

STATEMENT OF POLICIES

Village of Forestburg Library Board

Our Mission Statement

READ-LEARN-CONNECT

Including revisions up to March 2026

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SECTION 1 – GOVERNANCE

1.1 ROLE OF THE TRUSTEE/BOARD MEMBER

1.11 Membership of the Village of Forestburg Library Board

March 2026

1. The “Village of Forestburg Library Board” is the legal name of the board, but the board is commonly referred to as the “Forestburg Public Library Board”. These names may be used interchangeably.
2. The board shall consist of maximum of ten (10) members whose names are submitted to the Village Council, and if passed in a motion by Council, shall serve as Trustees on the Library Board for a term of three (3) years. The total of ten (10) members includes the Village of Forestburg’s representative who is designated at the Council’s annual organizational meeting.
3. The terms “Trustee” and “Board Member” may be used interchangeably.
4. A quorum of half the members plus one must be present at regular and special meetings in order to conduct the business of the board.
5. As a general rule, the Chairperson, Secretary and Treasurer shall have signing authority. Any two of the three positions may sign cheques. However, if circumstances dictate, other board or staff members may be given signing authority.
6. New members shall be recruited by personal contact and/or by advertising.
7. If the board wishes to appoint a member to serve on the board for more than three (3) terms, a 2/3 majority vote confirming this appointment must be passed by Forestburg Village Council.
8. If any board member is absent from three consecutive meetings without a valid reason, that Board member shall be deemed to have resigned. The chairperson shall contact the member in person or by phone after two missed meetings, and written notification will be served after the third absence.

1.12 Responsibilities of Trustees/Board Members

March 2026

Authority and Responsibility

The Board of Trustees is the legal authority for the Village of Forestburg Library Board. As a member of the Board, a board member acts in a position of trust for the community and is responsible for the effective governance of the library.

Requirements

Requirements of Board membership include:

- Commitment to the work of the library and its mission
- Willingness to be an advocate for library services and programs with the public, the business community and the municipal, provincial and federal governments
- Willingness to read and maintain familiarity with all documentation relating to Board governance
- Willingness to attend all regular, special and committee meetings
- Willingness to serve on committees and attend meetings of same
- Support of special events and fundraising events

Duties and Responsibilities

A Board Member is fully informed on library matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Board Member must:

- Develop, in accordance with the Libraries Act, bylaws and policies in consultation with the board, its committees and staff
- Review the bylaws and policies at least annually and make necessary changes.
- Ensure that decisions made are in accordance with these bylaws and policies.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments in accordance with the Libraries Act.
- Ensure that Forestburg Public Library's objectives as outlined in the Plan of Service are implemented.

- Approve Forestburg Public Library’s annual budget and request for funding to Council.
- Approve the employment of staff.
- Participate in an annual evaluation of the Library Manager.
- Work with the Library Manager to develop and maintain positive relationships among the board, committees, staff, volunteers and community.
- Assist in recruiting board members and volunteers as needed
- Take advantage of board development and library service training opportunities
- Approve major financial decisions when required
- Review financial reports

Board Member Orientation

- Upon appointment to the Board, a trustee shall receive a binder containing all current working documents of the Board including the budget, plan of service, bylaws, policies and regulations.
- In addition, each trustee will receive an Alberta Library Trustee Association (ALTA) handbook and all additional material as available.
- Each new trustee shall be made aware of the procedure for the operation of the Library and such duties that he/she may be expected to fulfill.

Term of Office

- The term of office for trustees shall be in accordance with the policies outlined in the Libraries Act.
- No trustee shall serve more than a two-year term in any one executive position, within a three-year term on the Library Board.

1.13 Responsibilities of Chair and Vice-Chair

September 2008

The Chair shall:

1. Play a leading role in advocacy for the library, including supporting fundraising and profile-raising activities.
2. Encourage board members to keep the library's mission in mind when participating in meetings and activities.
3. Recognize board members' contributions to the board's work.
4. Visit the library on a regular basis to maintain a good rapport with staff and be aware of issues as they arise.
5. Prepare the board's agenda with input from the board members and the Library Manager.
6. Chair meetings of the board.
7. Sign the minutes of board meetings, along with the Secretary.
8. Keep discussion at meetings on topic.
9. Act as a signing officer, with other officers, for cheques and other documents such as contracts and grant applications.
10. Other duties as required.

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

1.14 Responsibilities of Treasurer

March 2026

The Treasurer shall:

1. Work with the board and the Library Manager to develop an annual budget, and keep in close communication with the Library Manager on all financial matters.
2. Give regular financial reports, at least quarterly, to the board.
3. Record financial transactions on a monthly basis.
4. Act as a signing officer, with other officers, for cheques and other documents.
5. Prepare the financial records for audit and keep all necessary records and reports on file.
6. Complete required financial filings such as WCB and Registered Charities Return
7. Review, approve and submit monthly employee and manager hours to the Village of Forestburg
8. Other duties as required.

Monthly bookkeeping includes:

1. Paying bills and making deposits.
2. Recording transactions in accounting program.
3. Reconciling records to bank statements.
4. Preparing financial reports.
5. Issuing tax deductible receipts for donations.

1.15 Responsibilities of Secretary

March 2026

The Secretary shall:

1. Keep accurate minutes of meetings and ensure a signed copy is placed in the official minute book.
2. Make available copies of minutes to members on a schedule as determined by the board.
3. Present minutes for adoption at the next meeting. Record all corrections to minutes. Ensure adopted minutes are signed by Chair and Secretary.
4. Ensure that the official minute book and the electronic copy are kept up to date and that the book remains on library premises.
5. Keep copies of the bylaws and policies.
6. Keep a current list of officers and board members.
7. Keep record of board attendance. Record in the minutes if a quorum is not present at the meeting.
8. In the absence of the Chair and the Vice-Chair, the secretary shall chair board meetings and delegate secretary's duties for that meeting.
9. Act as a signing authority, with other officers, to sign cheques and other legal documents.
10. Other duties as required.

1.16 Remuneration for Trustees/Board Members

September 2008

1. Board members shall be reimbursed for travel and expenses incurred while conducting approved board business.
2. Mileage shall be paid at the current rate paid by Village Council. Government distance charts apply (see mileage chart on a current Alberta Road map).
3. The claims and receipts for these expenses are to be handed in to the Treasurer within a three-month period.

1.17 Advocacy

September 2008

1. Advocacy is saying to decision-makers, potential partners, funders, any stakeholder – “Your agenda will be greatly assisted by what we have to offer.” We have to appeal to what they value. Trying to make them value what we value will not work.
2. The Board recognizes that advocacy involves public relations, customer service and marketing. It is a planned, deliberate, sustained effort to raise awareness of issues. It is an ongoing process where support and understanding are built incrementally. Advocacy involves every person who has any connection with the library, from board members to staff to volunteers.
3. In these times of increasing demand for library services, and no increases in provincial funding, the Board realizes that advocacy is essential for the library to be able to increase the level of services available in our community.

1.18 Partnerships and Associations

March 2026

Forestburg Public Library, through the Village of Forestburg, has been part of Parkland Regional Library since 1986, and through that association, part of The Alberta Library. This allows our library to take full advantage of consultant services, training, technology and the ability to share resources with over 290 libraries in Alberta.

We maintain memberships in the following associations:

- Alberta Library Trustees Association
- And from time-to-time Library Association of Alberta and/or the Canadian Library Association

1.2 BUSINESS AND STRUCTURE OF THE BOARD

1.21 Meetings

September 2008

Regularly scheduled meetings of the Board shall be held every month except for July and August, with the meeting dates to be determined by the board. Special meetings may be called by the Chair if needed.

1. Committees will be established for the purpose of carrying out the business of the board that cannot be reasonably dealt with at the board level.
2. If the committee is to be authorized to spend money, the motion establishing it must define the parameters for its spending.
3. Parliamentary procedure should be followed at all regularly scheduled and emergency board meetings to ensure that business is handled in a fair and expedient manner.
4. All members in attendance must vote on all motions unless they verbally declare a conflict of interest. If a conflict of interest is declared, the member should leave the room for the discussion and vote on the issue.
5. All motions pertaining to money matters must be seconded. All other motions do not need to be seconded.

1.22 Finances

March 2026

Finance Policy

The purpose of this Finance Policy is to establish clear financial management procedures for the Village of Forestburg Library Board. The policy is intended to safeguard Library funds, ensure transparency and accountability, establish proper authorization of expenditures, and support effective financial oversight.

This policy provides guidance for budgeting, financial approvals, handling of funds, reimbursement of expenses, and financial reporting.

1. Scope

This policy applies to all individuals involved in the financial activities of the library, including:

- Board members
- The Treasurer
- Signing officers
- The Library Manager
- Library staff and volunteers handling Library funds or making purchases on behalf of the library

All individuals acting on behalf of the library must follow this policy.

2. Fiscal Year

The fiscal year of the Village of Forestburg Library Board follows the calendar year and runs from January 1 to December 31.

3. Budgeting Process

The library operates according to an annual operating budget.

- The Treasurer prepares the annual operating budget for the upcoming year by October 31 of the current year
- The budget includes expected expenses for the operation of the library, including staffing, programs, and general operating costs

- Funding sources are municipal and provincial operating grants, various project-specific grants that come available, as well as fundraising through the Friends of the Library and private donations
- The Board reviews the budget and approves it
- The approved budget is submitted to the Village Council for approval
- Upon its approval, usually by April, it is then submitted to Alberta Municipal Affairs along with the audited statement of Receipts and Disbursements for the previous year
- If significant financial changes occur during the year, the Treasurer will review the situation with the Board

5. Payroll Process

Payroll for Library staff is administered through the Village of Forestburg.

