, provided the amount is confirmed and approved prior to travel. Parking costs will be reimbursed if receipts are surrendered, though it is expected that every reasonable effort will be made to reduce parking costs where possible. Claims for reimbursement will be paid upon submission of an approved claims form and receipts.

Automobile costs for routine travel to and from work are the sole responsibility of the individual employee.

Car rental will only be used where a) it is more economic than other methods; and b) it is the only practical way to reach a destination. Car rental size will be dependent upon the number of people using the vehicle, but it is expected that the most economical class of vehicle will be rented. Car rentals will be reimbursed upon submission of an approved claims form and receipt.

Per Diem expenses will be reimbursed upon submission of an approved claims form at the following rates:

- Breakfast \$12.00
- Lunch \$15.00
- Dinner \$30.00

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- Accommodation receipt

Hotel/motel telephone charges for library business and for personal calls home of a reasonable duration will be added to the per diem expenses. Selection of accommodation is to be made on the basis of convenience to the place of business and cost.

Laundry expenses will be paid at cost only if the employee is away on library business for seven or more consecutive days. Receipts must be submitted.

The cost of all taxes billed separately will be reimbursed by the Houston Public Library upon submission of an approved claims form and receipts.

Business entertaining is not covered by the Houston Public Library except for meal costs that have been approved by the Library Director or the Chair of the Board of Trustees.

All conference and registration fees charged while on library business will normally be paid by the Houston Public Library in advance. Employees will be reimbursed at cost upon submission of an approved claims form and receipts.

Stopover costs will be considered on an individual basis. Stopover costs incurred for personal business will not be considered for reimbursement. Meals, lodging and other expenses will not be reimbursed unless the stopover is the result of unforeseen circumstances such as train derailments or airplane delays due to inclement weather.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

9.3 Professional Associations Memberships

In the interest of fostering inter-library cooperation and exchange of information, and in the belief that library associations play a strong role in advocating library use and support, as well as providing a wide range of member benefits, the Houston Public Library Association will maintain institutional memberships in the following library associations:

The British Columbia Library Association
The British Columbia Library Trustees Association
The North Coast Library Federation
Houston & District Chamber of Commerce

Other professional associations will be considered on an individual basis when funding permits.

Policy approved on: September 28, 2009

Approved by: NB
Board Chair

10 Personnel

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10.1 Employment of Library Director

Under Section 39 of the Library Act, the Houston Public Library Board “must appoint a Director.”

At Houston Public Library the official title of the appointed Director is Library Director.

The Library Director reports directly to the Board of Trustees

The Personnel Committee, consisting of the Chair, and two other Trustees, with the approval of the Board of Trustees, engages and terminates the services of the Library Director.

The conditions of employment of the Library Director are negotiated by the Personnel Committee and approved by the Board of Trustees in accordance with the Wage Policy 11.5.

Policy approved on: October 26, 2009

Approved by: NB
 Board Chair

10.2 Duties of the Library Director

The Library Director has general charge of the library, under the direction of the Board of Trustees, and is responsible for maintaining the budget, monitoring library accounts, ensuring that bills are paid in a timely fashion, purchasing library material, equipment and supplies, caring for library property and overseeing the proper discharge of the duties of all employees.

The Library Director is also responsible for keeping faithful records of the proceedings of the Board of Trustees and giving due notice of all meetings. He/she shall perform such other duties as may properly belong to this office.

Policy approved on: October 26, 2009

Approved by: NB
Board Chair

10.3 Staff Purchases

The Houston Public Library only purchases materials for its own use. No purchases will be made for patrons wishing to use the library as a purchasing agent or bookstore. However, from time-to-time, at the Library Director's discretion, orders for personal books, DVDs or CDs for staff and board members may be made, enabling staff & board members to take advantage of any applicable discounts library channels may provide.

Policy approved on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

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10.4 Vacations

Vacation leave will not be granted to more than one part time staff member at a time. The page is not included in this calculation.

Vacation time will be granted to staff members on a first come, first served basis and must be booked in advance of the monthly schedule being published. Staff wishing to take time off after the monthly schedule has been published must make arrangements for their shifts to be covered by other staff and must have the arrangements approved by the Library Director.

