

Village of Donalda Library Policies

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Policy Section: Frameworks

Policy Subject: Guiding Statements

Policy Reference: I.A

Date Approved:

Authority:

Alberta's *Libraries Act* provides the legal framework for public library service in Alberta. It defines public libraries as a municipal service managed by a library board on behalf of the local municipal council.

Alberta's *Libraries Regulation* defines required business practices for public library boards.

Mission Statement:

The Village of Donalda Library will provide access to a variety of library materials and services for informational, educational and recreational purposes, to all members of the community.

Commitment:

Our commitment is to be a lifelong learning center for our community by providing:

- Services that reflect the needs of our community
- Courteous and efficient service
- A current and balanced collection of library materials
- Access to internet services and technology for all community members

Policy Section: Frameworks

Policy Subject: Statement of Intellectual Freedom

Policy Reference: I.B

Date Approved:

The Village of Donalda Library subscribes to the most current *Statement on Intellectual Freedom and Libraries* adopted by the Canadian Library Association, as printed below.

Canadian Library Association Statement on Intellectual Freedom and Libraries

The Canadian Library Association recognizes and values the *Canadian Charter of Rights and Freedoms* <http://laws-lois.justice.gc.ca/eng/Const/page-15.html> as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Library Association supports and promotes the universal principles of intellectual freedom as defined in the *Universal Declaration of Human Rights* <https://www.un.org/en/about-us/universal-declaration-of-human-rights>, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

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

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

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

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

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

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

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

Policy Section: Frameworks

Policy Subject: Statement on Intellectual Freedom (Continued)

Policy Reference: I.B page 2

Date Approved:

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

Approved by Executive Council June 27, 1974

Amended November 17, 1983; November 18, 1985; and September 27, 2015

Policy Section: Library Management

Policy Subject: The Alberta Library Card

Policy Reference: II.A

Date Approved:

Any borrower, 18 years of age or older, and in good standing of a member library of The Alberta Library, is eligible to participate in reciprocal borrowing through The Alberta Library.

The Alberta Library card will be issued automatically as part of membership in the Village of Donalda Library to those borrowers who meet the requirements stated above.

The member is responsible for materials borrowed and fines incurred.

The Alberta Library Card holders will not be charged a fee when borrowing materials from participating libraries outside their home library.

All local library policies and rules take priority and will apply to all using The Alberta Library card. Some restrictions may apply.

A maximum of 100 items may be on loan at any time from each participating library system.

Materials can be returned to any participating library. The receiving library will note the date returned and will make every reasonable effort to forward the item by its next business day.

Definitions:

- A participating library is a library that participates in The Alberta Library Card Program. This includes issuing a honouring The Alberta Library Card and receiving returned items.
- A home library is a library at which an individual is a member/borrower in good standing
- A lending library is the library that lends items under The Alberta Library Card Program.
- A receiving library is a library that receives returned items and returns them to the lending library.

Policy Section: Library Management

Policy Subject: Confidentiality of User Records

Policy Reference: II.B

Date Approved:

Alberta's current *Libraries Regulation* requires that libraries develop a policy regarding confidentiality of user records.

The Village of Donalda Library Board supports the Canadian Library Association's *Statement on Intellectual Freedom and Libraries* as it relates to access to information and confidential treatment of that access.

All staff and Board members shall hold in strict confidence any records, or transactions, relating to borrowers' individual memberships, use, borrowing, complaints, delinquent accounts, etc. The Board will make an exception when required by law with a court order and approval of that court order.

Access to user records is provided to library staff and volunteers as required in order for them to carry out the business of the library.

Records of library members are stored on a single database for all Parkland Regional Library System member libraries. Therefore, other Parkland Regional Library System member libraries may access member records, if required.

Member records may be shared with other libraries within Alberta for the purpose of collecting fines and retrieving other borrowed materials.

Upon request, a library user will be given access to all information concerning their records that the library has on file. Access to a user's record is limited to that user with the following exceptions:

- In the case of a library user twelve (12) years of age and under, access is also provided to the parent/guardian.
- In the case of a library user thirteen (13) to seventeen (17) years of age inclusive, access is also provided to the parent if the information is provided to aid in the retrieval of borrowed library material or the collection of outstanding library charges.

Where not covered by this policy, access to user records will be in accordance with Alberta's current *Freedom of Information and Protection of Privacy Act*.

Policy Section: Library Management
Policy Subject: Records Management
Policy Reference: II.C
Date Approved:

The storage of files held by the Village of Donalda Library is to be kept to the legal minimum consistent with the efficient operation of the organization and the preservation of a meaningful historical record of the library.

When records are deemed to be vital, the confidentiality or security of the files and the implications of their possible loss or destruction should be considered.

The costs for space, storage and handling of files should be kept to a minimum.

The Library Manager will maintain adequate records to compile monthly and annual activity reports.

The Village of Donalda Library Board shall keep an orderly and timely record of its business so that its records are compliant with federal rules and regulations. The Income Tax Act of Canada is cited as the authority for the retention of records.

The Treasurer will keep a full detailed accounting of all financial records and transactions.

The Secretary will record and maintain all minutes of regular and special meetings.

With the exception of a patron records and personnel records, the records of the library are deemed to be public information.

All member records are confidential unless subpoenaed by law.

The Board gives authority for the destruction of records to the Library Manager. The Library Manager will be responsible for the proper and complete destruction of the records destroyed under this policy, and will report the destruction of records to the Board.

Policy Section: Library Management
Policy Subject: Financial Management
Policy Reference: II.D
Date Approved:

The Village of Donalda Library Board shall establish budget and financial systems.

The fiscal year of the Board shall be January 1 to December 31.

The Board shall develop an annual budget based on the current plan of service before December 1 in each year, to be submitted to the Village of Donalda Council for approval of the Village appropriation portion of the budget.

The budget (with the approved Village appropriation) must be approved by the Board and then submitted to Alberta Municipal Affairs Public Library Services Branch by June 15.

The Library Manager shall be authorized to spend up to the budgeted amount dealing with purchasing library materials.

Two signatures will be required on all outgoing cheques, any two of Treasurer, Secretary, Chairperson, or Vice-Chairperson.

The financial records of the Village of Donalda Library will be prepared for audit as soon as is reasonably possible after year end. The auditor must be approved by both the Board and Village of

Donalda Council. Audited financial statements are to be submitted to Alberta Municipal Affairs Public Library Services Branch by June 15.