The following process applies:

- The library staff records hours worked on a time sheet kept at the library. Hours must be recorded daily. The manager will review and approve the hours monthly. The hours are then submitted to the treasurer who will review and approve them.
- Once reviewed and approved by the manager and treasurer, the hours are submitted to the Village of Forestburg for payroll processing
- The Village processes payroll and government remittances
- The Village invoices the library for payroll costs
- The Treasurer reviews and pays the payroll invoice

6. Signing Authority

To maintain appropriate financial controls:

- All Library cheques require two authorized signatures
- Signing officers are designated by the Board
- A signing officer may not authorize or sign a payment issued to themselves

Electronic payments must follow the same approval principles.

7. Purchasing and Expense Authorization

Purchases made on behalf of the library must follow an approval process. Staff responsible for library operations may make reasonable, low-value purchases necessary for normal

programming and daily operations without prior approval. These may include items such as refreshments for library programs, basic supplies, or other small incidental expenses.

All purchases must:

- be reasonable and appropriate for library purposes
- be supported by itemized receipts
- be submitted for reimbursement in a timely manner.

Purchases that are unusual, discretionary, or above routine operating needs must receive prior approval from the Treasurer or the Board before the expense is incurred.

The library reserves the right to decline reimbursement for purchases that are not considered reasonable, necessary, or appropriate for library purposes.

If an expense is determined to be inappropriate or unauthorized:

- reimbursement may be refused, or
- if the expense was charged to a library account, the individual responsible may be required to reimburse the library.

Final determination of reimbursement eligibility rests with the Board of Directors or Treasurer.

8. Expense Reimbursements

Employees who incur expenses on behalf of the library may request reimbursement.

To receive reimbursement:

- A reimbursement form must be completed
- Original receipts must be attached
- The purpose of the expense must be clearly documented
- The reimbursement must be reviewed by the Treasurer before payment is issued

No reimbursement will be issued without proper documentation.

Individuals may not approve their own reimbursement.

9. Cash Handling

The library receives small amounts of cash through activities such as:

- Donations
- Book sales by donation
- Printing services
- Coffee and tea contributions
- Program fees
- Fundraising Proceeds
- Other Library-related activities

Any cash received by the library shall be recorded and stored securely in a designated cash on hand box pending deposit.

Cash held in this box is not a petty cash fund and may not be used to pay expenses.

All funds must be deposited into the library's bank account as soon as reasonably possible.

The Treasurer is responsible for monitoring the cash and ensuring deposits are properly recorded

10. Donations and Donation Receipts

The library accepts donations from the public.

- Donations must be recorded and deposited into the library's bank account
- Tax receipts for donations are issued by the Library Manager and/or Treasurer
- Donation receipts are issued to the donor, and a copy of each receipt must be retained in the library's Registered Charities file

Imagination Library Donations

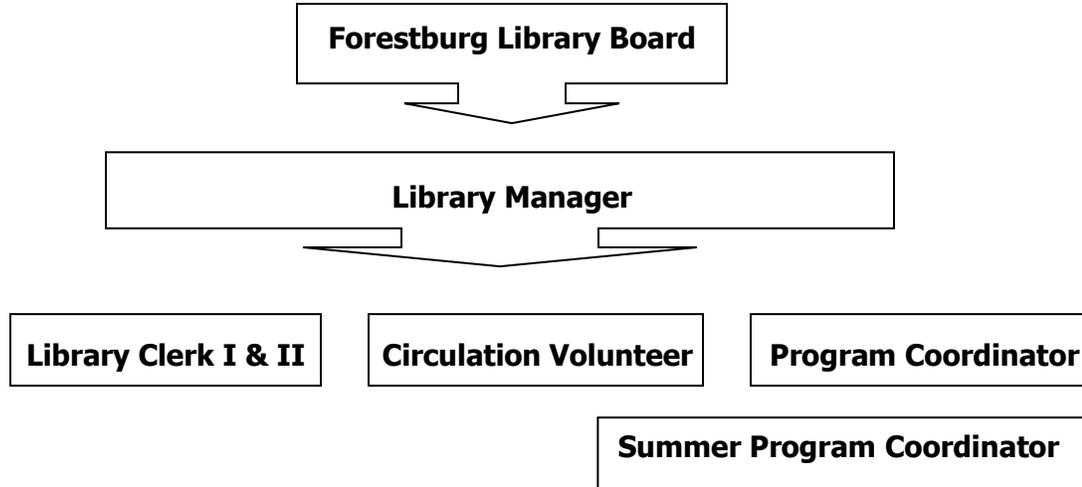
The library may also collect donations on behalf of the Imagination Library program.

- Donations received for the Imagination Library are recorded separately
- These funds are deposited and transferred to the appropriate Imagination Library account
- These funds are treated as pass-through funds and are not retained for Library operations

SECTION 2 - PERSONNEL

2.1 ORGANIZATIONAL STRUCTURE

March 2026



2.2 POSITIONS

2.21 Job Descriptions

2.211 Library Manager

Job Description

March-2026

The duties of the Library Manager are to:

- a. Work onsite during normal hours of operation unless otherwise authorized in writing by the board
- b. Ensure that activities undertaken and decisions made are in accordance with the bylaws and policies of Forestburg Public Library
- c. Ensure good customer service is provided to all patrons by staff
- d. Foster a good workplace climate for all staff and volunteers
- e. Work with the board, staff and volunteers to ensure that all who are involved with our library are advocates for public library service
- f. Advise the board on matters of policy and operations
- g. Perform all circulation duties as listed under Library Clerk Job Description

- h. Work with materials – barcode link materials (if no catalogue record exists for the items, send them to Parkland Regional Library for cataloguing); make minor repairs; select and deselect materials; purchase materials
- i. Approve invoices for lost or overdue materials
- j. In accordance with the finance policy, purchase library and office supplies as necessary; if the supplies are not invoiced and are paid for by the manager, retain receipts for reimbursement
- k. With prior approval of the Board, represent the library at appropriate forums and workshops hosted by Parkland
- l. Oversee programming for children, teens and adults, including a summer reading program
- m. Hire staff with assistance of a board member on the hiring committee and provide training for staff
- n. Oversee and monitor the use of the internet access site; develop and implement a technology plan
- o. Be proficient in the use of library processing software, both in the Regional Library system and for Inter-Library Loans out of system; ensure staff gains the proficiency they need for their areas of responsibility
- p. Train and schedule library volunteers
- q. Review and keep secure cheques/cash and invoices received until the treasurer can make deposits and pay invoices
- r. Issue tax deductible receipts for donations and assist the treasurer with completing the annual charity return
- s. Assist the Board in preparing the annual budget
- t. Attend all Board meetings and provide a monthly report of activities; if Library Manager is unable to attend a meeting, another member of the staff must be designated to attend
- u. All communication to the board from the manager must be in writing either in an email to the entire board or included in the monthly report
- v. Submit monthly news and promotional information to INFOrestburg
- w. Prepare orientation packages for new Board members and support the Board in orienting new members

- x. Prepare and submit the annual report for the previous year to Alberta Municipal Affairs by February 28 each year
- y. Apply for grants and ensure that accounting for same is completed
- z. Assist the treasurer to prepare the books for audit
- aa. Withdraw deselected items from circulation, both on the computer system and physically from the library; retain items for book sale or prepare for recycling
- bb. Review and approve monthly time sheets from staff in preparation for them to be reviewed, approved and submitted by the treasurer to the Village of Forestburg
- cc. Network with other libraries
- dd. Other duties as required

Position Requirements

- a. High School Diploma
- b. Proficient computer skills – Microsoft Office, basic internet and email competence
- c. Good communication skills, both written and verbal
- d. Love reading and assisting the public in obtaining information; enjoy working with all ages
- e. Familiarity with accounting principles and budgeting
- f. Supervisory experience
- g. Submit to a security and vulnerable persons check
- h. Experience in staff management, finance, and working with a board
- i. As a condition of hire, submit a criminal record and vulnerable persons check

2.212 Library Clerk I

Job Description

March 2026

The duties of the Library Clerk I are:

- a. Work onsite during normal hours of operation unless otherwise authorized in writing by the board
- b. Provide good customer service to all patrons by helping them find the materials or information they need in a pleasant and friendly manner
- c. Checkout and check-in materials at the circulation desk; check the drop box and mail box daily; shelve materials

- d. Process interlibrary loans for PRL libraries.
- e. Remind patrons re: overdue materials; prepare invoices for lost/damaged materials
- f. Sell items and restock for periodic book sales
- g. Monitor the use of the public computers
- h. With prior approval of the Board, attend workshops and other training sessions as necessary
- i. Take responsibility for certain library duties if requested
- j. Other duties as required

Position Requirements

- a. High School Diploma
- b. Proficient computer skills – Microsoft Office, basic internet and email competence
- c. Good communication skills, both written and verbal.
- d. Love reading and assisting public in obtaining information. Enjoy working with all ages
- e. As a condition of hire, submit a criminal record and vulnerable persons check.

