



A haven for curious minds.

Okanagan Regional Library

BOARD POLICY AND REGULATIONS

Board Approved: May 19, 2010

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POLICY & REGULATIONS
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**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION I: MOTTO, MISSION STATEMENT, FUNCTIONS, GOALS**

SECTION I: MOTTO, MISSION STATEMENT, FUNCTIONS, GOALS

A. MOTTO

The Okanagan Regional Library is a haven for curious minds.

Adopted February 27, 1992

B. MISSION STATEMENT

The mission of the Okanagan Regional Library is to provide equitable access to relevant educational, recreational, and cultural library resources in order to enhance and enrich the lives of community residents.

(Adopted February 27, 1996) Amended September 19, 2001)

C. FUNCTIONS OF THE OKANAGAN REGIONAL LIBRARY

To assemble, preserve and administer in organized collections, books and related educational and recreational material in order to promote, through guidance and stimulation, and, communication of ideas, an enlightened citizenship and enriched personal lives.

Amended February 14, 1985

To serve the community as a centre of reliable information.

Amended February 14, 1985

To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition of ideas.

Amended February 14, 1985

To provide library materials to support educational, civic and cultural activities of groups and organizations.

Amended February 14, 1985

To provide opportunity and encouragement for people of all ages to educate themselves continuously; recognizing the Library as a prime adult educational institution.

Amended September 15, 1988

To continuously identify community needs, and where possible to fill those needs.

Amended September 15, 1988

To provide opportunity for recreation through the use of literature, music, films, videotapes and other art forms.

Amended September 15, 1988

D. THE LIBRARY'S STRATEGIC PLAN 2003 – 2007

The Strategic Plan Outlines the Library Boards Goals. (Note: Please see Strategic Plan filed in the Trustee Manual).

Amended May 18, 2005

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION II: BOARD ORGANIZATION AND STRUCTURE**

SECTION II: BOARD ORGANIZATION AND STRUCTURE

A. MEETINGS

There shall be four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings will be held in February, May, September and November, except in years when municipal elections are held. In years when there is a municipal election, meetings will be held in February, May, September and October. The Board Chair, Vice-Chair, Policy and Planning Committee Chair, Finance Committee Chair, and Personnel Committee Chair are elected annually from amongst the members at the February meeting. The Board approves the Board meeting schedule for the upcoming year at the last meeting of the previous year. Final budget approval for a fiscal year takes place at the last meeting of the previous year.

Any in-camera meetings required are held prior to the regular meeting. In-camera minutes are approved at the following in-camera meeting. In-camera decisions will be implemented as directed by the Board.

Management Team staff may attend in-camera Board Meetings as required. The Executive Director is the only staff member who attends when exempt compensation is discussed by the Board at an in-camera meeting. Amended: September 17, 2008

The Board shall hold a formal orientation meeting for new Board members whenever there are more than six new Board members appointed to the Board. All Board members and their alternates will be invited to the meeting. Should fewer than six new members join the Board in any year, the Board Chair and the Executive Director shall be responsible for the orientation of new members.

Board retreats may be held at the call of the Chair to discuss matters of interest to the Board, when sufficient time to discuss a matter is not available through regular Board meetings. Amended May 19, 2004

B. CONDUCT OF MEETINGS

Unless otherwise covered in these standard operating procedures, the conduct of meetings shall be in accordance with the parliamentary procedure laid down in Robert's "Newly Revised Rules of Order".

C. MINUTES OF BOARD MEETINGS

Minutes of Board meetings are to be marked "Not approved" and distributed to Board Trustees and Constituent Units, consecutively, immediately following Board meetings. The Board Chair signs the minutes at the meeting at which the Board approves them.

Approved minutes will be distributed only if a significant amendment is made at the time of approval. (Adopted September 28, 1995) Amended May 19, 2004

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION II: BOARD ORGANIZATION AND STRUCTURE**

D. VOTING

Motions

At the discretion of the Chair, motions other than “to accept” will be in writing, and passed to the chair.

Amendments to Motions

No more than two amendments to a motion will be allowed. The Chair will rule on intent in cases where the membership feels an amendment has changed the intent of the original motion.

Weighted Votes

Weighted votes will be held for:

- Budget
- Ratification of employee group salaries
- Amendments to weighted vote motions

Weighted votes will not be held for:

- Matters involving policy

Adopted May 19, 2004

E. TELECONFERENCE MEETINGS

Special Board meetings to deal with urgent matters requiring immediate action may be held at the call of the Chair or any two members of the Board, by notifying in writing, the other Board members at least three working days in advance. As with Regular meetings, each member must have an agenda package circulated in advance, and a quorum must be present.

A vote, weighted or not, according to Board Policy, may be taken at the Special Board meeting held via teleconference.

How voting as part of a Special Board Meeting via teleconference is to be conducted:

1. The Secretary shall call the roll, and each Board member present shall confirm their presence at the meeting.
2. The Board Chair or the Secretary shall read aloud the motion under consideration, and each member present will be asked for any comments they might have about the motion. After each member who wants to has commented, the motion shall be read aloud again, and the vote will be called. The Secretary shall call the name of the member, and the member shall say whether they vote for or against the motion. The vote shall be recorded by the Secretary.
3. The Secretary shall inform the Board Chair of the results of the voting and the Chair shall declare the motion to have passed or failed.
4. The results of the voting shall be recorded by the Secretary as a minute of the Special Board Meeting. Minutes of the meeting shall go to the next regular meeting of the Board for approval.

Adopted May 16, 2001

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION II: BOARD ORGANIZATION AND STRUCTURE**

F. SIGNING OFFICERS

Generally, signing officers shall be appointed at the first Board meeting of the calendar year and shall include the Secretary, plus the Chair or presiding officer at the meeting (usually the Vice-Chair).
Amended May 20, 1998

Specifically, in the case of signing cheques, the signing officers shall include one of the Secretary to the Board, the Financial Manager, the Public Services Manager, together with one of the Finance Committee Chair and the Board Chair.
Amended November 17, 1998

All cheques of more than Ten Thousand Dollars (\$10,000) shall have both of two imprinted signatures and two manual signatures.

G. COMMITTEES

Any Committee meetings may be held via teleconference.

Standing Committees

Standing Committees are the Policy and Planning Committee, the Finance Committee, and the Personnel Committee.

Chairs of all Standing Committees are elected from amongst all members for a one-year term, at the first meeting of each year.

The Chair of each committee, in consultation with the Board Chair, shall appoint a maximum of five members to a committee, for a term of one year, or until the succeeding committee member is appointed. A quorum is a majority of committee members. Committee members are appointed from a list of those members who have volunteered to serve on a committee.

Other Committees

Other committees shall be appointed by the Chair at the pleasure of the Board, at any meeting that considers the appointment of such committees necessary. The term of these committee appointments shall be for one year, or until the committee is dissolved.
Adopted May 19, 2004

British Columbia Library Trustees' Association Liaison

The Board shall appoint, annually, a British Columbia Library Trustees' Association liaison, from amongst its members.

Adopted: May 19, 2010

Nominations Committee

The Okanagan Regional Library Nominations Committee is appointed by the Board Chair at the last meeting of each year. The term of the Committee ends with the election of new Committee Chairs, and a new Board Chair, and Vice-Chair, usually at the February Board meeting.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION II: BOARD ORGANIZATION AND STRUCTURE**

Ex-Officio Attendance at Committee Meetings

The Library Board Chair may, but is not obligated to attend all committee meetings in an “ex officio” capacity with the exception of the Nominations Committee. The Board Vice-Chair will attend only in the absence of the Chair. Ex-officio attendance at a Committee meeting is not counted in determining if a quorum is present, and neither the Chair nor the Vice-Chair will have a vote when attending a Committee meeting on an ex officio basis.

Adopted: May 19, 2010

As outlined in Section II of Board Policy (Board Organization and Structure), A. Meetings, the following positions are elected annually from amongst the Board members, at the annual meeting in February:

- Board Chair
- Board Vice Chair
- Policy and Planning Committee Chair
- Finance Committee Chair
- Personnel Committee Chair.

All Board members should be contacted by members of the Nominations Committee to determine who would like to run for any position.

The Nominations Committee, (three Board Members) as appointed by the outgoing Board Chair at the last meeting of the previous years, shall divide up the contact work, and report to the outgoing Board Chair, with a copy to the Executive Director, at least 10 days prior to the February Annual Board meeting, so that the Nominations Committee Report can be included in the February Board Package. Contact information for all Board Members is provided by Library Administration.

Adopted May 18, 2005

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION II: BOARD ORGANIZATION AND STRUCTURE**

H. ROLES, RESPONSIBILITIES AND EXPECTATIONS OF TRUSTEES

The Library Act lays out the role and status of the Library Board. The Board manages the Regional Library by making policy and financial decisions through discussion and motions passed at Board Meetings. The members of the Library Board are a corporation with the following powers and duties.