Occasionally, Board members and staff must pick up library materials, supplies, and equipment where billing to the library directly is not possible. The library will reimburse these items.

From time to time the Board will review the banking service provided to the library. Any change in banking service shall be motioned by the Board.

The Board shall participate in and oversee fundraising events.

Gifts and donations will be accepted under the following conditions:

- The library will accept as gifts, new or used materials, only on the condition that the Library Manager and/or Board has the authority to make whatever disposition they deem advisable.
- Gifts of money, real property and/or stock will be accepted if the conditions attached thereto are acceptable to the Board.
- The library will not accept, for deposit, materials which are not outright gifts.
- Donors will be thanked with a thank-you card, signed by the Library Manager on behalf of the Board.

Policy Section: Library Management

Policy Subject: Collection Development

Policy Reference: II.E

Date Approved:

The Village of Donalda Library will develop a collection of materials to help meet the diverse leisure and informational needs of the community served.

The Library Manager and/or Village of Donalda Library Board are responsible for the selection and purchasing of materials. In selecting materials for purchase, the Library Manager and/or Board shall evaluate the existing collection and determine the needs and wants of the membership.

Purchase of materials shall be made on a regular basis as budgeted funds allow.

The Library Manager may discard materials according to the following criteria: damaged, worn out, inappropriate to collection, duplicated, non-circulating or superseded materials. The following exceptions will apply:

- Materials of local interest (history, local authors, etc.)
- Classics
- Out of print materials which are still useful
- Expensive items (atlases, dictionaries, etc.)
- Materials which balance collection
- Materials relating to the focused collection of "lamps"

The Library recognizes that many books and materials are controversial and that any given item may offend some members. 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 interested of readers.

Books and materials selected are available to any library member, regardless of age. The Board believes in the freedom of individuals and the right and obligation of parents and legal guardians to develop, interpret and enforce their own code of values upon their own household. Selection will not be inhibited by the possibility that library books and/or materials may inadvertently come in to possession of children.

Donated materials are accepted if they meet the criteria set out in the Financial Management Policy (II.D.).

Policy Section: Library Management

Policy Subject: Resource Sharing

Policy Reference: II.F

Date Approved:

The Village of Donalda Library participates in the provincial interlibrary loan network by virtue of membership of the Parkland Library System (PRL), Alberta Public Libraries Electronic Network (APLEN), and The Alberta Library Card (TAL), and shall abide by the rules and procedures as outlined by each.

The Village of Donalda Library Board regards resource sharing as an integral part of the service provided by the library.

The Board feels that every attempt should be made to make accessible any material to fulfill member requests regardless of who the member is or why the member wishes to material, and will reciprocate by providing any material requested by other participants in the aforementioned programs.

Policy Section: Library Management
Policy Subject: Loan of Resources
Policy Reference: II.G
Date Approved:

It is the intention of the Village of Donalda Library Board to provide the materials necessary to guarantee and facilitate access to all expressions of knowledge and intellectual activity. To this end, the library shall acquire and make available the widest variety of materials possible.

All materials shall be loaned to the public free of charge and within the rules and regulations established by Alberta's current *Library Regulations*.

Materials designated "Area History" and/or "Reference" are not permitted to leave the library and are intended for in-house use only, as are some of the one of a kind lamp/antique books donated by the Donalda & District Museum.

Policy Section: Library Management

Policy Subject: Provisions of Materials for Those Unable to Use Conventional Print

Policy Reference: II.H

Date Approved:

The Village of Donalda Library shall endeavor to provide materials in a form appropriate to the user, from whatever source available, including provision of materials to any person unable to use conventional print materials.

Policy Section: Library Management

Policy Subject: Internet Use

Policy Reference: II.I

Date Approved:

1 LIBRARY MISSION AND INTERNET USE

- 1.1 In keeping with its mission statement to provide access to a variety of library services for informational, educational, and recreational purposes, the Village of Donalda Library is committed to providing access to internet services and technology for all community members.
- 1.2 The library makes every reasonable effort on an ongoing basis to inform all community members (adults and children/parents) about the library's internet services and policy.
- 1.3 This policy should be interpreted in conjunction, with the library's policies on intellectual freedom and appropriate, disruptive and unacceptable behaviors.

2 INTELLECTUAL FREEDOM AND INTERNET USE

- 2.1 The library subscribes to the Canadian Library Association's *Statement on Intellectual Freedom and Libraries*. The library upholds the rights of community members to have access to all expressions of knowledge, creativity, and intellectual activity, including those which some community members may consider to be unconventional, unpopular or unacceptable. In keeping with this commitment, the library does not edit or restrict internet content. Selecting appropriate internet content is entirely the responsibility of the library patron.
- 2.2 The library respects the right of parents to determine what library resources are appropriate for their children, including internet resources. Parents are encouraged to supervise and participate in their children's internet use. The library will not substitute its judgement for that of parents or enforce parents' decisions about their children's internet use in the library bears no responsibility for what children access on the internet.
- 2.3 In keeping with library's policy on unattended children, children under eight (8) years of age must be accompanied by a responsible person aged sixteen (16) years or older when accessing the internet.
- 2.4 Library access to the internet does not imply library sponsorship or endorsement of any material found on the internet.

3 INTERNET ACCESS

- 3.1 The library provides access to the internet from public workstations during library operating hours (as identified in the Personnel and Hours of Service policy (III.B)). The library provides wireless access to the internet in a defined "cloud" at times determined by the Village of Donalda Library Board.
- 3.2 The library is a public place and cannot provide access to the internet through private workstations, seating areas, or access to power sources.
- 3.3 The library cannot guarantee that user computers or other wireless devices will work with library access points. Internet users must configure their own computers and other wireless devices for network access. Library staff cannot troubleshoot problems related to users' computers or other wireless devices or assist in making changes to devices, network settings, and/or hardware configuration.