2.213 Library Clerk II

Job Description

March 2026

The duties of the Library Clerk II are:

- a. Work onsite during normal hours of operation unless otherwise authorized in writing by the board
- b. Provide good customer service to all patrons by helping them find the materials or information they need in a pleasant and friendly manner
- c. Checkout and check-in materials at the circulation desk; check the drop box and mail box daily; shelve materials
- d. Process interlibrary loans, both through Parkland Regional Library and outside the system
- e. Work with materials – barcode link materials (if no catalogue record exists for the items, send them to Parkland Regional Library for cataloguing); make minor repairs
- f. Remind patrons re: overdue materials; prepare invoices for lost/damaged materials\
- g. Retain items for book sale or prepare for recycling
- h. Sell items and restock for periodic book sales
- i. Monitor the use of the public computer

- j. With prior approval of the Board, attend workshops and other training sessions as necessary
- k. Take responsibility for certain library duties if requested
- l. Other duties as required

Position Requirements

- a. High School Diploma
- b. Proficient computer skills – Microsoft Office, basic internet and email competence
- c. Good communication skills, both written and verbal
- d. Love reading and assisting the public in obtaining information; enjoy working with all ages
- e. As a condition of hire, submit a criminal record and vulnerable persons check

2.214 Program Coordinator

Job Description

March 2026

The Programmer is responsible for assessing, developing, planning and facilitating implementation of programming for the library.

The duties of the Program Coordinator are:

- a. Plan, promote and implement programs for children aged preschool to adult according to priorities targeted in the current Plan of Service.
- b. Acts as liaison between partnering organizations providing programs in the library while keeping management informed on a regular basis.
- c. Register participants in the program and collect fees if charged.
- d. Supervise participants at all times to ensure that they have a safe attendance at programs, in accordance with Health and Safety policies.
- e. Purchase program supplies within the assigned budget and maintains budgetary records for programs.
- f. Maintain attendance records.
- g. Set up necessary library displays, photography signs, and relevant advertising for programs at the library.
- h. Set up and clean up any area used by the program.
- i. Provide an evaluation of all programs and submit all necessary statistics at its conclusion to the Library Manager for presentation to the Board.

Position Requirements

- a. Basic computer, internet, email competence, social networking sites, and good communication skills.
- b. Have a passion for reading and creative projects.
- c. Enjoy working with all ages, especially children.
- d. As a condition of hire, submit a criminal record and vulnerable persons check.

2.215 Summer Program Coordinator

Job Description

March 2026

Full-time Program Co-ordinators will be hired as required (depending upon the availability of employment grants). The Program Coordinator may also work circulation shifts and perform other duties in the library.

The duties of the Summer Program Coordinator are:

- a. Plan, promote and implement programs in consultation with the Library Manager for children aged preschool to adult, emphasizing enjoyable activities to improve literacy and enhance creativity.
- b. Liaisons with participants, parents, and program users to provide information about programs.
- c. Promote the program in the community and at the school.
- d. Register participants in the program and collect fees if required.
- e. Supervise participants at all times to ensure that they have a safe attendance at programs, in accordance with Health and Safety policies.
- f. Purchase program supplies within the assigned budget.
- g. Maintain attendance, budget and program records.
- h. Set up and clean up any area used by the program.
- i. Provide an evaluation of the program and submit all necessary statistics at its conclusion to the Library Manager for presentation to the Board and for submission to Parkland Regional Library.
- j. Work shifts at the circulation desk as scheduled (check-out and check-in of materials; check the drop box and mail box daily; shelve materials; complete the request list for

intra-library loans; bag and label requests and returns for the van run; monitor use of the public computers).

Position Requirements

- a. Basic computer, internet, email competence and good communication skills
- b. Have a passion for reading and creative projects
- c. Enjoy working with all ages, especially children
- e. As a condition of hire, submit a criminal record and vulnerable persons check unless under the age of majority

2.216 Circulation Volunteer

Job Description

March 2026

The duties of the Circulation Volunteer are:

- a. Provide good customer service to all patrons by helping them find the materials or information they need in a pleasant and friendly manner
- b. Checkout and check-in materials at the circulation desk; check the drop box and mail box daily; shelve materials
- c. Monitor the use of the public computers

Position Requirements

- a. Basic computer skills including internet and email competence
- b. Love reading and assisting the public in obtaining information
- c. Enjoy working with all ages
- d. As a condition of participation, submit a criminal record and vulnerable persons check.

2.22 Recruitment, Hiring and Termination

Oct 2012

All vacancies will be advertised. All persons are entitled to equal opportunity employment in accordance with government regulations. Positions are open to all qualified applicants solely on the basis of their experience, aptitudes, qualifications and abilities. Ensure criminal record information, work with vulnerable persons check is done and processed before hiring is finalized. Advancement shall be based on the individual's achievement, performance, ability and potential for promotion.

The Library Board shall hire the Library Manager. The Library Manager shall hire all other positions with assistance of one board member on the hiring committee. When hiring a new Library Manager, an effort should be made to have the outgoing Library Manager work with the new Manager for a period of at least two weeks. Parkland Regional Library consultants can also be accessed to provide training to a new Library Manager.

When leaving the position, the Library Manager shall provide the Board with at least thirty (30) days written notice. In case of a termination of employment by the Board, the Library Manager shall be provided with thirty (30) days written notice and severance pay negotiated if termination is without just cause. No notice is required for termination with just cause (refer to Section 2.5).

2.3 PAY AND BENEFITS

2.31 Pay Periods

March 2026

Pay periods are monthly. Employees must keep a record of hours worked on a daily time sheet kept at the library. The Library Manager will review and approve the submitted hours, subsequently, the treasurer will review, approve and submit monthly employee and manager hours to the Village of Forestburg.

Overtime Agreement- Overtime is not paid for hours worked beyond the normal schedule. Time off will be provided in lieu of overtime pay. This time shall be taken in compliance with Alberta's Employment Standards Legislation.

2.32 Employment Benefits

February 2013

All employees receive the basic benefits- Canada Pension Plan and Employment Insurance

2.33 Probation

March 2026

There will be a 3-month probationary period for all employees

2.34 Vacation Pay

June 2009

As all employees are part-time, vacation pay in lieu of vacations will be paid on each paycheque. The scheduling of staff holidays (which in this case is time off for employees, without pay) must be arranged with the Library Manager to ensure that responsibilities are covered.

Vacation pay is paid as follows:

- 4% of gross wages for employees up to 5 consecutive years of service
- 6% of gross wages for employees with 5 – 9 consecutive years of service
- 8% of gross wages for employees with 10 consecutive years of service or more

2.35 Statutory and Designated Holidays

March 2026

The following are paid Statutory and Designated Holidays for all employees. If a regular work day falls on one of these days, the employee will take the day off and be paid as per current Alberta Employment Standards.

New Year's Day	Victoria Day	Thanksgiving Day
Family Day	Canada Day	Labour Day
Good Friday	Remembrance Day	Christmas Day

- Forestburg Public Library will follow the current Alberta Employment Standards
- When any of the statutory or designated holidays fall on a Saturday and/or a Sunday, the following Monday and/or Tuesday shall be deemed to be the holiday.
- In the unlikely event that an employee is scheduled to work on a statutory or designated holiday, the employee shall be paid 1.5 x his or her regular rate of pay.

2.36 Leaves of Absence

March 2026

Leaves Without Pay – Parental, Maternity, Adoption Leave in accordance with Alberta Employment Standards.

Bereavement Leaves is three days per calendar year not per incident of bereavement for the death of an immediate or extended family member in accordance with Alberta Employment Standards. This leave must be reported to the Board in writing.

2.36 Continuing Education

March 2026

- a. Staff are encouraged to attend workshops or meetings as approved in writing by the Library Manager and Library Board prior to attending.
- b. The regular rate of pay for staff plus travelling expenses for one vehicle shall be paid. Travelling time is not paid, only time at the workshop or meeting.
- c. If the Library Manager wishes to take courses offered by an accredited institution, the Library Manager will be reimbursed for one half the tuition fee with prior approval in writing from the Board.
- d. Members of the board should be encouraged to attend workshops or meetings and will be reimbursed for any reasonable expenses with prior approval in writing from the Board.

2.37 Out of Town Library Business

March 2026

If staff is going out-of-town to conduct business for the library, the regular rate of pay plus travelling expenses for one vehicle shall be paid with prior written approval from the Library Board.

2.4 EMPLOYEE CONDUCT

March 2026

Dress shall be appropriate for their position. Casual dress, including jeans, may be worn as long as they are in good repair and follow dress code posted in the library. The Board has the right to require employees to provide a medical certificate indicating the employee's ability to carry out the duties of their position. If there is reasonable cause, a drug or alcohol test can be administered by a certified professional. Employees are prohibited from use of their personal cell phones while on duty.

2.5 TERMINATION OF EMPLOYMENT – JUST CAUSE

March 2026

An employee may be terminated for just cause, without notice or pay in lieu of notice. It is not possible to list all forms of behaviour unacceptable in the workplace, but the following are examples of infractions of rules of conduct that will result in disciplinary action, including suspension or termination of employment:

- Unsatisfactory performance or conduct
- Unauthorized disclosure of confidential information
(any library business or communication)
- Theft or inappropriate removal or possession of property
- Working under the influence of alcohol or illegal drugs
- Continued boisterous or disruptive activity in the workplace
- Insubordination or other disrespectful conduct
- Sexual or other unlawful harassment
- Excessive absenteeism or absence without notice
- Unauthorized disclosure of intellectual property
- Misuse or abuse of library property and equipment

An employee shall be advised in writing of all reasons for disciplinary action, suspension and/or termination of employment. An employee must receive all monies owing from work performed up to the time of termination.