Vacation time must be booked in the calendar posted in the staff room and clearly indicate all days off being requested.

A request for vacation time that affects shift coverage during Children's Programming will not be granted.

The Library Director must pre-approve all requested vacation time.

Policy approved on: November 26, 2012

Approved by:

Board Chair

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10.5 Hiring

The Houston Public Library employs

- One full time Library Director
- One part time Assistant Librarian
- Two part time Circulation Clerks
- One part time Program Coordinator
- One part time Page (as funding permits)
- One or two temporary full time summer students (depending on funding).

The Personnel Committee with the approval of the Board of Trustees is responsible for hiring and terminating the Library Director

The Library Director is responsible for hiring and terminating all other positions.

All positions, except Summer Students and Page, become permanent after the completion of a three (3) month uncontested probation period.

All employees are required to submit a criminal record check and will be reimbursed for any costs incurred in complying with this policy upon submission of a receipt. Forms will be supplied by the library.

In the case of a relative of either the Library Director and/or a personnel committee member being considered for a position, the Library Director or personnel committee member will remove themselves from the hiring process.

Upon vacancy, the Library Director may choose to promote a current staff member. Vacancies not filled internally will be posted or a period of not less than two weeks.

Temporary or contract positions created through grant funding may not be posted publically. The Library Director will have full discretion as to how the position is to be filled.

Policy updated on: June 24, 2013

Approved by: Natasha Tenbrinke
Board Chair

11 *Business of the Board of Trustees*

Houston Public Library Policy Manual

11.1 Board Meetings

Regular Board meetings will be held on the last Monday of each month, except for July and December.

The Annual General Meeting will be held on the last Monday of either February or March and will be immediately followed by a short regular meeting to elect officers and to strike committees.

Policy approved on: October 26, 2009

Approved by: NB
 Board Chair

11.2 Attendance at Board Meetings

If a trustee of the Houston Public Library is absent without leave for three (3) consecutive regular meetings, he or she shall be automatically disqualified from holding office for the remainder of his or her term.

Policy approved on: October 26, 2009

Approved by: NB
 Board Chair

11.3 Posting of Minutes and Agendas

Minutes of the Board Meetings are available to members of the staff and the general public upon request and shall be kept in clearly marked binders in the Library.

On the Friday before a regular meeting, the Library Director will distribute a proposed agenda, the minutes of the last meeting, a financial report and a librarian's report to the Board of Trustees via e-mail. It is the responsibility of the Board members to retrieve these documents, print them and save them to their Board flash drives. Any changes or additions to the agenda must be submitted before noon on the day of the scheduled meeting.

Upon request, and a minimum of seven days prior to a regular meeting, a delegation from the public may request a five minute presentation time at a regular Board meeting.

Policy updated on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

11.4 Open Meetings and In-camera Meetings

The Houston Public Library Board of Trustees supports the principles of openness and transparency. At the same time the Board of Trustees is mindful of its obligation to keep in confidence all matters that are related to sensitive financial information, executive performance and compensation, issues and/or legitimate personal matters. The Board of Trustees has the right to deal with matters in-camera at the call of the Chair and at any point during an open session, if warranted.

The following criterion is set for open and in-camera sessions:

Open –

- An open session is defined as a face to face meeting of Board members with the public and/or guests and observers
- The room is of sufficient size to accommodate Board members as well as the public and/or guests attending the meeting
- Board member will receive all documentation. The public and/or guests will receive the agenda.

In-camera

- An in-camera meeting is defined as a meeting of the Board without the presence of the public
- Topics warranting an in-camera session are:
 - The performance of the Library Director
 - Compensation package of the Library Director
 - Budget preparation
 - Other topics deemed by the Chair to warrant an in-camera session

Details of all in-camera sessions will be duly reported.

Policy updated on: November 26, 2012

Approved by: Natasha Tenbrinke
Board Chair

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11.5 Wage Policy

1. Library Director

Benefits:

- All education travel days paid
- All days absent due to education paid
- 5 bankable sick days/year – not paid out at end of tenure
- 4% Holiday pay 0-4 years; 6% Holiday pay 5-9 years, 8% Holiday pay 10+ years
- 2 weeks vacation 0-4 years; 3 weeks vacation 5-9 years, 4 weeks vacation 10+ years
- 50 cent/hour increase for each CLTP course passed up to a maximum of 4 courses for a total of \$2.00.
- The full cost of up to four courses will be reimbursed upon receipt of proof that the course(s) have been completed and passed.
- The Library Director may, with board approval, request assistance with alternative training to the CLTP, in which case the Board of Trustees will determine the rate of compensation and whether any wage increases will be granted .