Roles

The Board:

- Sets policies for managing its business and regulating the use of its facilities and services to the public.
- Appoints any committees that it considers necessary to carry out its business.
- Appoints and may dismiss an Executive Director.
- Enters into collective agreements with employees and sets the terms of their employment, including fixing remuneration and duties.
- May acquire land and lease or construct buildings for library purposes, and may sell or otherwise dispose of land or buildings.
- May acquire and dispose of personal property (furnishings, equipment, supplies, books, etc.) for library purposes.
- May contract, for a term of not more than five years, for professional or other services for library purposes.
- May sue and be sued.
- May have a common seal and may alter or change it.
- Approves an annual report in the form approved by the Minister, and ensures that copies of the report are sent to the Minister.
- Ensures that the Board's approved Strategic Plan is carried out in a timely fashion.

Responsibilities

Board Members:

- Attend Board meetings or send an alternate.
- Read the Board package.
- Keep both library service and the will of the residents in their respective areas in mind while making decisions collectively at the Board meetings.
- Inform themselves about the Library and its services, participate in Board discussions, and ask questions to clarify reports, motions or issues that are not clear.
- Inform their local government about library issues and activities.
- Are an advocate for the Library system and the decisions and directions taken by the Library Board.

The Board expects that its Members:

- Have good listening skills.
- Are courteous to fellow Board Members, staff and public.
- Have good communication skills.
- Visit branches as often as possible.

(Adopted May 19, 2004) Amended May 18, 2005

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

SECTION III: LIBRARY MEMBERSHIP

A. GENERAL

The Library will serve all residents of the Okanagan Regional Library. A resident lives permanently in any of the political jurisdictions that contribute to the Okanagan Regional Library's annual tax levy. A resident could also own property in any of the political jurisdictions that contribute to the Okanagan Regional Library's annual tax levy.

(Amended September 18, 2002) Amended May 17, 2006

Service will not be denied or abridged because of religious, racial, social, economic, political status or sexual preference.

Amended January 18, 1990

Okanagan Regional Library will provide service to non-residents upon application and payment of a fee as established by the Board, or upon application and proof of valid membership in another public library in British Columbia.

(Amended January 18, 1990) Amended May 17, 2006

B. MEMBERSHIP

General

Okanagan Regional Library offers memberships in a variety of resident and non-resident categories upon application and satisfactory proof of identification.

Adopted January 18, 1990

Memberships are valid for a specified period of time as determined by the Board. Memberships in good standing may be renewed upon presentation of an Okanagan Regional Library card and current identification. In the case of customers qualifying for membership through membership in another public library in British Columbia, proof of continuing good membership in the other library is required. The identification requirement for card renewals may be waived if the customer is known to staff.

(Amended September 18, 2002) Amended May 17, 2006

Membership in the Library entitles the member to all the services offered by the Okanagan Regional Library, provided that the member follows Library rules.

(Amended January 18, 1990) Amended May 17, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

Resident Card Categories

For residents of the Okanagan Regional Library, memberships are offered in the following categories: Amended June 1, 1995

Adult

Any individual 13 and over, card valid for 2 years.

Junior

Any child under the age of 13. Consent of parent or guardian is required to issue a membership card as parent or guardian is responsible for materials borrowed by their child. Card is valid for 2 years. Cards issued to children living in Area 'H' and on Westbank First Nations land are issued cards that expire 1 year from date of issue.

Amended May 17, 2006

Shut-In Individual

Any individual who is physically unable to travel to the Library. A volunteer agency may take materials to the individual. Card valid for 2 years or until expiry of medical need.

Amended September 18, 2002

Print Disabled Individual

Any individual who cannot read conventional print because of a visual, physical or neural disability, including an impairment related to comprehension. An application for Print Disabled status must be accompanied by a doctor's certificate or signature of another authorized person. Card valid for 2 years or until expiry of medical need.

Amended May 17, 2006

Print Disabled/Shut-In

Memberships are available to any print disabled member who is physically unable to travel to the Library. A volunteer agency may take materials to the individual. Card valid for 2 years or until expiry of medical need.

Amended May 17, 2006

Print Disabled/Mail Borrower

Memberships are available to any print disabled member who lives in a remote area of the Okanagan Regional Library. Application is made to the Allocations Supervisor. Card expires 2 years from date of issue or until expiry of medical need.

(Amended September 18, 2002) Amended May 17, 2006

Corporate Borrower

Any organization operating within the jurisdiction of the Okanagan Regional Library requiring use of library materials by individuals in their employ. Applications must include a signature from a signing officer to authorize acceptance of any charges incurred by staff on their behalf.

Amended May 17, 2006

Corporate/Company

Includes organizations of a general class (business, daycare, etc.) Card expires December 31 of calendar year.

**OKANAGAN REGIONAL LIBRARY
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SECTION III: LIBRARY MEMBERSHIP**

Corporate/School

Recognizes that the school year runs from September - June. Card expires June 20 of calendar year.

Corporate/Shut-In

Any organization operating within the jurisdiction of the Okanagan Regional Library and caring for individuals who are physically unable to travel to the Library. Individuals can use conventional print. An application for corporate membership must be completed. Card expires December 31 of calendar year.

Amended May 17, 2006

Corporate/Print Disabled

Any organization operating within the jurisdiction of the Okanagan Regional Library that cares for individuals who cannot read conventional print because of a visual, physical or neural disability, including an impairment related to comprehension. An application for corporate membership must be accompanied by a doctor's certificate or signature of another authorized person. *Card expires December 31 of calendar year.*

(Amended September 18, 2002) Amended May 17, 2006

Mail Borrower

Any individual who resides in a remote area of the Okanagan Regional Library is eligible for Books-By-Mail service. Application is made to the Allocations Supervisor. Card expires 2 years from date of issue.

Amended May 17, 2006

Employee Office

Employee office cards are used for requesting and borrowing materials that are used in carrying out an employee's duties.

Amended May 17, 2006

Selector Withdrawal

Selector withdrawal cards are used for requesting materials that are used in carrying out an employee's duties.

Adopted May 17, 2006

Staff

Employees of the Okanagan Regional Library are eligible for a staff card. This does not include individuals classified as on-call who have not worked during the past twelve (12) months. Card valid for 2 years, or until expiry of employment.

(Amended June 1, 1995) Amended May 17, 2006

Branch

Branch cards are used to log-on visiting Internet users and to bring in display or reference materials from other branches. Card valid for 2 years.

Amended September 18, 2002

Seymour Arm

Residents of Seymour Arm are issued cards that allow them to borrow three-week loan items for six weeks. This extended loan period is granted due to the distance to the nearest branch, the poor road conditions, and the fact that there is no electrical service in the community. Card valid for two years from date of issue.

(Amended September 18, 2002) Amended May 17, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

Non-Resident Categories

For non-residents of the Okanagan Regional Library, memberships are offered in the following categories:

Non-Resident

Any person who does not hold a valid card from another public library in British Columbia, and wishes to purchase library service for a fee. Card is valid for paid months from date of issue. Fees for three months are \$25, for six months are \$50, and for one year are \$75.

Amended May 17, 2006

Non-Resident Reciprocal Borrowers

All registered patrons of public libraries in British Columbia holding current, valid cards from their home library shall be given free membership at any branch of the Okanagan Regional Library. Card valid for one year from date of issue. The only information sought from or released to a reciprocal borrowing library is confirmation that a customer's library card is valid and in good standing.

Adopted May 17, 2006

Internet Only

Internet only cards are issued to visitors wanting short-term Internet access. Cards allow up to one hour of Internet access per day for seven consecutive branch open days. Card valid for seven consecutive branch open days from date of issue. There is no charge for an Internet only card. Verbal confirmation of identification is sufficient when formal identification is unavailable.

(Amended September 18, 2002) Amended May 17, 2006

C. OVERDUE FINES AND OTHER CHARGES

The Library may charge such fees or impose such penalties, as it deems necessary, in order to ensure fair use of its services or to ensure return of borrowed materials.

Amended February 15, 1985

Overdue fines are based on the type of material borrowed.

The Board shall review fine and fee schedules at least once every five (5) years.

Adopted January 18, 1990

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

Overdue Fine Schedule

Books	25 cents/day/item	maximum \$7/item
Book Club Kits	25 cents/day/item	maximum \$7/item
Cassettes	25 cents/day/item	maximum \$7/item
Compact Discs	25 cents/day/item	maximum \$7/item
Daisy format CDs	25 cents/day/item	maximum \$7/item
DVDs	25 cents/day/item	maximum \$7/item
Feature Films	\$1/day/item	maximum \$10/item
Interlibrary Loans	\$1/day/item	maximum \$20/item
Kits	25 cents/day/item	maximum \$7/item
Multilingual	25 cents/day/item	maximum \$7/item
Pamphlet Files	25 cents/day/item	maximum \$5/item
Paperbacks	25 cents/day/item	maximum \$5/item
Periodicals	25 cents/day/item	maximum \$5/item
QuickReads	\$1/day/item	maximum \$20/item
Reference	\$5/day/item	maximum \$50/item
Victor (Daisy) players	25 cents/day/item	maximum \$7/item
Videos	25 cents/day/item	maximum \$7/item

There will be a maximum \$100 in overdue fines per card.

No fines on Employee Office or Selector Withdrawal Cards.