2.6 PERFORMANCE APPRAISALS

June 2009

It is opportunity to provide feedback both to the employee and the supervisor.

Once per year on the Library Manager's anniversary of employment, a committee made up of the Library Board Chair and one other Board member shall conduct a confidential appraisal and full review of the Manager's work performance. Likewise, the Library Manager shall conduct a confidential appraisal and full review of the work performance of all employees under his/her supervision. This may be done on the employee's anniversary of employment, or on a set date for all employees, but should be done at least once per year.

The method of evaluation shall be as follows:

Each employee shall be notified of the specific day and time that the evaluation will take place. The employee and the evaluator(s) should each bring a copy of the applicable job description with them to the evaluation. Each point of responsibility in the job description will be discussed as to the appropriateness of the description to the tasks normally performed. Any necessary adjustments will be noted.

The adequacy with which the employee performs his or her assigned tasks will be discussed from the employee's point of view. The purpose of the discussion is:

- To make commendation for effort and/or excellence;
- To assist in understanding and improving work performance;
- To ensure reasonable work distribution and expectations;
- To establish personal goals and objectives for the upcoming year; and
- To evaluate the degree of achievement of personal goals and objectives set in the past year.

The content and results of each evaluation discussion shall be compiled into a written summary by the evaluator. Two copies of each appraisal report should be signed by both parties, with one copy given to the employee and the other filed in the employee's personnel file. These reports shall remain confidential, with access limited to the employee, the Library Manager and designated representatives of the Board.

2.7 PROBLEM RESOLUTION AND GRIEVANCE PROCEDURE

June 2009

Any employee who feels he or she is being treated unjustly or unfairly may address the issue by following the problem resolution and grievance procedure.

Step 1 – The employee discusses the issue with their immediate Supervisor and together they seek resolution to the problem.

Step 2 – If no resolution is found within 3 days of this discussion, the employee may outline the issue in writing and present it to the Library Board Chair. A thorough investigation of the issue will be made and if necessary, advice from a lawyer or mediator may be sought. If no satisfactory resolution is made at this stage, the issue is referred to the entire Library Board for a final decision.

SECTION 3 – LIBRARY OPERATION

3.1 FACILITY OPERATION

3.11 Hours of Operation

May 2015

The Board shall establish the hours of operation to reflect and accommodate the needs of the community.

The hours of operation are (effective November 13, 2014):

Tuesday 10 a.m. -- 5:30 p.m.

Wednesday 10 a.m. -- 5:30 p.m.

Thursday 10 a.m. -- 5:30 p.m.

Friday 10 a.m. -- 5:30 p.m.

Saturday 10 a.m. – 1 p.m.

CLOSED on all statutory holidays, and on the Saturdays of holiday weekends.

Saturdays will be open at the discretion of the Board and Manager, based on availability of volunteers on Saturdays.

3.12 Use of the Library Premises by Groups

March 2026

1. The Board recognizes that it is important that they permit the use of the library to outside groups to maintain a positive public image.
2. Groups wishing to use the library premises for meeting purposes shall contact the Chair or Library Manager. This service will be provided for groups of ten or less with a donation of \$100 minimum per meeting.
3. Groups, which are considered educational or non-profit may, at the discretion of the Board or the Library Manager, use the facility at no cost.

3.13 Health and Safety

February 2013

Forestburg Municipal Library Board is committed to a health and safety management system that protects our workers, other workers who enter our facility and the public.

Employees at every level are responsible and accountable for health and safety performance. Active participation by everyone, every day, in every job is necessary.

The Board and the Library Manager will:

- Set an example and provide leadership in the health and safety system
- Set health and safety policy and procedures
- Provide proper equipment and training for workers
- Provide a safe and healthy work environment
- Conduct an annual review of the system in June

Employees will:

- Follow all safe work procedures
- Work with an awareness of health and safety
- Be familiar with the requirements of the Alberta Occupational Health & Safety (OH & S) legislation as it relates to their work
- Cooperate with the employer in working towards improved health and safety
- Carry a cordless phone with them.

Our goal is a healthy, injury-free workplace for all workers. By working together, we can achieve this goal.

3.131 Health & Safety – Working Alone Policy

September 2007

Library staff, including circulation volunteers, are in most cases the only person on shift in the facility. At most times, there are patrons in the library, but sometimes the staff member is working alone – for example, when a staff member stays late or comes in after hours – or on a quiet day when there are few patrons. Part 28 of the Alberta O H & S Code requires that employers have a policy to protect employees who are working alone.

The following policy regarding working alone shall be adhered to by library staff:

1. If you are coming in after hours or staying late, ensure that a family member knows where you are and when you are expected to be home.
2. Emergency numbers and procedures are posted by the phone at the desk. If ambulance, fire or police are needed, dial 911. Gas, water and sewer emergency numbers, as well as the cell phone number for Public Works staff, are also on this list.
3. Alternatively, you could call the Village of Forestburg office or someone in a nearby business for assistance if it is during business hours. Outside of Village office hours, the Public Works staff member on call can be contacted by cell phone.

3.132 Health & Safety – Violence and Harassment

March 2026

WORKPLACE VIOLENCE AND HARASSMENT POLICY

Purpose

The Forestburg Municipal Library Board is committed to an abuse-free work environment, characterized by respect and tolerance. Any act of violence or harassment committed by or against any member of our workplace or member of the public, is unacceptable conduct that will not be tolerated. This policy applies to all activities that occur on library premises or while engaging in library business, activities or social events. The purpose of this policy is to ensure that:

- Individuals understand what violence and harassment are and are not. As well as workplace violence and harassment are considered serious offences and will not be tolerated;
- Those subjected to acts of workplace violence or harassment have access to assistance to pursue a complaint;
- Those subjected to or aware of workplace violence or harassment are advised of available recourse.

The Library Board is committed to:

- Investigating reports of workplace violence or harassment in an objective and timely manner;
- Taking necessary action to respond to those incidents;
- Providing support for complainants.

Training

The Forestburg Library Board will ensure that the employees of the library are trained in understanding that violence and harassment can take place at a work site and may range from disrespectful remarks to physical aggression. The Forestburg Library will ensure workers know what to do and what is in place to prevent violence and harassment in the workplace. Once completed training the workers will know how to recognize violence and harassment, understand the prevention plan, understand appropriate responses available to workers and reporting, investigation and documentation procedures for violence and harassment complaints.

Addressing issues early on can prevent acts of bullying and harassment from progressing to act of physical violence.

Workplace violence is defined as threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Examples of workplace violence

- Physical attack or aggression (for example, hitting, shoving, pushing or kicking a worker, throwing an object at a worker, kicking an object the worker is standing on, such as a ladder)
- Threatening behaviour (for example, shaking a fist in a worker's face, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects).
- Verbal or written threats (for example, verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent or inflict harm on a worker).
- Domestic violence (when an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected).
- Sexual violence can be a workplace hazard and occurs when any sexual act or attempt to obtain a sexual act by any person (regardless of their relationship to the victim whether at the work site or work related)

Work place harassment is defined as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes

- Conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation and
- A sexual solicitation or advance,

But excludes reasonable conduct of an employer or supervisor in respect to management of workers or a work site.

Examples of workplace harassment

- Unwelcome conduct, comments, gestures or contact that causes offence or humiliation (for example, name-calling, harassing phone calls, spreading rumours).
- Deliberate misgendering (for example, referring to a person using terms or pronouns that do not align with the person's affirmed gender).
- Physical or psychological bullying that creates fear or mistrust or that ridicules or devalues the individual (for example, fist shaking, yelling).
- Exclusion or isolation of individuals.

- Intimidation (for example, standing too close or making inappropriate gestures/comments).
- Cyberbullying (for example, posting or sending offensive or intimidating messages through social media or email).
- Deliberately setting the individual up to fail (for example, making unreasonable demands, setting impossible deadlines, interfering with work).
- Taking away work or responsibility without cause.
- Displaying to circulating offensive pictures or material in print or electronic form.

What is NOT workplace harassment?

It is not considered harassment when an employer or supervisor takes reasonable action while managing and directing workers.

Reasonable actions considered to be part of a manager's or supervisor's work functions include changed work assignments: scheduling, assessing and evaluating work performance; inspecting workplaces; implementing health and safety measures; and taking disciplinary action such as dismissing suspending, demoting or reprimanding with just cause. When done reasonably and fairly, these actions are not workplace harassment.

Differences of opinion or minor disagreements between co-workers are also not considered workplace harassment. However, these situations can turn into harassment if steps aren't taken to resolve the conflict. Similarly, difficult condition of employment, such as professional practice limitation, organizational changes or financial restriction, are not considered harassment.

Violence and Harassment Prevention Plan

The Forestburg Library will take measures to eliminate (if that isn't reasonably practicable) control violence and harassment hazards through strong policy development, training of employers and employees, conducting regular hazard assessment, creating clear reporting and investigation procedures along with a culture that supports open communication, and swift action if there is a complaint. The plan will be reviewed if there is an incidence of violence or harassment indicates a review is needed or a change to the work or work site, or there hasn't been a review in three years.

Prohibited Conduct

No staff member, volunteer, or any other individual shall subject any other person to workplace violence or harassment or allow conditions that support workplace violence or harassment.

Any person that subjects another person to workplace violence or harassment may be subject to disciplinary action commensurate to the incident, up to and including dismissal.