Wages:

	Starting	1 year	2 years	3 years
37.5/week	\$17.00-\$20.00		Dependent upon funding	

2. Assistant Librarian:

Benefits

- 25 cent/hour increase after 6 months, contingent upon a successful performance evaluation and District of Houston budget approval.
- 2 bankable sick days/year – not paid out at end of tenure
- 4% Holiday pay 0-4 years; 6% Holiday pay 5-9 years, 8% Holiday pay 10+ years
- 2 weeks vacation 0-4 years; 3 weeks vacation 5-9 years, 4 weeks vacation 10+ years
- 50 cent/hour increase for each CLTP course passed up to a maximum of 4 courses for a total of \$2.00.
- The full cost of up to four courses will be reimbursed upon receipt of proof that the course(s) have been completed and passed.

Conditions:

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All Librarian Assistants are required to successfully complete the Community Librarian's Training program within two years of start date.

	Start	6 months	1 year	2 years	3 years
Wage:	\$14.00	\$14.25		Dependent upon funding	

In the absence of the Library Director, the Assistant Librarian shall temporarily become the Acting Library Director and will be compensated at an hourly wage equal to 90% of the Library Director's most current hourly wage and shall assume all of the duties and responsibilities of the Library Director as per the Succession Plan (See Temporary Library Management Pg 2).

3. Children's Programmer

The Children's Programmer will receive an additional \$2.00/hour for 3 hours/week of programming and 3 hours/week of preparation time over and above regularly scheduled hours during the weeks that programming is being presented to a maximum of 30 weeks/year if the position is attached to any other established position. The wage policy applies to casual, part time workers who fill the role of Children's Programmer only.

	Start	6 months	1 year	2 years	3 years
Wage:	\$14.00	\$14.25		Dependent upon funding	

Conditions:

All Children's Programmers are required to complete CLTP 104 Library Services for Children within one year of the start date of employment. (This may be combined with the four courses as outlined in benefits for Assistant Librarian or Circulation Clerk, but no increase will be paid if CLTP is required after four other courses have been completed.)

4. Circulation Clerk:

Benefits

- 25 cent/hour increase after 6 months, contingent upon a successful performance evaluation and District of Houston budget approval.
- 2 bankable sick days/year – not paid out at end of tenure
- 4% Holiday pay 0-4 years; 6% Holiday pay 5-9 years, 8% Holiday pay 10+ years

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- 2 weeks vacation 0-4 years; 3 weeks vacation 5-9 years, 4 weeks vacation 10+ years
- 50 cent/hour increase for each CLTP course passed up to a maximum of 4 courses for a total of \$2.00. (Maximum wage after 3 years \$16.00/hour)
- The full cost of up to four courses will be reimbursed upon receipt of proof that the course(s) have been completed and passed.

	Start	6 months	1 year	2 years	3 years
Wage:	\$12.00	\$12.25		dependent upon funding	

Conditions:

All Circulation Clerks are required to complete CLTP 102 Reference and Information Services within one year of the start date of employment

5. Page

Benefits:

- 25 cent/hour increase after 6 months, contingent upon a successful performance evaluation and District of Houston budget approval.
- 4% Holiday pay 0-4 years; 6% Holiday pay 5-9 years, 8% Holiday pay 10+ years
- 2 weeks vacation 0-4 years; 3 weeks vacation 5-9 years, 4 weeks vacation 10+ years
- 50 cent/hour increase for each CLTP course passed up to a maximum of 4 courses for a total of \$2.00. (Maximum wage after 3 years \$16.00/hour)
- The full cost of up to four courses will be reimbursed upon receipt of proof that the course(s) have been completed and passed.