(Amended September 20, 2006) Amended May 20, 2009

Default Replacement Charges

Replacement costs for catalogued materials are at the current list price in existence at the time when the item was acquired and are normally entered in the item record. The retail price entered is converted to Canadian dollars. Processing charges are added to the replacement cost of the item. Where no replacement cost is known, the default prices are as follows:

Books	\$ 30.00	
Book Club Kits	35.00	
Cassettes	15.00	
CDs	25.00	
Daisy Format CDs	30.00	
Feature Films	25.00	
Interlibrary Loan	40.00	Cost will be adjusted to amount charged by lending library
Kits	30.00	
Microfilm, per roll	50.00	
Multi-lingual	12.00	
Multi-Volumes		Cost is pro-rated for lost item.
Pamphlet File	5.00	
Paperbacks (Mass Market only)	9.00	
Periodicals	6.00	
QuickReads	30.00	
Victor (Daisy) Players	500.00	
Videos	25.00	

Amended: May 20, 2009

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

If a lost item (paid) is subsequently found within one (1) year of date of payment, refund is made for the replacement cost, less fines paid.

Fines will be charged for items Claimed Returned and then returned by the customer. If found in the Library, fines will be waived. (Amended May 17, 2006) Amended September 20, 2006

Repair Charges

Customers returning materials in a damaged condition will be charged a replacement fee or a physical repair fee.

Books

Rebinding	\$ 12.00	
Mending	8.00	Maximum
Replacing Barcode	0.50	
Replacing End Pages	1.00	Per page

Other Materials

Cassette Cases

Single	\$ 1.50
Double	3.00
Multiple	5.00

CD Cases

Single	\$ 2.00
Multiple	5.00

DVD Cases

Single	\$ 3.00
Multiple	5.00

Amended: May 20, 2009

Victor (Daisy) Players

Actual charges passed on to the customer.

Video Cases

Single	3.00
Double	7.00
Kit Bag	2.00

*All prices include label and barcode.

Taped Book

No charge.

Customers may choose to keep damaged materials if they have paid the full replacement cost for the damaged item(s) and have submitted a request for the return of said item(s). Unclaimed damaged items will only be held for one year. (Amended May 17, 2006) Amended September 20, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

Service Charges

Replacement Card (including keyset card) = \$2.00

(Amended May 17, 2006) Amended September 20, 2006

No charge for the replacement of worn or defective library cards.

Processing Charges:

Adult Fiction	\$ 5.00
Adult Non-Fiction	10.00
Book Club Kits	5.00
Cassettes	5.00
Compact Discs	5.00
Daisy Format CDs	5.00
DVDs	5.00
Jr. Print Materials	5.00
Kits	5.00
Large Print	5.00
Librarians' Library	10.00
Literacy Materials	5.00
Microfilm, per roll	10.00
Magazines	1.00
Pamphlet Files	1.00
Paperbacks	1.50
Rare Materials	10.00
Reference Materials	10.00
Taped Books	5.00
Victor (Daisy) Players	15.00
Videos	5.00
YQ Hardcover	5.00

(Amended May 17, 2006) Amended September 20, 2006

Sundry

Overdue items believed returned to the Library by the customer will be searched for, for a period of three (3) months, after which the customer will be re-invoiced for replacement costs and processing charges if the item is not found.

(Amended May 17, 2006) Amended September 20, 2006

Outstanding accounts exceeding \$50.00 are sent to a collection agency 90 days after items are due. Accounts associated with customers whose mail has been returned to the Library and who owe more than \$50.00 are sent to the collection agency immediately.

Amended September 18, 2002

The Library will not accept donations or replacement items in lieu of outstanding charges or fines.

A \$20 charge will be made for NSF cheques (non-sufficient funds).

(Amended May 17, 2006) (Amended September 20, 2006)

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

All customer cards which have not been used for two years will be deleted from the database, providing that the total amount owed is less than \$20.00, and that no items other than paperbacks or pamphlets are out on loan to the customer.

(Amended May 17, 2006) (Amended September 20, 2006)

Financial records on patrons with outstanding accounts in an amount greater than \$20.00 will be kept for a period of seven years.

(Amended May 17, 2006) Amended September 20, 2006

Notices, invoices, etc. will be sent to customers at times convenient and necessary for the successful operation of the Library system.

Amended September 18, 2002

Charges for photocopying and all printing will be twenty-five cents (\$0.25) per page.

Amended November 21, 1996

Materials may be faxed, upon request, to a customer's home or business for the following charges:

\$2.00 for first page and \$1.00 for each additional page for either local or long-distance requests.

(Amended May 17, 2006) Amended September 20, 2006

The Library is not responsible for damage to customer equipment used to play items borrowed from Library Collections.

Adopted: May 20, 2009

D. SUSPENSIONS

The use of the Library and/or its services may be denied for due cause. Such cause may be failure to return library material or to pay penalties, unacceptable use of access to Internet information, illegal and/or unethical use of the Internet, destruction of library property, disturbance of other customers or any other objectionable conduct on Library premises.

Amended September 15, 1999

Borrowing privileges will be suspended if monies owed exceed \$20.00, or if there is a lost item(s) on the customer record.

(Amended September 15, 1999) Amended September 18, 2002

Access to the Internet may be denied for unacceptable, illegal, and/or unethical use of the Internet.

E. CONFIDENTIALITY AND PRIVACY

Introduction

The Okanagan Regional Library's legal authority to collect personal information flows from the Library Act and section 26 of the Freedom of Information and Protection of Privacy Act. Any personal information collected, used, or disclosed by the Library is in accordance with the Freedom of Information and Protection of Privacy Act. (FOIPPA)

What is personal information

Examples of personal information are name, age, home address, phone number, email address, IP address, identification numbers, reading choices, etc. Personal information does not include work contact information.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

Collection of Personal Information

When the Library collects personal information, staff will advise why it is collected, and the legal authority for doing so. The Executive Director acts as the Library's Freedom of Information and Protection of Privacy Officer.

The following are some examples of purposes for which the Library may collect personal information:

- Issuing library cards
- Identifying materials on loan
- Placing and tracking interlibrary loans and requests
- Identifying and recording overdues
- Providing answers to reference questions
- Providing home service for customers with special needs
- Providing information about Library programs and services
- Recording comments or suggestions
- General Library operations and planning
- Recording donations

How is personal information used?

The Library will only use personal information for the purposes for which it was originally collected, and in a manner consistent with those purposes.

When is personal information disclosed?

The Library does not sell or rent personal information. Personal information is disclosed only in accordance with FOIPPA or as otherwise required by law.

When other organizations require personal information in order to provide services on behalf of the Library, the Library ensures that these organizations treat the personal information in compliance with FOIPPA and the Library's privacy policies.

Examples include:

- When a customer explicitly consents to the disclosure
- To a collection agency for the purpose of collecting a debt
- For law enforcement purposes, such as where required by a subpoena, warrant , or other order
- Where there are compelling health and safety concerns
- To contact a person's next of kin if that person is injured, or becomes ill while visiting the Library.

Requests for disclosure of customer information to an outside agency or, for adult members, persons other than the cardholder, must be submitted in writing to, and approved by, the Executive Director. Customers will receive notice of such disclosures when appropriate, from the Executive Director.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION III: LIBRARY MEMBERSHIP**

How Personal Information Is Kept Secure

The Library uses reasonable security measures to protect against risks such as unauthorized access, collection, use, disclosure or disposal. Security measures include physical, technological and operational safeguards that are appropriate to the nature and format of the personal information.

How Long Is Personal Information Kept?

If the Library uses personal information to make a decision that affects the customer, the Library must keep that information. Otherwise, the Library will keep personal information only for the length of time necessary to fulfill the purposes for which it was collected. Personal information is securely destroyed when it is no longer needed.

Accuracy Of Personal Information

The Library will do its best to ensure that personal information is as accurate, complete, and up to date as necessary. This is a partnership with Library customers. The Library encourages all customers to keep their personal information up to date, and report lost cards immediately.

How Does A Customer Access Or Correct Personal Information?

Individuals have a right to access any personal information that the Library has about them. They may access current account information held by the Library on-line by using their library card barcode and PIN to check their account in the Library catalogue. For other information, customers can contact Library staff, or send a written request to the Executive Director, at Library Headquarters. Individuals also have a right to request that their personal information be corrected, if they believe it is incorrect.

Children's Personal Information

Children have the same rights as adults with respect to their personal information. Where children are "incapable" of exercising their right to access, correct, or consent to the disclosure of their personal information, their parent or guardian may do so on their behalf.

The Library assumes that children of 12 years are generally capable of exercising their own rights for policy purposes. However, the Library may treat a request on an individual basis where a child or parent/guardian does not believe the guideline age is appropriate in their circumstances.

Surveillance

From time to time, the Library may install surveillance equipment in public parts of a Library branch. This will be done only when there have been repeated instances of threats of violence, or illegal activities.

Internet

Information sent over the Internet cannot be secured and may be vulnerable to unauthorized access.

Adopted May 21, 2008

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION IV: FACILITIES GUIDELINES**

SECTION IV: FACILITIES GUIDELINES

A. GOALS

The Library Board's goal is to provide functional and convenient community library facilities that support library service levels established by the Board. Branch guidelines inform all constituent units, staff, and the public about the Board's expectations of branch and headquarters physical facilities. They ensure that decisions about physical facilities are made in a fair and equitable manner, system wide.