Operational Procedure

Staff faced with an urgent situation involving harassment and/or threat of violent conduct, where there is reasonable belief that the safety of persons may be threatened, should contact the police immediately. If able to do so safely, staff should leave the library premises. The Library Manager and Board Chair should be notified of the incident as soon as possible. If unable to leave, the staff may lock themselves in the backroom to ensure distance from the threat and wait for police or until no threat exists.

Right to Assistance

Any person who believes they have been subjected to workplace violence or harassment has the right to access assistance in communicating their objections and, if warranted, in pursuing the complaint more formally.

Assistance may be requested from the Library Manager, Library Board Chair, or another member of the Library Board.

Any person subjected to workplace violence or harassment has the right to address their concerns to local law enforcement or the Alberta Human Rights Commission at any time.

Procedure

Before filing a formal report of the incident, a person subjected to workplace violence or harassment should let their objections to the behaviour be known to the alleged offender, directly or with the assistance of a third party.

It is important that the alleged offender be made aware that the behaviour or conduct is offensive to the victim and be given the opportunity to cease such behaviour.

The person subjected to workplace violence or harassment shall carefully record details of the incident, including the date and time, nature of the behaviour and names of any persons who may have witnessed the incident. This documentation is the victim's personal record and property.

The Library Board is responsible for ensuring that confidence in the health and safety system is maintained and the victim receives support if necessary.

The Formal Complaint

If the behaviour continues after the alleged offender is made aware that the behaviour is offensive to the victim, a formal complaint should be made to the Library Manager, with a copy sent to the Library Board Chair. A formal complaint should follow the Grievance and Complaint Procedure listed later in this policy.

Investigation

Using content from their personal record of the incident, the complainant shall prepare a formal written report of the incident and shall give it to the Board Chair, who will investigate the incident with impartiality. The investigation will look at the circumstances surround the incident; conduct interviews of all parties involved, collect copies of the communications between individuals, take measurements and pictures if applicable, prepare a report outlining the circumstances of the incident and the corrective action, if any, undertaken to prevent a recurrence of the incident; ensure that a copy of the report is readily available and

provided to an officer on demand; and retain the report for at least two years in a confidential file.

If the alleged offender is the Board Chair, the formal report shall be given to the other members of the Library Board, who shall investigate the incident.

Following the investigation, a statement will be filed and kept for two years in a locked cabinet. The parties involved in the incident will be informed of the outcome and conclusions of the investigation.

Substantiated Act(s) of Violence

When acts of violence or harassment have been substantiated, consideration will be given to the role of the offender at the library, and the Library Board shall take such action as is warranted.

The following are possible options for corrective actions, in addition to discipline in accordance with the Library's Personnel Policy:

- Apology;
- Training;
- Referral to an assistance program;
- Reassignment or relocation;
- Limiting access to specific areas within the library;
- Termination or dismissal;
- Suspending an individual's library access temporarily;
- Barring an individual from the library permanently;
- Legal action.

Unsubstantiated or False Complaints of Violence

A person who submits a complaint in good faith, even where the complaint cannot be proven, has not violated this policy.

Where the complainant is found to have falsely accused someone of workplace violence, that person will be subject to appropriate discipline. All references to the complaint shall be removed from the alleged offender's personnel record.

Confidentiality

Strict confidentiality is required to properly investigate an incident and to offer appropriate support to all parties involved. As such, confidentiality of all parties involved in a complaint or incident, except where disclosure is necessary to investigate the complaint or incident, take corrective action or inform the parties involved in the complaint or incident of the results of the investigation and of a corrective action to be taken to address the complaint or incident; or necessary to inform worker of a specific or general threat of violence or potential violence or required by law. Any individual who becomes aware of an incident of harassment or violence should not disclose the details of the incident to any third party without prior consultation with the complainant. Gossiping about an incident seriously undermines the privacy of all parties involved and will not be tolerated.

Non-Retaliation

All persons involved in the processing of a complaint will ensure that the complainant is neither penalized nor subjected to any prejudicial treatment as a result of making the

complaint. No correspondence pertaining to a complaint, other than that which is the complainant's personal property, shall be placed on the complainant's personnel file.

Grievance and Complaint Procedure

A grievance is defined as any difference arising out of the interpretation, application, administration, or alleged violation of any policy affecting library staff. Grievance is a term with legal meaning, and must be dealt with as per the procedure mandated below.

Complaints differ from grievances and may result from any condition of employment that the staff member feels are unjust or inequitable. An informal complaint may be brought to the attention of the Board Chair (or designate) at any time. Serious complaints, submitted in writing, are subject to the same resolution process as grievances.

This procedure ensures that an effort is made to settle grievances in a fair and expeditious manner. A staff member with a grievance regarding the interpretation of this policy will resolve it through the following procedure:

1. The grievor will present their grievance in writing with full detail to the Board Chair (or designate) within a timely fashion when the incident comes to the attention of the staff member. The grievance must include the following information:

- a. Name(s) of the aggrieved
- b. Nature of the grievance and the circumstances out of which it arose
- c. The remedy or correction the employer is asked to make.

2. Upon receipt of a written grievance, the Board Chair (or designate) will review the grievance, decide whether the remedy or correction requested is appropriate given the circumstances, and respond in writing to the staff member within a timely fashion of the receipt of the grievance.

3. If the grievor is not satisfied with the response of the Board Chair, they may appeal directly to the Library Board at large. The decision of the membership of the Library Board must be returned within a timely fashion. The decision of the Library Board is final.

If the Board Chair fails to comply with these procedures, the grievance may be submitted to the membership of the Library Board by the grievor.

If the grievor fails to comply with the procedures, the grievance shall be considered abandoned. An abandoned grievance will not prejudice staff members in any future grievance of a similar nature.

3.133 UNATTENDED CHILDREN AND VULNERABLE PATRONS

June 2016

The Forestburg Public Library welcomes children of all ages and vulnerable adults to use its facilities and services. However, library staff cannot assume responsibility for the safety and well-being of children or vulnerable adults left unattended in the building.

- Responsibility for the welfare and the behaviour of children and vulnerable adults using the library ultimately rests with the parent/guardian or an assigned caregiver.
- Children five (5) years of age and younger and vulnerable adults must be accompanied by an adult. Children between the ages of six (6) and ten (10) must have a supervisor of at least 12 years of age in attendance while in the library.
- Children under the age of five (5) and vulnerable adults attending programs must remain in the eyesight of their parents or caregivers or, if in the confines of a room during a scheduled program, may be supervised by the library staff only during the scheduled time of the program.
- A child age ten (10) and under or a vulnerable adult who leaves the library cannot be detained by staff.
- If a child or vulnerable adult is left at the library at closing time, emergency closings or in the event of an emergency situation, the staff person in charge will attempt to contact the parents or adult caregivers. If the parent or adult caregivers cannot be contacted, staff will notify the police. Staff will remain with the child until the police arrive. Under no circumstances will library staff transport or take the child or vulnerable adult away from the library building regardless of whether or not they have consent of the child's or vulnerable adult's parent or guardian.

Legislation: Criminal Code

Abandoning child

218. Everyone who unlawfully abandons or exposes a child who is under the age of ten years, so that its life is or is likely to be endangered or its health is or is likely to be permanently injured,

- (a) is guilty of an indictable offence and liable to imprisonment for a term not exceeding five years; or

(b) is guilty of an offence punishable on summary conviction and liable to imprisonment for a term not exceeding eighteen months.

- R.S., 1985, c. C-46, s. 218;
- 2005, c. 32, s. 12.

3.134 EMERGENCY PROCEDURES

May 2016

In case of emergency:

1. DO NOT PANIC! Take charge of yourself first.
2. Survey the situation and take charge – if multiple staff are on hand, the senior staff is in charge.
3. Activate the fire alarm system if required.
4. If the nature of the emergency requires evacuation, get the people OUT OF THE BUILDING to the muster point in the library parking lot, if it is safe to congregate there.
5. If the nature of the emergency requires that people remain in the building (e.g. tornado), get them to safe locations within the building.
6. CALL 911/FIRST RESPONDERS
 - i. Fire Rescue
 - ii. Police
 - iii. Ambulance, if there are injuries
 - iv. Be prepared to give the following information
 1. Nature of emergency
 2. Exact address
 3. Telephone number you are calling from
 4. Your exact location
 5. Stay on the line until told to hang up.
7. Account for all patrons/staff members that were in the building.
8. Cooperate fully with First Responders.
9. Let Village/Library Board Chair know of the emergency.

3.2 LIBRARY USERS

3.21 Record Retention

March 2026

Forestburg Public Library will retain the following library records, either in hard copy or digital formats. The Board has the discretion to retain records longer than the period indicated in this policy, but no records may be destroyed earlier than designated.

1. Cash receipts, deposit books, cancelled cheques, cheque stubs, invoices and bank statements will be held for 7 years.
2. Employee records including personnel files, job applications from hired individuals, performance appraisal reports, payroll records including T4 slips, WCB claims, Records of Employment and attendance records, will be held 7 years.
3. Unsolicited resumes, job applications from individuals not hired and internet log records will be held for one year.
4. Grant applications of all types will be held for 7 years.
5. Board bylaws; minutes; insurance claims; legal opinions and proceedings; records of files destroyed; will be kept permanently.
6. Public Impact Assessment will be kept 6 years

Records to be destroyed shall be listed in a document presented to the Library Board. The Board needs to pass a motion to approve the destruction of the records before it takes place. Records that are kept permanently shall be kept in a secure location.