- 3.4 As with most public wireless access points, the library's wireless connection is not secure. Information sent or received potentially can be intercepted by other wireless users. Users should avoid sending personal data such as credit card information, passwords, or other personally identifying information on the wireless network.
- 3.5 The library recommends users install and use current virus protection software, firewall software, and security upgrades to protect their computers and wireless devices from viruses and intrusion.
- 3.6 The library makes no representation of guarantee that internet service, including wireless service, will be uninterrupted, timely, secure, error-free or virus-free, or that any internet content is accurate, reliable or safe for download.
- 3.7 Use of the library's internet service, wireless network, and electronic information resources is entirely at the risk of the user. The library and Parkland Regional Library shall not be liable for any damage that may occur to any computer, peripheral equipment, or storage media, loss of data, loss of confidential information, unauthorized access to or alteration of data transmissions, and/or any other direct, indirect, special, incidental, consequential or exemplary damages resulting from or arising out of use of the library's internet service, and/or wireless network, and/or electronic information resources, or inability to use these services, or any other matter relating to these services.
- 3.8 Users agree to indemnify and hold the library and Parkland Regional Library harmless for any claim or demand, that may be made by any third party due to or arising out of user conduct in connection with any use of the library's internet service, wireless network, and electronic information resources, user provision of content, user violation of this policy, or any other violation of the rights of another person or party.
- 3.9 Internet users must agree to this policy as part of the internet access process.

4 RESPONSIBLE INTERNET USE

- 4.1 The internet must be used in a responsible, courteous and respectful manner consistent with the library's policy on appropriate, disruptive and unacceptable behaviors.
- 4.2 Library policies protect patron privacy in the use of library materials and services. However, the library is a public space; passers-by should respect the privacy of internet activities and should not attempt to show displayed materials to passers-by.
- 4.3 Users may not use personal software, download software, or bookmark sites on library workstations.
- 4.4 Users may not modify library hardware or software, change configurations, or attempt to access non-public files or accounts using library workstations or the wireless network (where applicable).
- 4.5 Users may not attempt to intercept, monitor, disrupt, or impede other users' communications on the wireless network or to access or alter other users' data or software.
- 4.6 Any use of the internet which violates local, provincial, or federal laws is prohibited on both library and patron computers and wireless devices. Examples of illegal activities include but are not limited to:
 - 4.6.1 Fraud, which includes disguising or falsifying sources of electronic mail and other electronic communications with the intent of misleading, defrauding or harassing others;
 - 4.6.2 Displaying or distributing child pornography or other obscene materials;
 - 4.6.3 Labelling and slandering other persons;
 - 4.6.4 Inciting hatred against an identifiable group;
 - 4.6.5 Sedition, the teaching or the advocacy of the use of force to accomplish government change;
 - 4.6.6 Sending "spam" e-mail including identical or nearly identical messages sent to a large number of recipients who have not granted deliberate and explicit permission for the message(s) to be sent
- 4.7 Users may not violate software license agreements or infringe on copyrighted material. Copyright laws, both Canadian and international, prohibit the unauthorized reproduction or

distribution of copyrighted materials, except as permitted by the principle of “fair use”. This includes most electronic information sources. Users may not copy or distribute any electronic materials without the explicit permission of the copyright holder. Users are responsible for any consequences of copyright infringement.

4.8 Failure to follow these guidelines or other rules for internet use may result in suspension of internet privileges. Continued violation may result in suspension of library privileges.

5 LIBRARY GUIDANCE

5.1 Whenever possible, library staff and volunteers will assist community members in locating information on the internet.

5.2 Whenever possible, library staff and volunteers will assist children in choosing and locating appropriate and useful internet resources and guide children away from inappropriate sites.

5.3 Library staff and volunteers may need to observe internet use, question internet users, and restrict conduct by internet users to ensure adherence to library policies.

5.4 Time limits on internet workstations and bandwidth limits on wireless access may be enforced at the discretion of library staff and volunteers to ensure that all patrons have the opportunity to use internet resources.

Policy Section: Library Management

Policy Subject: Appropriate, Disruptive, and Unacceptable Behaviors

Policy Reference: II.J

Date Approved:

1 APPROPRIATE BEHAVIOR

- 1.1 The Village of Donalda Library is a public space in which staff, volunteers, and patrons should experience a safe and pleasant environment. Respectful behavior is expected of all staff, volunteers, and patrons.
- 1.2 This policy is designed to support appropriate behavior by staff, volunteers, and patrons. The policy should be interpreted in conjunction with the library's policies on unattended children and internet access and use.

2 UNINTENTIONALLY DISRUPTIVE BEHAVIOR

- 2.1 Disruptive behavior is behavior that is unintentionally bothersome to others. Examples of disruptive behavior includes whistling, loud talking, noisy use of cell phones and other mobile devices, rambunctious movement, or other behaviors that cause discomfort to or elicit general complaints by others.
- 2.2 Individuals engaged in such behaviors may not be aware that their behavior is disruptive. They will be told politely, but firmly, that the behavior is not appropriate and must cease.
- 2.3 If the behavior persists, then the behavior will be considered unacceptable.

3 UNACCEPTABLE BEHAVIOR

- 3.1 Behavior becomes unacceptable when it interferes with the use of the library by staff, volunteers, or other patrons, or when it could result in psychological or physical harm to self or others.
- 3.2 No one approach can be provided for dealing with a variety of unacceptable behaviors but the following usual course of action should be taken.
 - 3.2.1 The staff member/volunteer approaches the patron, states the nature of the unacceptable behavior and requests that the behavior cease.
 - 3.2.2 If the behavior persists, then a final warning is issued stating that the behavior must cease or the patron will be asked to leave.
 - 3.2.3 If the behavior persists, then the patron will be asked to leave the library. If necessary, the RCMP will be called to assist in removing the patron from the library.
 - 3.2.4 The patron also will be informed verbally that his/her library privileges have been suspended.
 - 3.2.5 A written notice will be mailed to the patron (or parents/responsible person if the patron is a minor child) explaining the suspension of library privileges and the steps that must be taken to have library privileges reinstated.
 - 3.2.6 The incident will be documented on the library's Incident Report form and the form will be retained in a secure location in the library.
 - 3.2.7 An electronic or paper copy of the Incident Report Form will be sent to the Chair of the Village of Donalda Library Board who may recommend further action if appropriate.

