BONFIELD PUBLIC LIBRARY

POLICIES and PROCEDURES MANUAL

**CONTENTS**

 Page

Introduction 1

Distribution and Access 2

Agreements for Shared Services with Other Municipalities 2

Definitions 3

Relevant Legislation 3

Library Board 4

Library Staff 4

Policy Number Page

**Personnel Policy**

Per-1 Job Description 5

Per-2 Hiring Practices 6

 2.1 Hiring of Relatives and Board Members 6

 2.2 Advertising 6

 2.3 Applications 6

 2.4 Interviewing 7

 2.5 Appointments 7

 2.6 Probationary Periods 8

 2.7 Orientation 8

Per-3 Scheduling 8

Per-4 Salaries and Wages 8

Per-5 Training and Development 9

Per-6 Benefits 9

 6.1 Paid Holidays 9

 6.2 Vacations 10

 6.3 Sick Leave 10

 6.4 Bereavement Leave 10

 6.5 Maternity and/or Parental Leave 10

 6.6 Jury and Witness Duty Leave 10

 6.7 Special Leave of Absence 11

 6.8 Pensions 11

 6.9 Employment Insurance 11

 6.10 Health – Related Benefits 11

 6.11 Workplace Safety & Insurance Board 11

Per-7 Performance Appraisal 11

Per-8 Labour Relations 12 8.1 Grievances 12

 8.2 Disciplinary Action 12

Per-9 Termination of Employment 13

Per-10 Membership in Associations 13

Per-11 Personnel Files 14

Policy Number Page

**Circulation Policy**

Cir-1 Membership 15

Cir-2 Other Membership Types 15

Cir-3 Responsibilities of Membership 16

Cir-4 Confidentiality of Patron and Circulation Records 16

Cir-5 Loans 17

Cir-6 Renewals 17

Cir-7 Fines 18

Cir-8 Lost or Damaged Materials 18

Cir-9 Reserves 18

Cir-10 Interlibrary Loans 18

Cir-11 Censorship 18

Cir-12 Donated Materials 18

**Office Policy**

Off-1 Employee Safety 19

Off-2 Dress Code 19

Off-3 Inclement Weather (Weather Days) 19

Off-4 Library Hours 19

Off-5 Library Use 20

Off-6 Food & Beverage 20

Off-7 Other Facilities 21

Off-8 Displays and Bulletin Board 21

Off-9 Emergency Evacuation Plan 22

 Signed declaration 23

**Appendices**

Appendix A Job Descriptions

Appendix B Employee Contract (Sample)

Appendix C Performance Evaluation Form

**Attachments**

1998-08 Bonfield Public Library By-Law

2004-40 Procurement By-Law

* 1. Accessible Customer Service

2009-63 Strategic Plan 2009-2012

2012-29 Workplace Violence and Harassment Policy

2014-06 Meeting the Requirements of the AODA Regulations

2014-07 The Employee Code of Conduct Policy

2014-08 The Board Code of Conduct Policy

2014-09 The Employees Political Election Policy

2014-10 The Board Political Election Policy

2014-11 The Health and Safety Policy

2016-09 Capital Replacement Plan

2016-58 Facebook Policy

2016-58 Unattended Children Policy

2016-58 CPIC Level II Security Clearance Check/Vulnerable Sector

 Screening and Offence Declaration

2016-58 Remuneration and Expenses

2016-58 Anti-Spam Policy

2017-88 Exam Proctoring

2017-90 Strategic Plan 2015-2019

2017-102 Launchpad Lending Policy

* Information Service Policy
* Collection Procedure
* Tangible Capital Assets Inventory
* Public Access Computers Acceptable Use Agreement
* Bonfield Public Library Photo-Release Form
* Bonfield Public Library Fax, Computers & Photocopying cost
* Disc Repair Waiver
* Technology Plan
* Public Libraries Act
* Bonfield Public Library Brief History