B. GENERAL

1. This policy is reviewed every five years by the Board, following the publication of the Canadian Census figures.
2. Most items in the Library's collection flow freely between the branches of the Okanagan Regional Library.
3. Branch open hours and branch size reflect the population of the branch service area. Library service is provided during hours that best meet the needs of the community, through branches located at points of maximum convenience to the public.
4. All branches shall be located wherever traffic flow is high; for example near high use commercial outlets, so that library users may combine library visits with other errands. They shall be located as close as possible to a larger population, and whenever possible shall be on a public transit route.
5. Five to ten year population growth trends should be considered in planning a new library branch.
6. The Library will work with constituent units to ensure that Library branches are attractive, convenient, and cost-effective service points.
7. The constituent unit in which the Library branch is located is responsible for funding the original purchase cost and replacement, or maintenance, of any furniture and fixtures necessary to provide library service in the public area of their branch. Such furnishings and fixtures shall become the property of the Library, and shall be capitalized and amortized on the financial statements of the Library, as per Library accounting policies. The constituent unit shall approach surrounding neighbours who use this branch, to share in these costs. Such arrangements are between these parties, independent of the Library. The Library provides equipment, furniture, and fixtures in the staff areas of a branch. Examples of items purchased by constituent units for the public areas of branches are: Shelving, special cabinets for items such as microfilm or maps, special stands, tables, chairs, filing cabinets, bulletin boards, display furniture, blinds, clocks, etc. Examples of items purchased by the Okanagan Regional Library for branches are: Book trolleys, fax machines and phones, kick stools, carpets and mats, microfilm reader printers, photocopiers, security systems, interior and exterior signage, equipment and furnishings for all staff areas, television/VCR equipment, and all computer equipment. All Headquarters equipment is purchased by the Okanagan Regional Library. Amended: September 17, 2008
8. All equipment and furnishings must meet the ergonomic standards set by the Workers' Compensation Board of BC and the standards set for accessibility for persons with disabilities in *The Accessible Canadian Library, A Planning Workbook for a Barrier-Free Environment*.
9. A Library headquarters is maintained, where central processing and supervision of services is carried out.
10. Mail service may be considered when a resident in a rural area applies. Each situation is considered on a case-by-case basis. (Amended July 17, 2006) Amended September 20, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION IV: FACILITIES GUIDELINES**

C. BRANCH TYPE: DEFINITIONS

System Resource Centre

The Okanagan Regional Library maintains a single system resource centre in the largest community in the Okanagan Regional Library. A resource centre, which also operates as a large branch, provides in-depth reference services to all branches in the system. The branch houses larger reference and serves as a depository for low use circulating collections. A system resource centre is open seven days and 60 hours per week.

Satellite Branch

Satellite branches are considered when population density is high. Satellite branches are those branches within 16 kilometers of a major branch or the system resource centre. They must be a minimum of five kilometers from a major branch or the system resource centre. They are allocated less space and fewer open hours on a per capita basis than a community branch, as library users can easily travel to a larger branch. The minimum population served by a satellite branch is 15,000. A satellite branch is open a minimum of 35 hours per week, and a maximum of 48 hours per week.

Major Branch

A major branch is designated in each regional shopping area, to ensure that at least one library branch in each Regional District will open a significant number of hours. The minimum population for a major branch is 20,000. A major branch is open seven days per week, and a minimum of 48 hours per week.

Community Branches

Community branches are those branches that are at least 16 kilometers from other branches. They serve a particular community.

Paperback Deposits

Paperback deposits are located in Seymour Arm, Trout Lake, and the North Westside. There are no designated hours of service, and no circulation records are kept. A small annual honorarium is paid to a community group or individual to receive and circulate Okanagan Regional Library paperbacks.

Amended May 21, 2008

D. BRANCH SIZE

Satellite branches are allocated .33 square feet per person in the branch service area.

Community branches serving a population of less than 2,500 are allocated .75 square feet per person in the branch service area, with a minimum size of 1,000 square feet. All other branches are allocated .5 square feet per person in the branch service area.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION IV: FACILITIES GUIDELINES**

E. BRANCH OPEN HOURS

Branch open hours are based on the Branch Service Area population.

<u>Population of Service Area:</u>	<u>Weekly Open Hours:</u>
Less than 1,500	8
1,500 to 2,499	15
2,500 to 3,499	20
3,500 to 4,999	25
5,000 to 7,499	30
7,500 to 9,999	35
10,000 to 14,999	40
15,000 to 24,999	48
25,000 to 49,999	52
Over 50,000	60

F. BRANCH DELIVERIES

Branch deliveries are based on annual circulation.

Under 40,000	1
40,000 – 99,999	2
100,000 – 199,999	3
200,000 – 399,999	4
Over 400,000	6

G. BRANCH EQUIPMENT

Branch equipment is allocated on the basis of a combination of population and circulation figures.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION IV: FACILITIES GUIDELINES**

H. BRANCH EXTERIORS

1. Each branch should have an attractive exterior with signage that is visible from a distance of 50 feet.
2. Exterior signage will include the O.R.L. logo, including the words “Okanagan Regional Library”, as well as the name of the Branch, as determined by the Okanagan Regional Library Board. Adopted May 16, 2007
3. All branches must be wheelchair accessible. Access should include a fully automated door at the public entranceway, or at a minimum, a handicapped access button.
4. All branches must have a non-public exterior door with a loading zone so that the Library van has easy access to the branch. This exit will also be used as an emergency exit. In larger branches, a loading dock is required.
5. Branches should have exterior access through book slots into a fireproof bookdrop room, or a flameproof locking door drop, so that library users may return books when the Library is closed. Ease of access for library customers to these bookdrops is important. Drive up access to bookdrops is preferred.
6. Exterior lighting for safety and convenience is required.
7. Landscaping should not create concealed areas that are prone to vandalism, or require excessive maintenance. Xeriscaping will be used wherever possible.
8. Parking – the Library requires one parking space per 250 square feet of building space, for small branches. For large branches, one parking space for each 400 square feet of building space is required. Additional designated staff parking is preferred. Parking lots should be paved. Bicycle racks should be provided at each branch.
9. The basic module for constructing libraries should be 30 feet by 30 feet.

I. BRANCH INTERIORS

1. Branch interiors should be welcoming and attractive. Branch interiors should be safe, comfortable, and convenient for the public and for staff.
2. The facility must be efficient and flexible, with a minimum of structural barriers and irregular geometry. Access to power throughout the building is necessary to permit flexible placement of electronic equipment.
3. The facility must be fully wheelchair accessible for both staff and public.
4. Floors should be carpeted for noise control, though other floor coverings could be used in specific areas.
5. Lighting in book stack areas must be evenly distributed from the end of one book stack area to the other, and from the top to the bottom of the book stack. Northern natural light is preferred. Generally, 50 to 60 foot candles are required at desk height.
6. An HVAC system is required for each facility.
7. Each branch should have a staff room/work room appropriate for the number of staff in the branch.
8. Libraries should be a single floor, at ground level. Libraries over 20,000 square feet may be considered for a second floor.
9. A formal branch building program will be completed for all branches that are anticipated to be more than 10,000 square feet. (Amended September 20, 2006) Amended May 16, 2007

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION V: MATERIALS**

SECTION V: MATERIALS

A. INTRODUCTION

The purpose of the Okanagan Regional Library Materials Policy is to guide staff and to inform the public about the principles upon which selection of materials is carried out. The policy is subject to review at all times and should be carefully reviewed at least every five years.

B. GENERAL STATEMENT

The Okanagan Regional Library endorses the Statement on Intellectual Freedom adopted by the Canadian Library Association, 1985:

All persons in Canada have the fundamental rights, 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 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 be considered 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.

All materials are part of a single system-wide collection. Overall responsibility for, and authority over, the collection rests with the Executive Director.

Most materials can be requested or rotated for use at any branch, and will remain at that branch until re-requested or rotated again

In selecting materials, the Library strives to provide materials to support the Library's three diverse roles as identified by the Okanagan Regional Library Board (2003). Materials selected include popular materials, reference materials, and materials for lifelong literacy support.

The Library will acquire or provide access to diverse materials in print and non-print formats to meet its objectives.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION V: MATERIALS**

The Library recognizes its role as a supplementary source of information and enrichment for students and independent learners of all ages, but it does not purchase textbooks unless they are the most appropriate source of information on a subject of interest to the general community.

The Library welcomes suggestions from the public for the purchase of library materials. All library materials are collected under the terms of the Okanagan Regional Library Materials Policy.

Segregation and maintenance of permanent special collections representing a particular religious, political or sociological viewpoint is not permitted. Amended February 14, 1985

Materials that are no longer useful in the light of stated Library objectives will be systematically weeded from the collection according to accepted professional practices. De-selected materials will be disposed of at the discretion of the Executive Director. Amended September 28, 1989

The Library considers Internet information resources an extension of our material collections. Free Internet access will be made available throughout the Library. Decisions regarding the number of workstations will be made according to space availability, telecommunications capability, and system-wide resources.

The Internet is an unregulated, worldwide environment. It contains information and opinions that range in scope from reliable and authoritative to controversial or extremely offensive. Some information found on the Internet may not be accurate, complete or current. Users must assess the validity of the information found. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about users' activities.