Reference chart to follow:

Policy Behavioral Chart: When Approaching Patrons

Infraction	First approach	Second approach	Third approach	Final
Unintentional disruptive behavior, i.e. whistling, loud	Told politely, but firmly, that the behavior is not			If the behavior persists, then the behavior will be

<p>talking, noisy use of phones or other electrical devices, rambunctious behavior, or other behaviors that cause discomfort.</p>	<p>appropriate and must cease.</p>			<p>considered unacceptable.</p>
<p>Unacceptable behavior when it interferes with the use of the library by staff, volunteers, or other patrons, or when it could result in psychological harm.</p>	<p>Staff member approaches the patron, states the nature of the unacceptable behavior and requests that the behavior cease.</p>	<p>Final warning is issued stating that the behavior must cease, or the patron will be asked to leave</p>	<p>Patron will be asked to leave. Patron will be informed verbally that their library privileges have been suspended.</p>	<p>A written notice will be mailed to the patron (or guardian of minors) explaining the suspension and steps need to be taken to have privileges reinstated.</p>
<p>Unacceptable behavior when it interferes with the use of the library by staff, volunteers, or other patrons, or when it could result in physical harm to self or others.</p>	<p>Staff member approaches the patron, states the nature of the unacceptable behavior and requests that the behavior cease.</p>	<p>Final warning is issued stating that the behavior must cease, or the patron will be asked to leave</p>	<p>Patron will be asked to leave. If needed, the RCMP will be called to assist in removing the patron from library. Patron will be informed verbally that their library privileges have been suspended.</p>	<p>A written notice will be mailed to the patron (or guardian of minors) explaining the suspension and steps need to be taken to have privileges reinstated.</p>
<p>Unattended child of any age is behaving in a manner that is disruptive or interferes with the operation or use of the library</p>	<p>Staff member approaches the child, states the nature of the unacceptable behavior and requests that the behavior cease.</p>	<p>The child's guardian will be notified, and they will be asked to remove the child from the library immediately.</p>		
<p>Patron enters building with a dangerous weapon</p>				<p>Press emergency button, and if possible, leave building to a neighbouring building.</p>

Policy Section: Library Management
Policy Subject: Unattended Children
Policy Reference: II.K
Date Approved:

The Village of Donalds Library believes that parents, or designated responsible persons, are responsible for the safety and supervision of their children in the library or on surrounding premises. Library staff, or volunteers, are unable to watch children as a parent does in terms of supervision and safety, and cannot be responsible for any consequences of parents/responsible persons forsaking their responsibilities.

1 DEFINITIONS

- 1.1 Child: means any person ten (10) years of age under.
- 1.2 Parent: means custodial parent or legal guardian.

- 1.3 Responsible Person: means any person who is not a parent or legal guardian but is in temporary charge of a child. Responsible persons must be sixteen (16) years of age or older.
- 1.4 Unattended Child: means a child of any age who, in the opinion of library staff or volunteers, appears to be unaccompanied by a parent or responsible person.
- 2 SUPERVISION OF CHILDREN BY AGE
 - 2.1 Children of seven (7) years of age or younger: Should not be left unattended by a parent/responsible person in any part of the building or surrounding premises if they are seven (7) years of age or younger or if the child's behavior patterns require close supervision.
 - 2.2 Children eight to nine (8-9) years of age: May use the library independently provided a parent/responsible person is readily accessible **within** the library, unless the children are participating in a drop-off library program.
 - 2.3 Children ten (10) years of age or older: May use the library unattended, provided they do not require supervision for behavior.
 - 2.4 Children of any age whose behavior patterns require close supervision should not be left unattended by a parent/responsible person in any part of the building or surrounding premises.
- 3 DROP-OFF PROGRAMS
 - 3.1 When a child participates in a drop-off program, the parent/responsible person must sign the child in and out of the program and if they do not remain in the building, leave a phone number where they can be reached for the duration of the program.
 - 3.2 Children must be picked up promptly at the end of the program.
- 4 UNATTENDED CHILDREN
 - 4.1 If the library staff discovers that a child has been dropped off for an extended period of time without a parent/responsible person, they will follow the steps outlined below.
 - 4.1.1 Contact the parent/responsible person by telephone, inform the parent/responsible person of the library policy and request arrangements to either have the child picked up as soon as possible or be supervised by a parent/responsible person in the library.
 - 4.1.2 Under no circumstances transport an unattended child to the child's home, on their own initiative, or at the parent/responsible person's request.
 - 4.1.3 Contact RCMP if the parent/responsible person cannot be reached.
- 5 INNAPPROPRIATE OR DISRUPTIVE BEHAVIOR OF A CHILD
 - 5.1 If an unattended child of any age is behaving in a manner that is disruptive or interferes with the operation or use of the library, that child's parent/responsible person will be notified and they will be asked to remove the child from the library immediately.

Policy Section: Library Management

Policy Subject: Meeting Room

Policy Reference: II.L

Date Approved:

The Village of Donalda Library is housed within the Village of Donalda Council chambers. The Village of Donalda Council must approve all activities conducted in this space that do not pertain to use of library resources.

Policy Section: Library Management
Policy Subject: Library Smart Hub
Policy Reference: II.M
Date Approved: July 16, 2025

The Smart Hub is available for lending to support digital learning, creativity, and access to technology within our community. To ensure fair and responsible use, the following borrowing policy applies.

1. Eligibility
 - 1.1 Borrowers must be 18 years of age or older.
 - 1.2 A valid library card in good standing is required.
 - 1.3 A signed borrowing agreement may be required before checkout.
2. Loan Period
 - 2.1 Smart Hubs may be borrowed for one (1) week at a time.
 - 2.2 Renewals are not permitted, to ensure equal access for all patrons.
3. Borrowing Limits
 - 3.1 One Smart Hub per household may be borrowed at any given time.
 - 3.2 Borrowers are responsible for the entire contents of the Smart Hub package as listed during checkout.

4. Fines and Fees

4.1 No other items will be available to sign out until the hub is returned to the library.

4.2 Borrowers will be charged for lost, damaged, or missing components at full replacement cost.

5. Usage Guidelines

5.1 The Smart Hub must be used for lawful, non-commercial purposes only.

5.2 Devices must not be modified, reset, or tampered with in any way.

5.3 No unauthorized software or content may be installed or downloaded.

6. Returns

6.1. Smart Hubs must be returned in person at the library desk. Do not use the book drop.

6.2 All parts must be returned in the original carrying case and checked in by library staff.

7. Agreement

By borrowing the Smart Hub, patrons agree to follow this policy. Misuse or failure to comply may result in loss of borrowing privileges.

Agreement attached to this policy.