	Start	6 months	1 year	2 years	3 years
Wage:	\$10.00	\$10.25		dependent upon funding	

6. General

- All increases are contingent upon satisfactory performance evaluations and District of Houston budget approval.
- Wages and this policy are to be reviewed annually by the Library Director with the Policy & Finance Committees

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- All positions are subject to a three month probations period; wage increases as per this policy will not be granted until 6 months of continuous employment have been completed
- The wages for each position are recommendations only and are designed to provide a guideline when hiring new employees that may start between January 1 and December 31, 2011.
- Wages will be set for the Library Director by the Policy Committee the Personnel Committee.
- Wages for all other positions will be determined, based on the above policy guidelines, by the Library Director.
- Annual benefits for the Library Director, Assistant Librarian and Circulation Clerks will be made available commencing after one full year of employment through Pacific Employee Benefits as follows:

Position	1 to 5 years	6 to 10 years	11+ years
Library Director	1500.00	2000.00	2500.00
Assistant Librarian	800.00	1000.00	1200.00
Circulation Clerk	400.00	500.00	600.00

Policy updated on: June 24, 2014

Approved by: Natasha Brien
Board Chair

11.6 E-mail Motions

From time to time the board of trustees may be called on to make a decision outside of an in-person meeting. This may be accomplished by an e-mail motion.

E-mail motions may be initiated at the request of the Library Director or by any Trustee when:

- Urgent business arises between regular meetings
- An urgent or time-sensitive agenda item was not handled due to there being no quorum at the regular meeting

When an e-mail motion is required one board member will send an e-mail to the entire board and the Library Director explaining the nature of the motion. Explanatory documentation, if needed, can either be attached to the e-mail or uploaded to the current cloud storage system. (The Library Director will upload the documents if not done by the board member initiating the motion.)

No seconder is required for an e-mail motion.

The board member initiating the motion will include a reasonable deadline to respond with discussion only.

Board members and the Library Director may respond with discussion by replying to all in order to maintain transparency through the process.

Once the deadline for discussion has been reached, the Library Director will create an electronic survey for voting purposes. The survey will contain the motion (or amended motion), have a reasonable deadline for response and serve as proof of the final results. The motion will be deemed to be carried or defeated based on a majority of votes cast by the deadline. Failure to vote will be counted and recorded as abstaining.

The Chair will vote as well, but his/her vote will only be counted if needed to break a tie.

When the deadline for voting has been reached, the Library Director will print out the discussion e-mails and the survey results and will present them as correspondence at the next regular meeting after the survey has closed so that the motion, discussion and results will be entered into the minutes and become part of the public record for the business conducted by the board. The Library Director will also inform the board of the results via e-mail.

Houston Public Library Policy Manual

E-mail motions may not be used for in camera discussions at any time. In camera discussions resulting in motions and votes must be conducted in person at either regular or extraordinary meetings with a quorum present.

Policy updated on: January 26, 2015

Approved by:

Board Chair

12 *Multipurpose Room*

Houston Public Library Policy Manual

12.1 Multipurpose Room – General

The multipurpose room at Houston Public Library is called the Canfor Room.

The maximum capacity for the Canfor Room is 34 persons.

Smoking is not permitted inside the Canfor Room

Organizations using the Canfor Room are permitted to bring in refreshments and are responsible for the cleanup and garbage removal after use.

Houston Public Library events and programs take priority and, therefore, rental of the Canfor Room to any organization is subject to availability. The Houston Public Library reserves the right to cancel a booking by another organization in favour of Houston Public Library use with a minimum of 48 hours' notice to the other organization.

After hours rentals are granted at the discretion of the Library Director. A verified representative of the renting organization is responsible for obtaining a key during open hours. Staff and Board members are not required to open the library after hours if a representative fails to obtain a key.

Any damage incurred to library property, material or equipment is the responsibility of the organization using the Canfor Room. The Houston Public Library reserves the right to refuse future rentals to organizations that fail to comply with library policy and/or fail or refuse to compensate the library for any damage for which it is responsible.

The library will supply tables, chairs, overhead projector, multi-media projector and screen upon request, providing these items are not otherwise reserved for use by other organizations or patrons. All other supplies are the responsibility of the organization using the room.