For these reasons, the Library is not responsible for the content or quality of information retrieved over the Internet.

While Library staff will attempt to guide individuals and groups to materials suitable for their use, ultimate responsibility for the choice of materials lies with the customer. Amended May 16, 2007

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION V: MATERIALS**

C. COLLECTION GUIDELINES

Print Collection

Branches with a service area population of more than 7,500 should house two print volumes per capita. Branches with a population of less than 7,500 should house three volumes per capita. 25% to 30% of the print collection shall be junior and young adult materials. Amended May 16, 2007

Periodicals

Large branches should house .006 subscriptions per capita. Small branches with a population of less than 7,500 would house .008 subscriptions per capita. Satellite branches should house .004 subscriptions per capita. Amended May 16, 2007

D. SELECTION POLICY

Authority

Final authority for the determination of policy in the selection, acquisition and de-selection of materials is vested in the Okanagan Regional Library Board. Amended May 16, 2007

Responsibility

Ultimate responsibility for materials selection rests with the Executive Director, who operates within the framework of policies determined by the Regional Library Board.

(Amended September 15, 1988) Amended May 16, 2007

Selection Criteria

- Date of publication
- Suitability of format
- Relevance to community needs
- Suitability of subject and style for intended audience, including originality, innovation and presentation
- Representation of important movements, genres, trends and cultures
- Relationship to the existing collection and other materials on the subject Reputation and/or significance of the creator, producer and/or the publisher
- Clarity, quality, accuracy and logical presentation
- Budgetary and space priorities
- Relevance to experience and interests of diverse populations.

The Library will attempt to make available a wide diversity of views and expressions in keeping with the Canadian Library Association's Statement on Intellectual Freedom. The Library does not advocate all the ideas and opinions found in its collection. Amended May 16, 2007

OKANAGAN REGIONAL LIBRARY

POLICY & REGULATIONS

SECTION V: MATERIALS

Parental Responsibility

Monitoring of a child's use of the Library is the responsibility of the parent or legal guardian. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library believes in the freedom of the individual, and the right and obligations of parents to develop, interpret and maintain their own code of values within the family.

Review Process

Notwithstanding the Okanagan Regional Library Board's adherence to the Canadian Library Association's Statement on Intellectual Freedom, in the event that any individual or group has an objection to any of the selection decisions, a Request for Reconsideration of Material may be made. This request must be made on the prescribed form, a copy of which is appended to and forms part of this Materials Policy. It will be pointed out to the person making the request that the Okanagan Regional Library endorses the Canadian Library Association's Statement on Intellectual Freedom. A letter detailing the Library's decision will be sent in response to any Request for Reconsideration of Material. *(Adopted September 1983) Amended May 16, 2007*

Duplication

Multiple copies of materials are a practical necessity in a regional library system.

Amended May 16, 2007

De-selection

The goal of de-selection, or weeding, is to maintain a useable collection that responds to the needs of Library customers. The following factors contribute to the need for ongoing de-selection:

- Customer demand for new materials
- Shelf space needed to accommodate new materials
- The desirability of highlighting new materials.

Amended May 16, 2007

De-selection Criteria

Unless of other value to the Library collection, the following material will be de-selected:

- Material with low visual appeal: antiquated appearance or poor production quality
- Worn material that is dirty, brittle, or yellow; material with missing pages, frayed binding, broken backs, or dirty or dingy covers; material with missing or damaged components
- Superfluous or duplicate material; old editions unless still of value; highly specialized items when the collection contains more up-to-date material on the same subject
- Material with poor content: containing dated information, or information that is proven incorrect; or material superseded by new, revised, expanded, or otherwise improved editions
- Material older than ten years, except items that are out of production yet likely to be of use, or items deemed to be classics and still in demand
- Material that, according to circulation records, is not being used by Library customers.

Amended May 16, 2007

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION V: MATERIALS**

E. SALE OF WITHDRAWN MATERIALS

Goals

To allow community groups, such as Friends of the Library, to raise money towards the enhancement of local and regional library services through book sales.

To allow the Library to raise money from the disposal of withdrawn library materials, so that money will be available for items not normally appearing in the budget. Costs and profits shall be on a 60% (Friends of the Library) and 40% (Okanagan Regional Library) basis. Amended May 16, 2007

Criteria for Book Sales

- The Library shall stockpile withdrawn material for the purpose of stocking book sales. No charge shall be made for this service. Items will be allocated for sales on a first come, first served basis.
- A community group shall be charged for the transportation of materials from the Library's storage point to the point of sale, or the community group shall provide transportation.
- The community group shall be responsible for sorting, arranging, and selling library material and renting space for the sale.
- The community group shall not make a charge for its members' time.
- After costs for transportation, rental, etc. are paid, profits shall be shared on a 60-40 basis, with 60% of the profit going to the local community group for local library improvement, and 40% going to the library system for improvements to system-wide library services.
- Should materials remain unsold after the sale, remaining materials shall be the responsibility of the community group.
- An accounting of all expenditures and revenue shall be sent to the Okanagan Regional Library at the end of each sale.

(Adopted September 15, 1988) Amended May 16, 2007

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VI: SERVICES**

SECTION VI: SERVICES

A. GENERAL, CORE SERVICES

Core services provided by the Okanagan Regional Library are:

- Access to the Library's collection during branch open hours
- Book borrowing and the ability to request items from the Library collection
- Basic reference and information services
- Story times for three to five year olds, and the summer reading program.

Core programs are basic, essential programs to which no fees will be attached, and which are offered in each library branch.

Other services offered by the Okanagan Regional Library include:

- Booklists
- Children's programs
- Equipment for visually impaired
- Microform Reader Printers
- Photocopiers
- Extended reference and information services
- Materials for the Print Disabled
- Books by Mail
- Exhibits
- Interlibrary Loans
- Multilingual Materials
- Public Access Catalogues
- Access to Online Databases
- Access to the Internet
- Room rental where available
- Exam invigilation.

Adopted September 20, 2006

B. ACCESS

Access to some services may require possession of a membership card and borrowing privileges in good standing. Access may include, but is not limited to the following:

- Access by patrons to their circulation records
- Access to the Library catalogue
- Access to selected services that are not restricted by license or other legal requirement.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VI: SERVICES**

Services requiring a membership card in good standing:

- Borrowing library materials
- Access to selected services restricted by license or other legal requirement

Amended May 17, 2006

Where possible, the Library supports patron self-directed use of the Library collection and services.

Amended May 17, 2006

C. CIRCULATION

General

The Library provides a collection of materials that may be borrowed by library members.

Adopted January 18, 1990

In order to provide users with enough resources, members may be asked to limit themselves to a specified number of items on a single subject.

Adopted January 18, 1990

To promote fair access to materials by members, use is limited through loan periods.

(Adopted January 18, 1990) Amended May 17, 2006

The use of Taped Book and Daisy formatted materials is limited to qualified individuals due to copyright regulations.

(Amended September 18, 2002) Amended May 17, 2006

It is the responsibility of the Library member, parent or legal guardian to return library materials on or before the due date.

Adopted January 18, 1990

Some materials are for in-library use only and will not be loaned.

Adopted January 18, 1990

Loan Periods

Standard Loan Period:

- 21 calendar days for most material.

(Amended September 15, 2004) Amended May 17, 2006

- QuickReads and Feature Films circulate for seven calendar days.

Amended: May 20, 2009

Extended Loan Period:

An extended loan period of 42 calendar days (6 weeks) is offered for:

- Shut-ins
- Books-by-mail borrowers, and other borrowers living in remote areas
- Book Club Kits
- Interlibrary loans to other systems
- Hospital stays (up to 6 weeks, as needed)
- Vacations (up to 6 weeks, as needed)

Amended: May 20, 2009

Amended May 17, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VI: SERVICES**

Holds/Requests:

If customers are searching for items not available in the collections, they may complete a Suggestion for Purchase form. They will automatically be placed on the holds list if the item is purchased. Amended May 17, 2006

Members may place requests on any item in the Library's catalogued collection available for loan, with the exception of periodicals, QuickReads and Victor (Daisy) players. System requests will not be taken for uncatalogued items. Amended May 17, 2006

There will be no charge for the transfer of requested material from one branch to another branch within the Okanagan Regional Library System.

Holds limit is 100 items per customer record at any one time.

Holds expiry date - 24 months. Inactive holds expiry date - 6 months. (Amended September 18, 2002) Amended May 17, 2006

D. INTERLIBRARY LOANS

Materials not in the collection may be obtained on interlibrary loan from other libraries. Direct costs only will be passed on to members using this service. (Adopted January 18, 1990) Amended May 17, 2006

E. REFERENCE SERVICES

The Library staff assists customers in obtaining information.

The Library assists customers in securing information beyond its own resources by:

- Collecting information about and referring customers to the resources of agencies, institutions, organizations and individuals in and beyond the community.
- Borrowing from other libraries materials which are not owned by the Okanagan Regional Library and which cannot be purchased, or materials for which the demand does not justify purchase. (Amended June 1, 1995) Amended May 17, 2006
- Providing access to the Internet. Amended May 17, 2006
- Providing access to licensed databases. Amended September 18, 2002

F. SERVICES TO SCHOOLS

The public and the school library share a common goal: to stimulate children's and young adults' interest in reading, both for information and recreation.