Policy Section: Library Management

Policy Subject: AI Tools

Policy Reference: II. N

Date Approved: January 28, 2026

Background

The Village of Donalda Library recognizes that library staff may seek to integrate Artificial Intelligence (AI) tools into their workflows. While there is potential for AI tools to enhance efficiency and service delivery, the use of those tools also presents challenges and risks to Donalda Library for operations regarding security, privacy, transparency, and equity. Software such as Microsoft Copilot, ChatGPT, Canva AI, Murf AI, and more, are likely being used by staff already. The purpose of this policy is to ensure that the use of AI is done ethically, lawfully, and in compliance with all applicable legislation and policies.

Policy

This policy will set out principles for the secure, responsible, ethical, legal, and effective use of AI tools by library staff, while mitigating the risks involved. This policy applies to all employees with access to AI tools or platforms, whether through company-owned or personal devices.

Data Privacy

No private data, whether staff and/or patron related, is to be used directly with any AI platform, unless that platform has been previously approved by the library board for that purpose. Staff will not input data (including any personal or confidential information), text, or pictures that would compromise the Donaldda Library. Information entered into an AI tool may enter the public domain, and doing so may be in violation of privacy laws.

The use of AI notetaking software in online meetings hosted by the library will be strictly prohibited. The library staff member in charge of hosting the meeting will be responsible for ensuring no AI notetaking is taking place, either internally or externally. This will apply to all video meetings, including ones hosted on platforms such as Teams and Zoom.

Employees must follow all applicable data privacy and protection laws that are currently in place. Likewise, AI usage should not infringe upon internal privacy policies.

Information Accuracy & Bias

While improvements are being made, AI is still prone to inaccuracies and errors, so employees should always exercise caution. Every single work that was created with help from an AI tool should be vigorously fact-checked and verified by staff for accuracy and tone.

Donaldda Library board recognizes that algorithmic bias is a well-known risk associated with using AI. All AI content should be evaluated for discriminatory bias by a staff member, and the data being fed to AI tools must be of the highest quality, free from any bias that can pose risks, cause harm, or reinforce forms of discrimination.

Legal & Ethical Concerns

All copyright laws will be adhered to when using AI tools, and it is prohibited to use AI to generate content that infringes the intellectual property rights of others. This includes, but is not limited to, all copyrighted material.

The library is committed to respecting legal authorities governing the use of AI and will continue to monitor the legal status of these tools in Canada as policies, regulations, and case law evolves.

Accountability & Transparency

As AI becomes more advanced and its use is more common, it is increasingly difficult to identify where AI has been used. The library makes a commitment to transparency and proper oversight of these technologies.

AI will never be used in any form of library communications or correspondence, either internally or externally.

No AI-generated work product will be used or published without oversight from a library staff member. Additionally, staff are responsible for clearly identifying all work products that have been created using generative AI. Generative AI is defined by Oxford Languages as “artificial intelligence designed to produce output, especially text or images, normally requiring human intelligence, typically by applying machine learning techniques to large collections of data.” The library will be transparent about where and how AI is being used within the organization and standards for identifying AI-created work will be developed for consistency across the organization.

Sustainability

The Donalda Library board recognizes that AI tools have a significant environmental impact and will promote the environmentally responsible use of these tools. Staff should be mindful of the extreme resources most AI tools require and should consider using an alternative approach where the end results would be comparable.

As the field of AI is rapidly evolving, the library will continue to engage with stakeholders to invest in shared knowledge and a shared vision for responsible use of AI.

Policy Section: Library Management

Policy Subject: Privacy Management Program Policy

Policy Reference: II. O

Date Approved: June 3, 2026

Background

The Village of Donalda Library Board is committed to protecting the privacy of individuals and complying with the Alberta Protection of Privacy Act (POPA).

This Privacy Management Program establishes policies and procedures governing the collection, use, disclosure, retention, protection, and disposal of personal information under the custody or control of the library.

Privacy Officer

The Library Manager is designated as the Privacy Officer for the Village of Donalda Library.

The Privacy Officer is responsible for:

- Monitoring compliance with POPA
- Responding to privacy inquiries
- Managing privacy incidents and breaches
- Coordinating staff privacy training
- Maintaining privacy policies and procedures
- Responding to requests for access and correction of personal information

Collection of Personal Information

The library will collect only personal information necessary for the operation of authorized library programs and services.

When collecting personal information, the library will identify:

- The purpose of collection
- The legal authority for collection
- Contact information for the Privacy Officer

Use and Disclosure

Personal information will be used only for the purpose for which it was collected or for purposes authorized under POPA.

The library will not disclose personal information unless authorized by law or with appropriate consent where required.

Protection of Personal Information

The library will implement reasonable administrative, physical, and technical safeguards to protect personal information against unauthorized access, use, disclosure, alteration, or destruction.

Privacy Breaches

All actual or suspected privacy breaches shall be immediately reported to the Privacy Officer.

The Privacy Officer shall investigate the incident, document findings, determine risk, and carry out any reporting obligations required under POPA.

Retention and Destruction

Personal information shall be retained only as long as required for operational, legal, or regulatory purposes and shall be securely destroyed when no longer required.

Training

Employees, contractors, volunteers, and board members who have access to personal information shall receive privacy awareness training.

Review

This policy shall be reviewed annually by the Library Board.

Policy Section: Human Resources
Policy Subject: Library Board
Policy Reference: III.A
Date Approved:

Alberta's *Libraries Act* provides the Library Board of the municipality with full management and control of the municipality's library to organize, promote, and maintain comprehensive and efficient library services in the municipality.

Appointment of members to the Village of Donalda Library Board are made by the Village of Donalda Council, on recommendation of the Board. Appointments are made in February of each year, unless an appointment is needed to fill a Board position vacated prior to the end of the member's term.

The Board consists of five to ten (5-10) community members, of which up to two (2) can be Village Councilors appointed by the Village Council. Board members are unpaid volunteers.

Appointments to the Board are to be for a term of 3, 2 or 1-year terms, or in the case of an appointment to fill a vacated position, for the remainder of the member's term.

A member is eligible to be reappointed for two (2) additional consecutive terms of office, unless at least 2/3 of the Village Council passes a resolution stating that the member may be reappointed as a member for more than three (3) consecutive issues.

All meetings of the Board are open to the public. Portions of meetings can be held "in-camera" for discussion of personnel issues.

A simple majority of the Board constitutes a quorum.

Board meetings are held at least quarterly. Annual matters (appointment of Board members, election of executive, approval of budget, appointment of auditor) will be dealt with at the February meeting.