Policy updated on: November 26, 2012

Approved by:

Board Chair

12.2 User-group Storage

User-groups that have pre-booked the Canfor Room on more than four days in any calendar year may apply to the Houston Public Library to store personally owned belongings at the library by submitting a proposal to the attention of the Library Director.

The proposal must contain the following information:

- A detailed schematic or photograph of the proposed storage unit
 - The capacity of the storage unit may not be larger than 10 cubic feet
 - The storage unit must be on casters or wheels
 - The storage unit must be able to be locked (the user-group must supply their own lock.)
 - The storage unit must be aesthetically pleasing and compatible with the library décor
- The exact dates that the storage unit will be kept at the library
- A list of the general contents that will be stored in the unit. (No hazardous material will be permitted to be stored in the library.)
- Contact information for two people responsible for the storage unit

Upon receipt of the proposal, the Library Director will review it for compliance and will advise the user-group of the decision in writing within a reasonable time frame. The Houston Public Library recommends that the proposal be submitted at least four weeks prior to the date the user-group wishes to place the storage unit and its contents in the library.

Upon approval, the user group must sign an agreement and waiver of liability stating that the user-group will not hold the Houston Public Library responsible for any loss or damage, for any reason, to either the storage unit or its contents while in the library. The user-group will further agree to assume responsibility for any and all costs associated with the construction and/or purchase of the storage unit, will deliver it to the library and remove it from the library on the dates agreed upon in the contract and understands that access to the storage unit outside the dates and times the user-group has booked the Canfor Room will not be guaranteed (i.e. after hours or when the Canfor Room is in use by another user-group or when library programming is taking place in the Canfor Room).

While the Houston Public Library makes no claim to ownership of any storage unit or contents, it will deem the storage unit and its contents to be abandoned if not removed within 30 days of the agreed-upon removal date, and retains the right to dispose of the storage unit and its contents as it sees fit after that time.

Houston Public Library Policy Manual

In the case of fire or any other disaster or event that results in the storage unit and its contents being damaged or destroyed, the Houston Public Library cannot provide any compensation to the user-group, either monetary or by replacement.

The Houston Public Library limits the approval of storage to no more than two user-groups at any one time.

Policy approved on: May 30, 2011

Approved by: NT
Board Chair

Houston Public Library Policy Manual

12.3 Multipurpose Room Fees

The Canfor Room is available for rent by individuals, businesses, organizations and casual groups at the following flat-rates:

Type	Purpose		Under 4 hours	Over 4 hours
For profit – includes businesses of all kinds (retailers, corporations, home-based businesses, government branches/departments, etc.)	Meetings	M	Code - FPA	Code - FPB
	Temporary office space	TOS		
	Presentations	PR		
	Public forums	PF		
	Private events (ie staff or birthday parties)	PE	\$75.00	\$125.00
	Awards ceremonies	AC		
	Fund raisers	FR		
Not for profit – includes any non-profit organization or club, church or church-sponsored group, individuals or groups of individuals not in business	Meetings	M	Code: NPA	Code: NPB
	Temporary office space	TOS		
	Presentations	PR		
	Public forums	PF		
	Private events (ie staff or birthday parties)	PE	\$15.00	\$30.00
	Awards ceremonies	AC		
	Fund raisers	FR		
Library funders (\$5000.00+) – includes any business, individual or organization that has provided a grant or charitable cash donation for which a tax receipt has been issued	Meetings	M	Code: LF0	Code: LF0
	Temporary office space	TOS		
	Presentations	PR		
	Public forums	PF		
	Private events (ie staff or birthday parties)	PE	For profit - FREE	For profit – FREE
	Awards ceremonies	AC	Not for profit - FREE	Not for profit – FREE
	Fund raisers	FR		

Houston Public Library Policy Manual

Library funders (\$500.00 to \$4999.00) - includes any business, individual or organization that has provided a grant or charitable cash donation for which a tax receipt has been issued	Meetings Temporary office space Presentations Public forums Private events (ie staff or birthday parties) Awards ceremonies Fund raisers	M TOS PR PF PE AC FR	Code: LFA	Code: LFB
			For profit - \$40.00 Not for profit - \$10.00	For profit - \$75.00 Not for profit - \$20.00

Policy updated on: January 26, 2015

Approved by: _____
Board Chair