The school, school library and public library roles are collaborative ones. We share a client base, but we hold differing strengths in resources, skills and opportunities.

When the school and public library act as partners, discuss common problems and joint initiatives, they enhance the service each can provide to children and young adults.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VI: SERVICES**

General

The Library maintains a balance in its services to adults and children. The public library co-operates with, but cannot perform, the functions of school or other institutional libraries that are designed for specific needs. The Library conducts classroom visits, gives library instruction at library outlets or in classrooms in an effort to promote the full use of the public library.

Materials

The public library provides a collection of materials to independent learners of all ages.

The Library recognizes its role as a supplementary source of information and enrichment for students, but it does not purchase textbooks unless they are the most appropriate source of information on a subject of interest to the general community.

Amended May 16, 2007

The size of the collection for school-age children and young adults may not be as extensive as the collection provided for pre-school age children, as the younger children have no other library resource available to them.

Services

The Library works closely with the schools in order to facilitate the best possible service to children and young adults.

Orientation tours provided by Library staff offer opportunities for schoolchildren and their teachers to become familiar with the materials, services and staff in the Library.

School class and other group visits are welcome when pre-arranged with staff. It may not be possible to accommodate unannounced visits by large groups. Teachers should take major responsibility at this time for assisting the children with book selection.

Library staff may visit schools as part of an informational outreach program. Contacts will be made with students, teachers, school librarians and administrators.

(Adopted September 17, 1990) Amended May 17, 2006

G. BOOKS-BY-MAIL

Mail Service is given to areas inaccessible or impractical to service through a branch.

(Amended September 15, 1999) Amended May 17, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VI: SERVICES**

H. INTERNET

Internet Access

The Okanagan Regional Library provides free Internet access in each branch library, as a part of its goal to provide to all residents cultural, educational and recreational resources. Access may be provided through Internet workstations in a branch, or through wireless connections for laptop users.

Disclaimer

The Internet is an unregulated worldwide environment. It contains information and opinions that range from reliable and authoritative to controversial and extremely offensive. Some information found on the Internet may not be accurate, complete, or current, and each user must assess the validity of the information found. The Library does not monitor and has no control over Internet content. The Library is not responsible for damages, fees or security associated with the use of the Internet. The Library cannot guarantee security and confidentiality of any transaction, particularly e-commerce transactions.

Access

Decisions regarding the number and placement of Internet workstations will be made on the basis of space availability, telecommunications capability, overall library priorities, and available funding.

Patron login (library barcode and password) is required for Internet use. Internet access for non-library members is allowed, depending on availability, through “internet only” cards.

Daily time limits on the use of workstations are in use, to assist the library to meet customer demand.

As filters are not foolproof, and each person’s values are different, the library does not provide a commercial content filter on Internet workstations.

Parental Responsibility and Child Safety on the Internet

Parents or legal guardians are responsible for their children’s use of the Internet. Parents are encouraged to work closely with their children in selecting and viewing material that is consistent with personal and family values and boundaries.

Information Storage

The Library does not store information on an individual’s use of the Internet, online databases, or other products, except for generic statistics used to measure the overall use of Internet access, and for planning any changes in the service provided.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VI: SERVICES**

Restrictions

1. Internet users are subject to federal and provincial legislation related to Internet use, including the provisions of the Criminal Code regarding obscenity, child pornography, sedition, and the incitement of hatred, and the Canadian Copyright Act.
2. The Library's computers are located in public areas shared by Library users of all ages, backgrounds, and sensibilities. Individuals are asked to consider other Library users when accessing the Internet from public workstations. Library staff members are authorized to ask Internet users to stop using the Internet if they are disturbing others.
3. Internet users must respect the legal protection provided by copyright and the licensing requirements of programs and data.
4. Users must not violate the privacy of any other user.
5. Users must not install software or run any programs on the Library's computer equipment that has not been installed by Library staff. Users should not develop or use programs that infiltrate a computer or computer system and/or damage or alter the software components of a local or remote computer or computing system.
6. No alteration, damage or destruction of the Library's computer hardware is permitted.
7. Users must use their own Library card and PIN to access to the Internet, and may not use a card belonging to someone else, even with that person's permission. Library cardholders will be held responsible for any misuse of the workstations caused by any person logged in on their card. Accordingly, users must not permit others to use their card or learn their password. Users must log out at the end of every session.

Access to the Internet may be denied, when users do not comply with these policies.

Adopted: September 17, 2008

I. INTERNET/COMPUTER INSTRUCTION

As time permits, brief orientation and limited troubleshooting will be offered as part of the Library's ongoing reference service. As resources permit, the Library may offer more formal instruction in workshops, programs, or tutorials.

(Amended September 15, 1999) (Amended May 17, 2006)

J. LIBRARY WEBSITE

Access to library information, databases and services is available through the Library's website.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VII: PUBLIC RELATIONS**

SECTION VII: PUBLIC RELATIONS

A. GENERAL

Primary public relations goals of the Library are:

Understanding of the Library's objectives and services by governing officials, by civic leaders and by the general public.

To encourage increased active participation by the general public in the various services offered by the Library. (Amended February 14, 1985) Amended September 15, 1999

Publicity relating to Library Board Policy shall be the responsibility of the Board and the Executive Director. Amended September 15, 1988

The Board recognizes that public relations involve every person who has any connection with the Library. The Board urges its own members and every staff member to realize that she/he represents the Board in every public contact. Good service supports good public relations.

The Library Board and professional staff are encouraged to make talks and to participate in community activities. A reasonable amount of library time is allowed staff members for preparation and speaking. Radio, T.V. and news media shall be used to inform the public of library services.

Library employees are not to make public statements relating to library policy unless specifically directed to do so by the Library Board.

(Adopted September 15, 1988) Amended September 20, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VII: PUBLIC RELATIONS**

B. MEETING ROOMS

1. The meeting room Policy and Regulations are applicable to all meeting rooms administered by the Okanagan Regional Library.
2. Public use of the meeting room is intended for use by groups for gatherings of a civic, cultural or educational nature.
3. Use of the meeting room does not imply the Library's endorsement of the beliefs of groups using the room. Adopted September 12, 1996
4. Branch Heads and Community Librarians have the authority to approve co-sponsorship of a program to be presented by a community group in a branch. Adopted May 21, 2008
5. Meeting Room Use and Bookings:
 - Library sponsored activities are given priority in scheduling use of the meeting room.
 - All organizations or individuals using the meeting room must clearly specify their own names in advertisements of meetings or events held in premises administered by the Okanagan Regional Library.
 - The meeting room may only be available during library hours.
 - Friends of the Library groups are considered "library" and are not charged for the use of meeting rooms.
 - Applications will be considered on a first-come, first-serve basis for any particular meeting date. Generally, the room must be booked at least 24 hours in advance of, and not more than 90 days prior to, the date required. The room may be reserved for regularly held meetings on a four-month seasonal basis (i.e. September - December, January - April, May - August).
 - Adequate supervision of the meeting room is the responsibility of the booking party.
 - The booking party is responsible for setting up, tidying and cleaning the meeting room.
 - Smoking is not permitted in the meeting room.
 - Storage facilities will not be provided for any organization.
 - Groups using the meeting room will be held responsible for any damage to the room or its contents.
 - All organizations or individuals must read and complete the meeting room application form. The application must be signed by one person from the group who will be responsible for complying with policy as set out here.
 - A user fee is charged. This fee is based on other meeting room user fees in the community. Consult the meeting room application form for the fee schedule.

(Amended September 17, 2003) Amended September 20, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VII: PUBLIC RELATIONS**

C. RULES OF BEHAVIOUR

Public libraries are for everyone's use and enjoyment. For the benefit and safety of others, while in the building, Library users must not:

1. Disturb, obstruct, molest, or interfere with any person's comfort and use of the Library.
2. Verbally abuse (swear, yell, threaten) staff or other users.
3. Persistently argue or display belligerence towards others users or staff.
4. Be disorderly or appear to be drunk or under the influence of illegal substances.
5. Fight.
6. Cut, tear, deface, break, damage or steal any book or library property.
7. Leave young children unattended.
8. Beg or sell services, goods, wares, merchandise or any substance.
9. Obstruct entrances or exits.
10. Smoke, eat or drink.
11. Sleep, or place feet on the furniture.
12. Have inappropriate dress (for example, no shirt, no shoes).
13. Bring animals into the building, except for registered assistance animals.
14. Bring bicycles into the building.
15. Wear or use inline skates, skateboards, scooters and similar equipment.
16. Maliciously damage computer devices, networks, or software.
17. Use a cellular phone or other device in a manner that disturbs others.
18. Use mobility assisted devices for the physically handicapped inappropriately.