Decisions/votes discussed via email by the Village of Donalda Library Board are recorded and will be addressed, read, and confirmed at the following Board meeting.

Policy Section: Human Resources
Policy Subject: Personnel and Hours of Service
Policy Reference: III.B
Date Approved:

Library personnel should adhere to the Canadian Library Association *Code of Ethics*, as printed below.

Members of the Canadian Library Association have the individual and collective responsibility to:

- Support and implemented the principles and practices embodied in the current Canadian Library Association Statement on Intellectual Freedom
- Make every effort to promote and maintain the highest possible range and standards of library service to all segments of Canadian society
- Facilitate access to any of all sources of information which may be of assistance to library users
- Protect the privacy and dignity of library users and staff

Personnel shall be hired on the basis of demonstrated interest in reading and the promotion of literacy. They shall have an ability to work well with the public, good communication skills, and basic computer skills, with preference being given to those who possess basic library knowledge. The successful applicant must be self-motivated and willing to pursue related courses and/or workshops to improve his/her knowledge in library skills. A committee determined by the Village of Donalda Library Board will interview and select library personnel.

The Board shall provide a job description for all personnel, in an appendix to these policies.

Hours of work shall be set out in an appendix to these policies and adjusted from time to time by the Board, taking the preferences of the Library Manager into consideration.

An annual performance appraisal and salary review for the Library Manager shall be carried out by a Committee appointed by the Board, shortly after the February Board meeting.

In the event of a grievance, a three-member committee shall be struck - one member selected by the grievor, one member appointed by the Board and one mutually agreed upon arbitrator. Decisions of this committee will be binding upon both parties.

Policy Section: Human Resources

Policy Subject: Orientation and Continuing Education of Board and Staff

Policy Reference: III.C

Date Approved:

New members of the Village of Donalda Library Board will be provided with an orientation package consisting of the current:

- Alberta Libraries Act and Regulations
- Policies of Village of Donalda Library
- Plan of Service for the Village of Donalda Library

Board members are encouraged to attend library or trustee courses or conferences in the area.

Library staff is expected to attend library workshops, courses, or conferences in the area.

Membership to The Alberta Library Trustee's Association shall be paid by the library.

The library will pay Board and staff expenses for Board-approved courses, workshops, and meetings. These expenses may include mileage, accommodation, and registration fees.

Policy Section: Human Resources
Policy Subject: Safety, Security and Emergency
Policy Reference: III.D
Date Approved:

The Village of Donalda Library is committed to providing a safe and secure work environment for staff, volunteers, and members of the public who use the library. All library users are responsible to create and maintain a safe and secure library environment.

1 STAFF AND VOLUNTEERS WORKING ALONE

- 1.1 The Village of Donalda Library Board is required by the *Occupational Health and Safety Code* to ensure that employees require to work alone can do so safely. The Board includes volunteers in this requirement.
- 1.2 Furniture and shelving should be arranged and kept uncluttered so that visibility of persons in the library is not obstructed and exits are clear of obstructions.
- 1.3 Float monies should be kept to a minimum.
- 1.4 Bashaw RCMP contact numbers must be placed in plain view of library users.
- 1.5 Notification that activities in the library are monitored and recorded by video-surveillance cameras should be placed in plain view of library users.
- 1.6 The following actions should be taken by staff and volunteers:
 - 1.6.1 Check who is entering the building every time the door chimes are heard.
 - 1.6.2 Lock the door at closing time and set the alarm every time you leave.
 - 1.6.3 Make sure all patrons have left the premises at closing time.
 - 1.6.4 Staff and volunteers are encouraged to make family aware of working alone hours and expected time of returning home.
 - 1.6.5 When confronting someone, have phone in hand and, if possible, a contact on the line.
 - 1.6.6 A panic remote button is located close to library manager's regular working station and used when situations are in need for RCMP.

2 EMERGENCIES

- 2.1 All staff and volunteers will receive an orientation to safety, security, and emergency procedures.
- 2.2 Extreme Weather: Based on his/her judgement, the Library Manager may close or postpone opening the library when weather condition is such that travel may become unsafe. If possible, a notice should be placed on the door advertising patrons that the library is closed do to weather conditions.
- 2.3 Power Outage: In the event of power outage, staff should wait thirty (30) minutes to see if power is restored. If power has not been restored in thirty (30) minutes, then the Library Manager should close the library. A notice should be placed on the door advertising patrons that the library is closed due to power outage.
- 2.4 Fire: At the first indication of smoke or fire, alert all persons in the building to evacuate and call 911. Investigate to determine the location and extent of the fire. Only if the fire is small and contained and does not obstruct an exit path, should the fire be fought with a fire extinguisher. All staff and volunteers should be familiar with the type, location, and application of fire extinguishers in the building.
- 2.5 Health Emergencies: All staff and volunteers should know the location of the first aid kit. However, caution should be exercised when providing first aid. Since each case is unique, staff should use their own judgement to do what is prudent and reasonable. Staff should call for medical assistance and then focus on keeping the sick/injured person comfortable

and protected from needless disturbance until assistance arrives. Emergency Services (911) should be called in the event of a serious problem.

2.6 Drop Box Damage: The RCMP should be called if the Drop Box is vandalized or if any of the following are found in the Drop Box: dead animals, sharp objects, garbage or any type of liquid/powder purposely poured into the box. Notify the Board Chair and the Village CAO/Mayor.

2.7 Little Free Library Damage: The RCMP should be called if the Little Free Library is vandalized. Notify the Board Chair and the Village CAO/Mayor.

Policy Section: Human Resources
Policy Subject: Travel Expense Reimbursement
Policy Reference: III.E
Date Approved:

1 PURPOSE OF THE POLICY

1.1 This policy provides direction for the Village of Donalda Library Board members, and other community members as appropriate, when doing business on behalf of the Library.

1.2 All activity must have been planned and approved by Board.

2 REIMBURSEMENT EXPENSES

2.1 All travel arrangements should take into consideration the most economical means of transportation. Carpooling should be used whenever possible.

2.2 The following expenses will be considered for reimbursement:

2.2.1 Mileage: Will be reimbursed as total kilometers x current Village of Donalda rate.

2.2.2 Parking: Will be reimbursed as 100% cost.

2.2.3 Hotel: Will be reimbursed at 100% cost. The most economical hotel arrangements should be made.

2.2.4 Meals: Will be reimbursed at \$10/breakfast, \$15/lunch, and \$20/supper. Costs of alcoholic beverages will not be reimbursed.