3.22 Privacy Management Program (PMP)

March 2026

Village of Forestburg Library Board will only collect personal information if the information is necessary for an operating program or activity of the library. Library employees and volunteers will not inappropriately disclose any private information gathered in the due course of their employment. Village of Forestburg Library Board will make their Privacy Management Program available upon request.

3.22.1 Designation of a privacy officer Section 6(1)a (MIN)

The Forestburg library manager will appoint a privacy officer who is responsible for compliance with the Protection of Privacy Act (POPA)

3.22.2 Correction of Personal Information Section 7

An individual who believes there is an error or omission in their personal information held by the library may request that their information be corrected, in accordance with guidelines outlined in Section 7 of the POPA.

3.22.3 Notification of Incident or Loss of Personal Information Section 10(2)

If an incident occurs involving the loss of, unauthorized access to, or unauthorized disclosure of personal information in the Forestburg Library's custody where there is real risk of significant harm to an individual as a result of that loss, the library will give notice to

- a) the individual
- b) Parkland's Privacy Officer
- c) the Commissioner
- d) the Minister

3.22.4 Request for Review Section 38(2)

If a complaint regarding personal information about an individual has been received by Parkland or Forestburg Library, a request for review cannot be delivered to the Commissioner unless Forestburg library does not respond to the complaint within 30 business days of receiving the complaint.

3.22.5 Creation, Use, and Disclosure of Personal information Section 6(1) ii (MIN)

Forestburg Library may create and use non-personal data for statistics to assist in decisions about member library services. The library will ensure that individuals cannot be re-identified.

3.22.6 Personal Information in Automated Systems Section 6(1) iii (MIN)

Parkland Regional Library System or Forestburg library do not use automated systems to generate content or make decisions, recommendations, or predictions.

3.22.7 Security Classification System Section 6(1) c (MIN) 15

High-sensitivity information is defined in the (Ministerial) Regulations to include personal information related to biometric, financial, or personal information regarding a minor, senior, or vulnerable individual. Any high-sensitivity information will be protected with additional safeguards.

3.22.8 Mandatory Training Section 6(1) d (MIN)

Forestburg library staff will be trained annually regarding their responsibilities under POPA.

3.22.9 Review of Privacy Management Program Section 6(1) e (MIN)

Forestburg library Privacy Management Program will be reviewed and updated, if needed, every three years.

3.22.10 Privacy Impact Assessments Section 7(1) (MIN)

Forestburg library will conduct a Privacy Impact Assessment (PIA) whenever there is new or changes to any administrative practice, program, project, or service that will involve the collection, use, or disclosure of personal information if one or more of the following apply:

- a) the loss of personal information could result in significant harm
- b) one or more of the factors requiring the submission of a PIA to the Commissioner apply.

See Section 7(5) (MIN)

The Forestburg library will submit a copy of any PIA to the Commissioner, if required by guidelines outlined in the (Ministerial) Regulation or by specific request of the Commissioner.

A Privacy Impact Assessment must:

- include a summary of the purpose of the collection, use, or disclosure of personal information for the new, or substantial change to an existing, administrative practice, program, project or service
- identify the types of personal information that will be collected, used or disclosed and reasonable security arrangements in place to protect that personal information.
- identify the legal authorities for the collection, use, or disclosure of the personal information
- identify of any privacy risks and mitigation strategies respecting the personal Information
- identify the administrative, physical, and technical safeguards in place to protect the personal information
- describe accuracy, correction, and retention procedures that will be implemented to ensure the personal information is accurate and complete

Completed PIAs will be retained for six years. See 3.21 Retention of Library Records.

3.22.11 Consent to Gather Personal Information Section 6(2) iv (MIN)

The Forestburg Library will require written or electronic consent for the gathering of personal information. If the information is to be used to make a decision that directly affects the individual, the library will retain the records for one year, or the amount of time agreed to in writing by

- a) The individual
- b) The Library Manager, or the "Head"
- c) The Forestburg Library retention of records policy

3.22.12 Manner of Collection Section 5(2)

Forestburg Library will collect personal information directly from the individual the information is about. A collection notice will be provided at the time of collection and can be provided either in writing, or verbally during an in-person conversation. The collection notice must include:

- a) The purpose for which the information is collected
- b) The specific legal authority for the collection
- c) The contact information to which the individual may direct the individual's questions about the collection

3.22.13 Administrative, Technical, and Physical Safeguards Section 6(2) b (MIN)

1. Administrative Safeguards: Forestburg Library will restrict access to personal information to those who need it for the regular duties of their employment.
2. Physical Safeguards: Personal information will be locked in regular or fire-proof filing cabinets depending on the Security Classification of the information.
3. Technical Safeguards: Parkland will employ firewalls and restriction to electronic access to personal information within the SuperNet.

3.22.14 Delegation by Head of Public Body Section 55

See APPENDIX C – Protection of Privacy Act Delegation Tables

3.23 CONFIDENTIALITY OF PERSONAL INFORMATION

March 2026

The Parkland Library Board supports its patrons' right to privacy and protects the confidentiality of patron information in accordance with the Protection of Privacy Act (POPA).

Sharing Personal information with Third Parties

All library staff and members of the Forestburg library for which Parkland Regional Library System is the governing board, shall hold in strict confidence any information relating to the patrons' use of the library, its services and resources.

Exceptions

Patron information will be only be shared:

- When required by a court order
- For library administration purposes including information shared between libraries to facilitate interlibrary loans, collect fines, retrieve overdue materials and other related business

At the written request or with the written consent of the individual who is the subject of the record or information.

Patron Access to Personal Information

Upon request, a library user will be given access to all information concerning their records that the library has on file.

Parental Access to Minor Child's Information

Where a parent or guardian requests access to the personal information of their minor children, the library will need to consider whether the parent or guardian is acting in place of their minor children, with the age of the child being one consideration.

If that is not the case, consider whether it would be an unreasonable invasion of the child's privacy under POPA to disclose the information. Should a situation arise where a parent asks to access a mature child's library records, contact the Director of Parkland Regional Library System (or their designate).

3.24 PERSONAL INFORMATION BANKS

March 2026

The Protection of Privacy Act (POPA) requires that all public bodies make a list of Personal Information Banks (PIBs) available to the public for inspection and copying. The purpose of making this information available is to help the public know what personal information the public body might have about them as individuals.

- Borrower records contained in the integrated library system (the system used to circulate library resources and maintain patron records including contact information, information on fines, overdue records, materials signed out, materials requested and membership status).
- Interlibrary loan records
- Receipts for borrower card fees, fines and program registrations, etc.
- Expression of concern forms

- Registrations for programs, summer reading club, etc.
 - Local staff and volunteer contact lists
 - Parkland Regional Library System contact list
- Personnel files for both employees and volunteers.

Forestburg Library PIB Directory

The Village of Forestburg Library Board keep the following banks of information, based upon the legal authority Libraries Act, Library Regulations and POPA:

Personnel Records

Information contained supports administration and payroll functions.

Information contained: Employee name, address, phone number, birth date, Social Insurance Number, employment commencement date, salary, employment contracts, performance reviews, criminal record and venerable sector check results

Individuals: all staff.

Libraries Act User Database

Information contained supports the lending and use of library materials to the public.

Information contained: User name, address, telephone number and email address.

Individuals: all users registered with Forestburg Library.

Home Service User Database

Information contained supports the home service to these users.

Information contained: User name, address, phone number, email address and reading history.

Staff and Board Directory

Information contained: Employee name, address, home and cell phone numbers, and emergency contact

Individuals: all staff and board members.

Volunteer Database

Information contained: Volunteer name, address, phone number, email address, emergency contact, criminal record check forms, volunteer hours.

Individuals: volunteers at Forestburg Library

Room Booking Database

Information contained: name and type of organization; date, time, and location of meeting; contact name, telephone number, mailing and email addresses.

Individuals: persons booking Forestburg Library meeting room

Confidentiality

As PIBs contain personal information, Parkland Regional Library System's Confidentiality of User Records Policy and Records Management Policy must be abided by with respect to PIBs.

3.25 DISCIPLINE

May 2007

Our discipline policy is required to keep the library a pleasant place for users of all ages and abilities to visit, and for staff and volunteers to be able to work in.

When rules are not being followed, remind the user immediately of the rule. As a general guideline, if you think a user is being rude and the behaviour is not something you would allow in your home, call them on it (for example – swearing; telling other users to shut up/calling them names, hitting, running, playing with or taking others' personal belonging without permission). For Internet Policy concerns, please refer to Section 3.38.

Procedure:

Check the DISCIPLINE BOOK in the desk drawer to see if this patron has had an earlier warning. These warnings are cumulative from day to day (they do not get to start over every day).

FIRST TIME – Remind user of the rule(s) and tell him/her that this is their FIRST WARNING. Ask the patron his/her name if you don't know who they are, and record the incident in the Discipline Book in desk drawer.

SECOND TIME – Tell patron that this is their SECOND WARNING (for the breaking of any rule – does not have to be the same rule as the first time). Tell user that next time he/she will be asked to leave for the day. Record in Discipline Book.

THIRD TIME – Ask the user to leave the library for the day. Record in Discipline Book.

Advise the patron that when they return, any further incidents WILL NOT BE TOLERATED – they will immediately be asked to leave and banned for the next day.

Anyone that has already been asked to leave the library once will receive ZERO TOLERANCE for any future incidents – they will immediately be asked to leave for that day and BANNED for the NEXT DAY that the library is open. If the patron is a minor, ask the Library Manager to phone the parent and send a letter to them to advise them of the situation.