Violation of any of the above rules may result in suspension or restriction of Library privileges, including banning from library premises. Criminal offences may result in prosecution.
(Original Rules of Behaviour – Adopted May 20, 1993) Amended February 16, 2005

D. PETITIONS

As space is limited in many library branches, the Okanagan Regional Library does not allow petitions to be posted or to circulate in any of its branches.
Adopted June 1, 1995

E. UNATTENDED CHILDREN IN THE LIBRARY

The Okanagan Regional Library welcomes children to its branch libraries to enjoy the many resources and programs available. To ensure that children's library visits are safe and pleasant experiences, the Library requires that children be accompanied by a responsible parent or guardian, particularly in the case of pre-school children. Unaccompanied older children (under 13 years) are expected to follow the posted library "Rules of Behaviour". If an unaccompanied older child does not comply with these posted rules, staff will attempt to reach the parent, so that the child can be picked up from the library.
Adopted September 19, 2001

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION VIII: CO-OPERATION**

SECTION VIII: CO-OPERATION

A. CO-OPERATION WITH OTHER LIBRARIES

The Board recognizes that public, school, professional and industrial libraries working together can meet more nearly the full needs of the community and therefore will be alert to pursue opportunities of co-operating to co-operate with other libraries.

Co-operation with other libraries will be carried out at the discretion of the Executive Director.

Amended September 15, 1988

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION IX: GIFTS**

SECTION IX: GIFTS

A. GENERAL

All donations become the property of the Okanagan Regional Library. The Library reserves the right to decide the disposition of all gifts received, and to refuse gifts.

Donations may be made at any Library facility.

Gifts of money, securities, or real estate may be accepted if conditions attached to the donation are acceptable to the Okanagan Regional Library Board. Tax regulations require that in-kind gifts of over one thousand dollars be valued by a certified independent appraiser. The appraisal is completed at the donor's expense.

B. GIFTS OF MONEY

Cash donations may be applied to any Library service or branch. The Library will consider and respect the donor's wishes.

The Okanagan Regional Library is a registered charitable institution. Donors may request tax receipts for all cash donations of \$20 or more. A completed donation form must be attached to each donation.

C. DONATIONS OF LIBRARY MATERIALS, FURNITURE, OR EQUIPMENT

Donors are responsible for delivering their library materials donations to the Library. Donations are accepted during branch business hours. If the donation is physically large, donors should give advance notice to the branch.

The Library does not issue tax receipts for donations of library materials, furniture or equipment. Donors wishing acknowledgement should complete a donation form to accompany their donation.

Donations of library materials which are not accepted for inclusion into the Library collection are sent to the Friends of the Library, or another community group, to be sold. Some branches may also sell donated items.

D. DONATIONS OF ART

The Library does not generally accept gifts or donations of art, as staff does not have the expertise to care for donated art appropriately. The Library prefers to display art on short term loan from other institutions, groups, and individuals, when space allows.

Adopted: May 20, 2009

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION X: PERSONNEL**

SECTION X: PERSONNEL

A. GENERAL

The Library Board shall have a written Personnel/Board Policy statement covering the areas of responsibility of the Board, Library staff and volunteers. The Collective Agreement with CUPE Local 1123 and the Professional Employees Association shall form the basis of such written personnel/Board policy statement. Staff at all non-union branches shall be governed as if they were within the bargaining unit. Amended May 20, 1993

Local Board members shall be notified by the administration in the event of serious staff problems in any specific branch library. Amended February 14, 1985

B. APPOINTMENT AND DISMISSAL

The appointment and dismissal of all staff at branch libraries whether full-time or part-time is the responsibility of the Executive Director subject to the approval of the Board, and salaries are paid from Okanagan Regional Library funds. Staff members are appointed under the current conditions of service and/or union contract.

Amended September 18, 1988

C. HEALTH AND SAFETY

General

The Board is determined to promote safe and healthy working conditions and attitudes within the library system, therefore:

It shall be the responsibility of the Board to establish and maintain adequate standards of maintenance of branches and headquarters and equipment to ensure that the physical and health hazards are guarded against or eliminated, and to develop work procedures conducive to preventing industrial accidents and promoting disease-free production.

It shall be the responsibility of supervisory employees to ensure that subordinates are trained in proper work procedures to obtain optimal output without accidents and industrial disease; and to enforce the observation by employees of proper work methods and all pertinent regulations.

It shall be the duty of all employees to follow proper work procedures, to observe all regulations pertaining to their work, and to co-operate in attaining the objectives of accident-free and industrial disease-free production.

(Adopted May 16, 1991) Amended September 20, 2006

No Smoking

No smoking is allowed in any Okanagan Regional Library facility.

(Adopted May 16, 1991) Amended September 20, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION X: PERSONNEL**

D. TRAVEL EXPENSES - REIMBURSEMENT

The Board shall reimburse employees and Board members for approved expenses incurred while on approved travel on Library business. Adopted September 26, 1991

Board and staff are reimbursed for the following expenses while travelling on behalf of the Library. Receipts are required for all travel except mileage:

- Transportation costs are reimbursed as per receipts. Should an employee or Board member elect to drive to a course/convention/workshop, mileage up to the cost of an economy airline ticket shall be reimbursed.
- Parking fees at the airport or at a branch library, that is not an employee's home branch.
- Commercial transportation costs.
- Telephone bills: Telephone calls and facsimile calls made on library business will be reimbursed.
- Registration fees: Up to 100% registration costs for approved courses or conventions/workshops related to library business will be reimbursed.
- Liquor bills are not reimbursed. (Amended September 20, 2006) Amended: September 17, 2008

Rates of reimbursement for the follow expenses reflect those of the City of Kelowna:

- Same day travel: actual expenses only.
- Meals: extended trips \$65 per day.
- Accommodation: actual rate for single.
- Mileage: per Canada Revenue Agency.
- \$50/night allowance if with host. (Amended: September 17, 2008)

E. INTERVIEW EXPENSES

Appropriate interview expenses are to be paid to professional staff, up to a maximum of one (1) week gross salary. Adopted September 17, 1992

F. MOVING EXPENSES

Moving expenses are to be paid to exempt staff only on the basis of a forgivable loan, amortized over four years. Adopted September 17, 1992

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION X: PERSONNEL**

G. VOLUNTEERS

The use of volunteers is to enhance library service, however the Board regards its paid staff as the backbone of its service to the public, and emphatically endorses the position that no employee is to be removed or displaced in favour of a volunteer.

- The Board of the Okanagan Regional Library may use the talents of volunteers in the delivery of public library service in the Okanagan according to the following basic guidelines:
- As the Library system grows, the paid staff component will grow also, in comparison, the volunteer component, measured in full time equivalents, is expected to remain relatively small;
- Volunteer activities, while providing personal satisfaction for the volunteer, are regarded by the Board as subordinate, supportive and complementary to the role played by the Library System's employees;
- Volunteers must perform their functions to a standard expected by library management and the public. Those who do not are subject to re-assignment or to having their names removed from the Library's volunteer roster;
- While performing assigned duties, volunteers are identified as such by wearing name tags;
- The Board is receptive to suggestions that will aid in developing trust and mutual respect between paid staff and volunteers, to the benefit of all, particularly Library patrons.

Adopted September 17, 1992

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION X: PERSONNEL**

1. Volunteers may perform duties listed in Item 5 below. Volunteers will not be assigned any additional duties without prior consultation with C.U.P.E., P.E.A. and/or directly affected staff.
2. Administration will provide each branch, and both C.U.P.E. and P.E.A. with a list of volunteers and on a quarterly basis will advise of any changes to that list.
3. Each volunteer shall have a job description and will be under direct supervision of the Area Librarian or designate in the branch where the volunteer is placed.
4. Interviewing, screening, placement, orientation and training, and evaluation of volunteers shall be done jointly by the Area Librarian and designate in the branch where the volunteer is placed.
5. Potential duties for volunteers include:
 - Fund raising activities (including book sales).
 - Assistance in arranging and hosting special community events.
 - Selecting and delivering library materials to the home bound, or to long-term care facilities.
 - Indoor and outdoor flower and plant maintenance.
 - Community surveys, commissioned by the Board; e.g. telephoning, data collection.
 - Clerical and stenographic duties for volunteer activities only. (Volunteer projects, Friends of the Library newsletters, etc.)
 - Assistance to staff in library advertising booths and other community displays.
 - Delivery of library advertising and resource material to target groups; e.g. local business, doctors' offices, daycare groups, etc.
 - Book jacket cleaning and washing (special projects only).
 - Literacy and tutoring services.
 - Provide Internet instruction.
6. The above list is not meant to be complete or exhaustive. Rather, it is meant as a guideline and is subject to change after consultation with C.U.P.E., P.E.A. and/or directly affected staff.

Amended September 20, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION X: PERSONNEL**

H. EMPLOYEE RECOGNITION

The Board may make an annual award to the Branch with the most novel idea for promoting the branch. The award may be presented at a reception in the branch by the Board member, with publicity throughout the Okanagan Regional Library's media system. Adopted September 17, 1992

The Board recognizes Employees' years of service to the Okanagan Regional Library. Beginning with 10 years' service, and every fifth year thereafter, and at retirement, employees may be recognized on a system-wide basis in the year of the Okanagan Regional Library Workshop, and on a regional basis during the two years following the Workshop. Adopted September 17, 1992

I. CONFLICT OF INTEREST

The Okanagan Regional Library will not purchase supplies, equipment, or services from Okanagan Regional Library employees, because of possible conflict of interest.