3 SUBMITTING CLAIMS

3.1 All expense claims should be submitted to the Library Manager within 30 days of the expenditure occurring.

3.2 Receipts should be submitted with the travel claim form.

3.3 All claims submitted must be signed by two (2) Executive Board members before payment.

3.4 An Executive Board member is not able to approve their own claim.

Appendix A. Board Executive Roles and Responsibilities

The Executive of the Village of Donalda Library Board consists of the Chair, Vice-Chair, Treasurer, and Secretary. Executive positions are filled through election from the Board members at the conclusion of the February Board meeting.

Responsibilities of the Chair and Vice-Chair

The Chair shall:

- Play a leading role in advocacy for the library, including supporting fundraising and profile-raising activities;
- Encourage Board members to keep the library's mission in mind when participating in meetings and activities;
- Recognize Board members' contributions to the Board's work;
- Visit the library on a regular basis to maintain a good rapport with staff and be aware of issues as they arise;
- Prepare agendas for Board meetings with input from the Board members and the Library Manager;
- Chair meetings of the Board;
- Sign minutes of Board meetings, along with the Secretary;
- Act as a signing officer, with other officers, for cheques and other documents;
- Prepare annual reports and budgets, with input from the Library Manager and Treasurer;
- Other duties as required.

In the absence of the Chair, the Vice-Chair shall fulfill the above duties.

Responsibilities of the Treasurer

The Treasurer shall:

- Work with the Chair and the Library Manager to develop an annual budget;
- Keep in close communication with the Library Manager on all financial matters;
- Give regular financial reports, at least quarterly, to the Board;
- Act as signing officer, with other officers, for cheques and other documents;
- Prepare financial records for yearly audit and keep all necessary records and reports on file;
- Attend to monthly bookkeeping to (or liaise with a professional bookkeeper approved by the Board and hired to):
 - Pay bills and make deposits;
 - Prepare payroll, including T4s and Records of Employment;
 - Remit employee deductions to Canada Revenue Agency;
 - Record transactions in an accounting program;
 - Reconcile records to bank statements
- Other duties as required.

Responsibilities of the Secretary

The Secretary shall:

- Keep accurate minutes of Board meetings, record Board attendance and noting if a quorum is not present at the meeting;
- Present minutes for adoption at the next Board meetings, record all corrections to minutes and ensure adopted minutes are signed by the Chair and Secretary;
- Ensure a signed copy of minutes is placed in the official minute book;
- Ensure that the official minute book is kept up to date and that it remains on library premises;
- Make available copies of minutes to members and patrons on request;
- Keep copies of current policies;
- Keep a current list of Board members and officers;
- Act as a signing officer, with other officers, for cheques and other documents;
- In the absence of the Chair and the Vice Chair, chair Board meetings and delegate Secretary's duties for that meeting;
- Other duties as required.

Appendix B. Employee and Volunteer Position Descriptions

Library Manager

The Library Manager of the Village of Donalda Library has responsibilities in the following areas:

A. The Village of Donalda Library Board

- a. Provides regular reports to the Board on matters essential to the effective functioning of the library.
- b. Assists the Board Chairperson in preparing Board meeting agendas.
- c. Recommends policy to be set by the Board.
- d. Integrates decision making of the Board with operations of the library.
- e. Participates in Board and committee activities as required.

B. Management and Administration

- a. Assumes responsibility for the overall functioning of the library.

- b. Leads the execution of the library's Plan of Service.
- c. Provides management according to the library's policies and budgets and as required by the library's affiliation with Parkland Regional Library System.
- d. Monitors government regulations (federal, provincial, county and village) to ensure compliance.
- e. Completes applications for grants and financial assistance, with participation of the Board.
- f. Completes the Annual Report for Public Library Services Branch of Alberta Municipal Affairs.
- g. Assists in preparing the annual budget and oversees expenditures according to approved budget.
- h. Manages all monies collected in the library.
- i. Hires, supervises and evaluates other library staff (for example, summer students, Assistant Manager).
- j. Keeps informed about current developments in library services and programs through attendance at training workshops, conferences, and meetings of library organizations, as budget allows.

C. Library Duties

- a. Provides the best possible reader and reference service to the community.
- b. Completes materials selection, ordering, acquisition and classification.
- c. Assesses needs for programming, prepares program proposals, and implements in consultation with the Board.
- d. Conducts all circulation activities.

D. Library Promotion

- a. Serves as a liaison with community groups and other libraries.
- b. Builds partnerships with the Village of Donalda and other community groups.
- c. Ensures effective and friendly representation of the library to the community.
- d. Engages in public promotion for the Library within the community, through advertising, website, social media, posters, and other means.

E. Qualifications

- a. Minimum Grade 12 education.
- b. Interesting in pursuing educational opportunities related to library operations.
- c. Working knowledge of computers.
- d. Excellent verbal and written communication skills.
- e. Ability to set priorities and use independent judgement.
- f. Ability to think creatively, develop plans of action and carry them through.

Assistant Library Manager

Under the direction of the Library Manager, the Assistant Library Manager:

- Provides the best possible reader and reference service to the community
- Implements and evaluates Library policies
- Conducts all circulation activities
- Issues memberships and collects fees, fines, and penalties
- Assist in material selection, orders, and catalogues materials
- Institutes programming.

Volunteers

Volunteers shall be bound by the same standards of conduct, obligations, and policies as are paid personnel.

Under the direction of the Library Manager or Assistant Library Manager, volunteers shall perform circulation duties and participate in programming as instructed.

Appendix C. Hours of Work and Payroll Processes

Hours of Work

The Library Manager's regular hours of work shall be the same as library business hours of the Village of Donalda Library. Library operating hours shall be reviewed from time to time and set by the Board in consultation with the Library Manager.

Programming hours will be determined, and reviewed, by the Board from time to time and set in consultation with the Library Manager.

Library Manager's extra hours, outside of regular hours of work, only is reimbursed if it is for pre-approved programs by the Board, setting up for fundraising events, Board meetings, or library training through Parkland Regional Library. Anything else has to be pre-approved by Board during scheduled meetings.