FURTHER INCIDENTS after BANNING for ONE DAY – BAN for ONE WEEK

FURTHER INCIDENTS after BANNING for ONE WEEK – BAN for ONE MONTH

3.26 Behaviour

March 2026

Forestburg Public Library has established this Behavior Policy to ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users. Appropriate library conduct includes activities such as reading, studying, properly using library materials or computers, participating in library programs and other similar conduct normally associated with a public library.

Overview and Definitions:

No individual may engage in inappropriate conduct on the premises of Forestburg Public Library, or when using library facilities, or when participating in library programs. Patrons shall be engaged in normal activities associated with the use of a public library while in the building. Patrons not engaged in normal activities associated with the use of a public library may be asked to leave the building.

Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises or is otherwise inconsistent with activities such as reading, studying, properly using library materials and other similar conduct normally associated with a public library.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

The Code of Conduct of the Forestburg Public Library is intended to ensure that the library is used for the general purposes for which a library is intended. Behaviors that interfere with such use are not permitted. Any patron engaged in illegal activities will be subject to police intervention/arrest. Library personnel will give patrons who otherwise violate this code of conduct one warning. If violation continues or is repeated, the patron will be asked to leave the library; failure to comply may result in the patron being banned from the library premises. Inappropriate behavior shall include, without limitation by enumeration, the following conduct or behaviors.

Forestburg Public Library Code of Conduct

1. Patrons shall not interfere with another individual's use of the library or with library personnel in the performance of their duties. The following are prohibited:

- Eating, drinking or smoking (electronic vaping devices included) in the library;

- Possessing, selling, distributing, consuming, or being under the influence of drugs or alcoholic beverages;
- Being in a state of intoxication that precludes the individual's using the library for its intended purposes;
- Committing or attempting to commit any activity that would constitute a crime or a violation of Village or County ordinances;
- Playing audio equipment so that other individuals can hear it;
- Using cell phones;
- Using sports equipment (rollerblades, skateboards, etc.);
- Entering unauthorized workspaces or office areas without permission;
- Moving furniture without the consent of library staff or use of furniture in any manner that may damage the furniture, including placing feet on the furniture;
- Using library materials, furniture, equipment, or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of library materials, furniture, equipment, or facilities;
- Engaging in especially noisy and boisterous activities;
- Engaging in any sexual conduct, contact and/or activities;
- Following another individual about the building with the intent to annoy or harass;
- Soliciting funds or offering goods or services to others without prior authorization of the Library Director;
- Improper use of the building restroom or facilities.
- Bringing any animal into the library except service animals;
- Taking library materials into restrooms; and,
- Violating the library's rules for acceptable use of the Internet and library public computers. A user accepts these rules before accessing the Internet through any computer used on library property.

2. Patrons shall be required to wear appropriate attire, including a shirt and footwear.

3. Unattended children under the age of five shall not be left in the library unattended. The library is a public building and unaccompanied/unattended children may be at risk. (See section 3.133 UNATTENDED CHILDREN AND VULNERABLE PATRONS)

- a. Responsibility for children using the library rests with the parent/guardian/caregiver;

- b. The use of the library as a childcare facility is inappropriate
4. Any individual engaging in illegal conduct including, but not limited to the following, will be told to leave the premises immediately and/or may be subject to police intervention/arrest:
- a. Behaving in a manner that is disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
 - b. Engaging in any physically intimidating or assaultive behavior; making any threats of violence or unlawful activities. The library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the library.
 - c. Exhibiting any behavior that can be deemed sexual harassment of staff or other patrons. Unwelcome actions such as the following are inappropriate and depending on the circumstances, may in and of themselves meet the definitions of sexual harassment:
 - i. Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
 - ii. Verbal abuse of a sexual nature;
 - iii. Repeatedly standing too close to or brushing up against a person;
 - iv. Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested;
 - v. Giving gifts or leaving objects that are sexually suggestive;
 - vi. Repeatedly making sexually suggestive gestures;
 - vii. Assaulting or threatening assault;
 - viii. Engaging in indecent exposure;
 - d. Possessing, using, selling, or distributing controlled or illegal substances;
 - e. Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on the library premises during the period in which the individual has been banned from the premises.
 - f. Refusing to follow the reasonable directions of library staff, including failing to take shelter in an emergency as directed by staff.

Staff Response to Infractions:

Violation of these rules is misconduct that can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will first result in Library Manager attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, the Library Manager may order them to leave for the day. However, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises. The library staff is authorized to contact the RCMP to respond to such situations. Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the library from a week to a year. The Library Manager will follow the established procedures (See section 3.132 Health & Safety – Violence and Harassment & section 3.25 DISCIPLINE). The Library Manager will call the police for severe or illegal behavior or when an individual refuses to leave when told by the Library Manager to do so.

3.3 RESOURCES

3.31 Lending

May 2015

1. All materials shall be loaned to borrowers free of charge within the rules and regulations as established in the bylaw. Materials in the Reference collection are for in-library use only.
2. Materials may be renewed twice after the initial lending period. The total lending period will be 9 weeks for books, multi-disc audio-visual materials and audio books, or 3 weeks in the case of magazines and other types of audiovisual materials.
3. Materials may be reserved throughout Parkland Regional Library on a first-come, first-served basis.

3.32 Inter-Library Loans and Resource Sharing

September 2010

1. The Board recognizes that the library is unable to stock all materials that may be needed by the general membership. In fulfilling the needs of the general membership, interlibrary loans are made possible.
2. As a member library, the Board supports the Parkland Regional Library System and shall continue to cooperate and participate in its operations and services.
3. The board fully supports reciprocal lending with libraries in the The Alberta Library Card program, and other libraries across Canada.
4. The first level of resource sharing is Parkland Regional Library, followed by other Alberta libraries who participate in reciprocal lending, then libraries across Canada.

TAL Online (The Alberta Library April, 2014)

1. Resources discoverable in TAL Online and normally loaned to a member's primary users must be requestable through TAL Online. Exceptions may be made for special collections (e.g. heritage material, archives, rare books, course reserve materials, e-readers, tools and equipment, etc.)

TAL Card

1. TAL Card users will normally be issued the TAL Card by their home library. Host libraries may issue a TAL Card to the primary user of another member library; verification of user identity and standing at the users' home library is at the discretion of the host library.
2. TAL Card holders shall have borrowing privileges equivalent to local users except where prohibited by licensing agreements. The host library will determine user type equivalencies (e.g., public library adult user=undergraduate student).
3. TAL Card holders must abide by host library lending rules.
4. TAL Card holders will not be charged a fee for borrowing materials from member libraries outside their home library.
5. Late fees and/or replacement costs will be applied to TAL Card holders as prescribed by host library policies and will be collectable by host libraries.

6. Borrowed materials can be returned at any member library in Alberta and these returns will be forwarded to the host library.
7. TAL Cards may only be issued to juveniles with the permission of the parent or guardian.

3.33 Multilingual and Special Needs Service

May 2015

The Board recognizes there may be a need to provide special materials and services to satisfy the demands of the general membership.

1. Multilingual Materials
 - a. Materials required in a language other than English shall be accessed through any database Parkland subscribes to.
2. Service to Library Patrons unable to read conventional print materials
 - a. Library staff is responsible for ordering large print books and talking books when necessary.
3. Library Services for Special Needs Patrons
 - a. Outreach Service: The Library will endeavour to provide an Outreach Service, upon request, to any patron in the community who by reason of health, age or unusual circumstance, is unable to visit the library and use its regular services.
 - b. Other Needs: Whenever possible, the library will attempt to provide through its own collection and/or regional resources and subject to availability, reasonable access to high interest, low vocabulary materials for all appropriate age levels, including adult basic reading materials.

3.34 Material Selections, Acquisitions and Purchase

January 2002

1. Material Selection
 - a. It is the intention of the Forestburg Municipal Library Board to provide the materials necessary to guarantee and facilitate access to all expressions of knowledge and intellectual activity. The library shall acquire and make available the widest variety of materials.
 - b. The responsibility for the selection of materials is delegated to the Library Manager.

- c. In selecting materials for purchase, the Library Manager shall:
 - Evaluate the existing collection.
 - Consult reputable, unbiased professionally prepared selection aids and/or examine the material.
 - Keep up to date with reviews in industry publications & newspapers.
 - d. The Library will attempt to make available a diversity of views and expressions, including those which may be unorthodox or unpopular with the majority.
 - e. Selections are made on the basis of content without regard to the author's race, nationality, political or religious views.
 - f. The presence of a book, periodical or other material in the library does not constitute an endorsement of its contents.
2. Acquisitions and Purchase
 - a. Materials are ordered and processed through the Library Manager.
 - b. The library accepts the responsibility for securing information beyond its own resources by borrowing materials which it does not own and which cannot be purchased, or for which the demand does not justify purchase.

3.35 De-Selection of Materials

April 2008

1. The Library Manager is responsible for de-selecting (weeding) materials from the shelves, on an ongoing basis. If necessary for a major weeding, the assistance of the Parkland Regional Library consultant may be requested. Other staff and/or volunteers may assist in this process, however, the final decision should rest with the Library Manager.
2. Materials may be de-selected on the following basis:
 - a. Poor condition – wear, missing pages, water damage, soiled, stained, etc.
 - b. Low circulation – It is at the discretion of the Library Manager to determine what is an adequate level of circulation for a particular item in our library.
 - c. Outdated reference/non-fiction material – for example, no more than 5 years old for medical reference books, no more than 10 years for encyclopedia's, materials that are no longer culturally appropriate.