Payroll Processes

Pay periods extend from the 25th of the month through the 24th of the following month (e.g. from September 25 to October 24). A pay period time sheet must be submitted, paper or electronically, to the Treasurer no later than the 25th of the month for days worked between the 25th of the prior month and the 24th of the current month. At the same time, mileage, expense claims with receipts, program

and library purchases with receipts must be submitted to the Treasurer. If the 25th of the month falls on a Saturday, Sunday, or statutory holiday, then the time sheet and mileage/expense claims must be submitted on the day of the week immediately prior.

The Treasurer will forward the time sheet and mileage/expense claims to the Bookkeeper for calculation of month-end pay (remainder of monthly pay including vacation pay and less deductions), CRA remittances, and travel and expense claims. The Bookkeeper will inform the Treasurer of the cheques to be written for month-end pay, expenses, mileage, and CRA remittances in time for cheques to be written for the month-end pay date. If the last day of the month falls on Saturday, Sunday, or statutory holiday, then month-end cheques will be issued on the day of the week immediately prior.

If time sheets are submitted after the 25th, then there may be a delay in issuing month-end cheques.

Appendix D. Travel Expense Reimbursement Form

Village of Donalda Library Travel Expense

As per the Village of Donalda Travel Expense Reimbursement Policy, the following are the rates for reimbursement of expenses:

Mileage: Will be reimbursed as total kilometres x current Village of Donalda rate.

Parking: Will be reimbursed at 100% of cost (receipts must be attached).

Hotel: Will be reimbursed at 100% of cost (receipts must be attached). The most economical hotel arrangements should be made.

Meals: Will be reimbursed at \$10/breakfast, \$15/lunch, and \$20/supper. Costs of alcoholic beverages will not be reimbursed.

DATE	DESCRIPTION	MILEAGE	PARKING	MEALS Total	HOTEL	OTHER

	Column Totals:					
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TOTAL AMOUNT OF CLAIM:

DATE OF CLAIM (MUST BE SUBMITTED WITHIN 30 DAYS OF EXPENSE):

SIGNATURE OF CLAIMANT:

APPROVAL SIGNATURE 1:

APPROVAL SIGNATURE 2:

Appendix E. Incident Report Form

Village of Donalda Library Incident Report Form
 (Reference: Village of Donalda Library Appropriate, Disruptive and Unacceptable Behaviors Policy)

Date of incident:

Time of incident:

Name of person completing the form:

Description of incident:

Description of action taken:

Description of any follow-up required be the library staff, Board or others:

Suggestions for preventing similar incidents:

Signature:

Date:

Appendix F. Smart Hub Borrowing Agreement

Smart Hub Borrowing Agreement

Village of Donalda Library

Borrower's Name: _____

Library Card Number: _____

Phone/Email: _____

I understand and agree to the following terms:

1. I must be **18 years or older** to borrow the Smart Hub.
2. I may borrow the Smart Hub for **one (1) week**, with **no renewals**.
3. I will return the Smart Hub **in person to the library desk**, not through the book drop.
4. I am responsible for returning **all components** in the condition in which they were received.
5. I will not alter, reset, or damage the device or install unauthorized software.
6. I agree to use the Smart Hub **only for lawful, personal, non-commercial purposes**.
7. I understand that I cannot take out other items from the library until the hub is returned.
8. I am responsible for the **full replacement cost** of the Smart Hub or its components if lost, damaged, or not returned.
9. Failure to comply with this agreement may result in **loss of borrowing privileges**.

Borrower Signature: _____

Date: _____

Library Staff Initials (at checkout): _____

Due Date: _____

Appendix G. Privacy and Consent Form

VILLAGE OF DONALDA LIBRARY: PRIVACY AND CONSENT FORM

The Village of Donalda Library collects personal information for the purpose of administering library memberships, lending materials, providing programs and services, communicating with patrons, and maintaining library records.

The authority for collecting this information is the Libraries Act and the Alberta Protection of Privacy Act (POPA).

The personal information collected may include:

- Name
- Address
- Telephone number
- Email address
- Date of birth (where required)
- Emergency contact information (for programs)

Personal information will only be used and disclosed in accordance with POPA.

Questions regarding the collection, use, or disclosure of personal information may be directed to:

Privacy Officer

Village of Donalda Library

Box 40, Donalda, AB, T0B 1H0

CONSENT

I acknowledge that I have read and understood this Privacy and Consent Form.

I consent to the library using my personal information for the administration of library services and programs.

Name: _____ Parent/Guardian (if applicable): _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Appendix H. Yearly Calendar of Board Fiscal and Governance Tasks

Month	Activities
January	<ul style="list-style-type: none"> - Apply for FCSS grant, deadline January 31 - Prepare previous year's financial books for the auditor
February	<ul style="list-style-type: none"> - February Board meeting (AGM): <ul style="list-style-type: none"> • with welcome of new board members, Manager's Report, Treasurer's Report • Approval of proposed budget • Library Manager performance appraisal and salary review • Election of executive – Chair, Vice-Chair, Treasurer, Secretary (duties start at conclusion of meeting) • Public Library Survey and Annual Report approved and submitted online to Alberta Municipal Affairs
March	<ul style="list-style-type: none"> - Apply for FCSS funding for Summer Program
May	<ul style="list-style-type: none"> - May Board meeting with Manager and Treasurer's Reports - Annual review of Plan of Service
June	<ul style="list-style-type: none"> - Application for Operating Grant to be submitted to Alberta Municipal Affairs, with budget, audited financial statement, application for financial assistance. (deadline June 15)
September	<ul style="list-style-type: none"> - September Board meeting with Manager and Treasurer's Reports
November	<ul style="list-style-type: none"> - Submit Summer Program evaluation to FCSS (deadline Nov 30) - Apply for Tax Program through Federal Government
December	<ul style="list-style-type: none"> - Board meeting (early Dec/late Nov) <ul style="list-style-type: none"> • Manager and Treasurer's Reports • Review Board members terms, provide replacement names to Village Council for approval effective February Board meeting • Submit proposed budget for next year to Village Council for approval of Village appropriation

Appendix I: Record of Policy Reviews and Revisions

Policy Reference	Date of Review	Date of Revision	Date Sent to Libraries Branch
Complete document	July 4, 2023	July 12, 2023	October 30, 2023
Added a chart to policy II.J.	April 23, 2025	August 5, 2025	
Added policy II.M.	July 16, 2025	August 5, 2025	
Added policy II.N	January 28, 2026		
Added policy II.O	June 3, 2026		