- d. Duplicate copies of the same work - for example, may be on the shelves in both hardcover and paperback; or alternatively there are many copies of the book in the Parkland Regional Library system and our library's copy has not been circulating.
3. Materials that might qualify for de-selection on any of the above may be retained, if one of the following applies:
 - a. The item is the only copy in the Parkland Regional Library system.
 - b. The item has local or regional value or is in a subject area where there are few resources – for example, books by local authors.
4. Materials de-selected because of poor condition may be replaced with a new copy if the Library Manager feels that the library should still have a copy. A different edition may need to be purchased if it is an older title and the original is out of print.
5. It is at the discretion of the Library Staff to remove from circulation any books or materials donated to the library as a memorial, using the guidelines as in 3.35.2 and 3.35.3 above.
6. De-selected books may be put in a book sale as long as they are in reasonable condition and not outdated medical reference or culturally inappropriate (see 3.35.2c above). Books not sold at the sale will be recycled where possible; videos, cds, dvds have to be discarded if it is not likely that they will sell at a future sale.

3.36 Donated Books and Materials

May 2015

1. From time to time, books and materials may be donated to the library for use by the general membership. In this instance, the Library Manager has full authority to do with these materials as he/she sees fit.
2. As a guideline, only hardcovers 5 years old or less, and paperbacks 2 years old or less, shall be accepted into the collection, as books older than this generally do not stand up in circulation. However, if the book is in good condition and deemed to be a good addition to our collection, the Library Manager may exceed these guidelines.
3. Donators are to be notified at the time of the donation that not every book donated may be added to the collection and advised that books put in circulation may be sold at one of our fundraising book sales. If they are not in favour of this, do not accept the donation.

4. Books donated as a memorial to a family member may have a bookplate or label applied to the inside cover identifying the item as such.
5. A donated book in "like new" condition accompanied by a receipt may have a tax deductible receipt issued for the value of the book (not including GST). The receipt is to be retained and accompany the library's copy of the tax receipt.
6. Books may be put in a used book sale as long as they are in reasonable condition and not outdated medical reference or culturally inappropriate material (see 3.35.2c). Books left over from the sale that are not likely to sell in future can go to a recycling facility like Centra-Cam in Camrose.

3.37 Request for Reconsideration of Library Material

November 2010

Some individuals may take issue with the materials held within Forestburg Public Library collections. When a patron has an issue with a particular item, staff is available to discuss concerns and to identify alternate materials that may be on hand. If a patron's concern is not satisfied through discussion with staff, a formal, written Request for Reconsideration of Library Material may be submitted to the Library Manager.

Forestburg Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely based on a complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled against the material. No material will be knowingly added to the library collection that has been previously determined to be in noncompliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of Parkland Regional Library's service area and hold a valid Forestburg Public Library borrower's card. Forestburg Public Library staff will consider each request in terms of the criteria outlined in the library's materials selection policy and the principles of the Canadian Library Association's Position Statement on Intellectual Freedom (see Appendix B), printed reviews and other appropriate sources. The Manager will respond in writing to the patron's request for reconsideration within 30 days of

receipt. The response will indicate the action to be taken and reasons for or against the request. An item will be evaluated for reconsideration only once in a 12-month period.

All requests for reconsideration will be reported to the Forestburg Public Library Board.

Note: The Request for Reconsideration of Library Material form is in Appendix A.

3.38 Internet Use

August 2007

The Library Board provides high speed internet access free of charge to the public. Users do not have to have a library card. Users may also bring in their own laptop computer for hookup to the internet.

The Forestburg Public Library Board has no control over information accessed through the internet and cannot be held responsible for its content. It is the user's responsibility to determine the accuracy of the material retrieved. Materials on the internet may be subject to copyright laws which users are responsible for upholding.

Illegal activities or any other activities intended to disrupt network services or equipment are prohibited. Canadian civil and criminal law prohibit display or dissemination of harassment, libel, slander, hate literature, child pornography, graphic pornography, illicit drug literature, obscene material or any other material tending to deprive any person of his or her rights or is an affront to human dignity.

Internet Use Policy

May 2015

Intellectual Freedom and Access to Information

The library provides unfiltered public access to the Internet as a means of expanding information access to the widest variety of resources to all members of society.

We uphold the principles of intellectual freedom and the public's right to know by providing people of all ages with access to information which reflects all points of view. This may include resources that some may consider controversial or offensive.

Children and Families

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

Appropriate Use

The library's computers are located in a public space shared by people of all ages and backgrounds. When using these computers, individuals are required to do so in a responsible manner that respects the rights and privacy of others. Any use of the Internet which violates local, provincial, or federal laws including the Criminal Code and Copyright Act, or creates a hostile environment for others, is prohibited on all library computers.

Assumption of Risk

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

Wireless

The library's wireless network is a public, unsecured network. As with all public networks, users are at risk of having their information intercepted and/or viewed by others. Bandwidth limits on wireless access may also be imposed.

Time Limits

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

Failure to Comply

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

APPENDIX A

Request for Reconsideration of Library Material

The Forestburg Public Library Board has delegated the responsibility for selection and evaluation of library resources to the Library Manager. A reconsideration procedure has been established to address concerns about those resources. Completion of this form is the first step in this procedure. If you wish to request reconsideration of library material, please return the completed form to:

Library Manager, Forestburg Public Library, Box 579, Forestburg, AB T0B 1N0.

Name _____

Address _____

City _____ Province _____

Postal Code _____ Phone _____

Do you represent self? ____ Organization? (please specify) _____

1. Resource on which you are commenting:

____ Book ____ Video ____ Music CD ____ Audio Book ____ Magazine

____ Newspaper ____ Library Program ____ Other (specify) _____

Title _____

Author/Producer _____

2. How was this item brought to your attention?

3. Have you read or examined the entire resource?

4. What, in your opinion, is the purpose, theme, or message of the material?

5. What objections do you have to the material? Please cite specific pages and/or passages. Are your objections moral, political, religious, or aesthetic?

6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

7. What action are you recommending?

Signature of Complainant _____ Date _____

Since the Request for Reconsideration of Library Material may be presented to Forestburg Public Library Board during its public meetings, the name of the complainant cannot be confidential. However, the contact information will remain confidential.

This Request for Reconsideration of Library Material form will be kept for one year after a final decision has been made on the resource in question. The form will be destroyed thereafter.

APPENDIX B

Canadian Library Association / Association canadienne des bibliothèques

Position Statement on Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and 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 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 responsibilities, to uphold these principles.

APPENDIX C

Protection of Privacy Act- Delegation Table

Duty, power of function of head	Section reference	Retained by Head	Delegated to Privacy Officer
Collection, Correction, Protection of Personal Information			
Authority to set aside collection requirements	5(3) (4)	x	
Authority to decide on requests for correction of personal information	7(1)	x	
Duty to correct, annotate or link personal information, duty to notify previous recipients	7(3) (4)	x	
Duty to give notice to individual requestion correction	7(7)	x	
Authority to transfer a request for correction	8	x	
Duty to give ensure protection of personal information by making reasonable security arrangements	10(1) Regulation (MIN)2,3	x	
Duty to notify the affected individual when there exists a significant risk of harm	10 (2) Regulation (MIN)4	x	
Duty to ensure protection of data derived from personal information	20	x	
Duty to ensure protection of data derived from non-persona data	24	x	
Use and Disclosure of Personal Information			
Establishing rules for electronic consent	Regulation 2(4)(a)	x	
Establishing rules for oral consent	Regulation 2(5)(a)	x	
Authority to disclose to a guardian of a minor	54 (1)(e)	x	
Authority to disclose to relative of adult interdependent partner of deceased individual	13(1)(s)	x	

Authority to disclose to avert imminent danger to health or safety	13 (1)(cc) Regulation 1(1)(b)	x	
Authority to approve conditions for disclose for research and statistical purposes and for administration of research agreements	15	x	
Reviews and Complaints			
Authority to ask the Commissioner for advice	28(1)	x	
Authority to require Commissioner to examine original record on site	29(4)	x	
Right to make representation to the Commissioner	41(6),(8)	x	
Duty to comply with Commissioner's Order	44	x	
General Provisions			
Duty to publish a directory of the body's personal information banks and keep it current	57(2), (5)		x
Duty to record uses of disclosure of personal information not included in directory	57(4)	x	

Delegation Table- Administrative Responsibilities in the Protection of Privacy Act and Regulation that May be Assigned

Duty, power or function or public body	Section reference	Retained by Head	Delegated to Privacy Officer
Collection, Accuracy and Retention of Personal Information			
Establishing controls over the collection, use and disclosure of personal information	2(a)	x	
Authorizing routine correction of personal information	2(b)	x	
Ensuring authorized purpose of collection	4	x	
Assuring proper collection and notification	5	x	
Assuring accuracy of personal information	6(b)	x	
Use and Disclosure of Personal Information			
Assuring appropriate uses	12	x	

Assuring appropriate purposes of data matching	17	x	
Assuring appropriate uses of data derived from personal information	18	x	
Assuring appropriate purposes of disclosure of data derived from personal information	19	x	
Assuring appropriate purposes for creation of non-person data	21 Regulation (MIN)5(1)	x	
Assuring appropriate use and disclosure of non-personal data	22,23 Regulation (MIN) 5(2)	x	