The Okanagan Regional Library holds a number of contests and programs throughout the year, which involve the distribution of prizes. Library staff and Board members and their immediate families (spouse, child), are not eligible to receive prizes awarded for any part of any library-sponsored program.

Family members may participate in library-sponsored programs, and receive items distributed during the programs (such as bookmarks, balloons, activity sheets). (Adopted June 1, 1995) Amended May 21, 1997

J. EXEMPT STAFF COMPENSATION

Changes to exempt staff compensation are considered annually by the Personnel Committee.

Any adjustments recommended to the Board will take into account competitiveness with comparable positions, negotiated settlements, cost of living, and the ability to pay.

A detailed compensation review will be conducted every five years to ensure competitiveness.

Exempt staff may move from one-step to another annually on their anniversary date on the basis of merit.

The Personnel Committee shall conduct an Annual Performance Appraisal on the work of the Executive Director. (Approved September 12, 1996) Amended September 17, 2003

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION X: PERSONNEL**

K. OPERATING MOTOR VEHICLES

The Okanagan Regional Library expects all employees to operate motor vehicles in a safe and legal manner. Adopted September 21, 1996

Any traffic violations that are incurred by an employee are the responsibility of said employee and the employee shall be responsible to reimburse the Okanagan Regional Library for any fines, penalties, or other charges that result from such violations.

(Adopted November 21, 1996) Amended September 20, 2006

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION XI: FINANCE**

SECTION XI: FINANCE

A. UNEXPENDED MONIES

Any unexpended monies allocated to library materials in a fiscal year shall be moved to a materials reserve fund for the following fiscal year. Conversely, should the library materials accounts be over expended in any fiscal year, the over expenditure would be covered from reserve funds. (Amended November 18, 1993) Amended May 16, 2007

B. REALLOCATION OF FUNDS

Once the budget is adopted, there shall be no reallocation of funds before the end of June. Any reallocation of funds before the year-end is to be made only with the prior approval of the Board's Executive Committee. Adopted September 15, 1988

Once the Board has approved the Budget, the tax levy apportionment will not be changed within the Board's fiscal year. Adopted November 23, 1995

The Board will not entertain any application to revise a constituent unit's tax levy unless that revision amounts to more than 25% of the constituent unit's library tax levy for that particular year. Amended May 21, 1997

C. TENDER FOR FINANCIAL SERVICES

The Board shall go out to tender for all financial services on a five-year cycle. Such services to include auditing, banking and insurance. Adopted September 15, 1988

D. SPECIAL SERVICES

Should any group request special services from the Board, such special services may be contracted for on a cost recovery basis, subject to operational requirements of the Library. Adopted May 17, 1990

E. BUILDINGS

General

The Library Board may lease or own library facilities, based on the best business case.

Lease costs for Library branches owned by constituent units will be paid to the owning constituent unit based on the Board's appraiser's triennial valuation of the market rental rate.

Operating costs of such branches will be negotiated annually between the Board and the constituent unit, based on the verified actual cost of operation during the previous year.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION XI: FINANCE**

The Board shall go out for quotations for the branch rental appraiser contract on a six-year cycle. (Amended February 16, 2005) Amended September 20, 2006

At the completion of the quotation process, staff is authorized to select the Board's appraisers. (Adopted February 17, 1999) Amended September 20, 2006

Intent to Lease

Any new branch facility is planned in accordance with Library Board goals as set out in Board policy (Section IV: Branch Guidelines).

Some Library branches are leased from constituent units, from other institutions, or from the private sector.

All lease rates will be based on the market rental rate of the property. Where the Board leases property from a constituent unit, the Board will pay a rate based on the Board's market rental appraisal, done once every three years.

In the matter of a dispute over the market rental rate of the property at the time of the appraiser's report, the constituent unit may have another appraisal completed at its own expense. Any difference between the appraisals will then be looked at by Library administration and the constituent unit and should it be necessary, an arbitrator will be chosen by both parties; cost of the arbitration will be the constituent unit's expense. Any changes to the market rental rate will come into effect in the following fiscal year.

(Adopted February 17, 1999) Amended September 18, 2002

Lease Approval Levels

Provided that there will be no current overall impact on the Board's budget, and the ongoing impact on the budget is less than Ten Thousand Dollars (\$10,000), the Executive Director may approve branch location changes.

Where the budget impact is more than Ten Thousand Dollars (\$10,000) or more, a letter of intent to lease requires Board approval. (Amended June 22, 2006) Amended September 20, 2006

Branch Utilities

The Board requires separation of utility meters with respect to any shared facility.

Operating costs of branches will be negotiated based on the verified actual cost of operation during the previous year.

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION XI: FINANCE**

Factors in Facility Reviews

In reviewing the building, the following aspects should be considered:

- Location/Legal Description
- Sketch/Plan of Interior and Exterior
- Size/Layout
- Quality of Construction:
 - Materials (basic wood frame, concrete block, cement pad)
 - Number of Storeys
 - Elevators
 - Insulation
 - Windows
 - Caulking
 - Roofing
 - Heating/Air Conditioning
 - Load Factors
 - Other.

Interior:

- Wiring
- Plumbing
- Partitioning
- Lighting
- Flooring
- Wall covering
- Communications hook-ups
- Wall Coverings
- Windows
- Window Coverings
- Fixtures
- Wheelchair Accessible
- Security
- Other

Exterior:

- Entrance/Exits
- Landscaping
- Wheelchair accessibility
- Lighting
- Parking
- Delivery/Loading
- Signage
- Finishes

(Adopted September 28, 1995) Amended September 20, 2006

F. AUDITOR

The Finance Committee shall meet with the Board's auditor prior to the audit and at such other time or times, as it deems necessary.

Adopted November 18, 1993

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION XI: FINANCE**

G. RESERVE FUNDS

In each year where the Board approves a five-year capital budget, authority is granted to spend equipment reserve funds and automation reserve funds in accordance with the current five-year capital budget.

Equipment is defined as vehicles, furnishings for new branches.

Acquisition and replacement of capital equipment to an amount of Five Thousand Dollars (\$5,000) shall be funded from operating funds.

Acquisition and replacement of capital equipment with a value in excess of Five Thousand Dollars (\$5,000) shall be funded from reserve funds.

Proceeds from the sale of equipment are to be credited to the reserve fund.

Any unspent amounts in the photocopier budget shall be used to establish a reserve fund for photocopiers. (Amended September 12, 1996) Amended September 20, 2006

H. VEHICLE REPLACEMENT

Cars shall be replaced on a five-year basis.

Adopted November 18, 1993

I. CAPITAL EXPENDITURES

Purpose is to specifically identify authority with reference to the purchase of capital items.

In each year where the Library Board approves a current year operating and capital budget and five-year capital budget, authority is granted to spend capital funds in accordance with the current year budget only and for items specifically identified in this budget.

If a surplus is realized after the current year's capital items have been acquired as identified in the current budget, the Executive Director may approve purchases up to Ten Thousand Dollars (\$10,000) worth of items listed in other years of the plan. Purchase of items amounting to more than Ten Thousand Dollars (\$10,000) must be approved by the Finance Committee. (Adopted November 18, 1993) Amended September 20, 2006

J. FINANCIAL INFORMATION ACT

That in the matter of the Financial Information Act, the Finance Committee represents the Okanagan Regional Library Board and shall approve all of the statements and schedules filed under the Act. Adopted June 1, 1995

**OKANAGAN REGIONAL LIBRARY
POLICY & REGULATIONS
SECTION XI: FINANCE**

K. PURCHASING

Where goods or services to be purchased are contained in a current budget approved by the Board, the general practice to be followed shall be:

- Purchases not exceeding Five Thousand Dollars (\$5,000): By obtaining verbal or written competitive quotations.
- Purchases over Five Thousand Dollars (\$5,000) but not exceeding Twenty-Five Thousand dollars (\$25,000): By obtaining written competitive quotations, all of which will be opened at the same time.
- Purchases over Twenty-Five Thousand Dollars (\$25,000): By public tendering process. (Adopted September 15, 1988) Amended September 20, 2006

L. PURCHASING AWARDS

Awards for goods or services shall be made on the basis of the lowest evaluated tender or quotation: that is, the tender meeting the specifications at the lowest overall cost to the Library, as determined by the Executive Director, considering such factors as suitability, price, availability, service, disposal value, etc.

Where price and all other things are equal, preference shall be given to a supplier operating within the geographical boundaries of the Okanagan Regional Library.

(Adopted September 15, 1988) Amended September 20, 2006

A listing of bids and amounts shall be attached to any recommendation for goods or services going forward to the Library Board.

Adopted May 21, 2008

M. PURCHASING AUTHORITY

The Executive Director's approval is required for all purchases over Five Thousand Dollars (\$5,000). The Finance Committee's approval is required for:

- All purchases over Twenty-Five Thousand Dollars (\$25,000);
- All purchases over Ten Thousand Dollars (\$10,000) that are other than the lowest evaluated tender or quotation.

(Adopted September 15, 1988) Amended September 20, 2006

An unbudgeted new capital purchase of up to Ten Thousand Dollars (\$10,000) will require full Finance Committee approval.

(Approved September 26, 1991) (Amended September 20, 2006)

An unbudgeted new capital purchase of more than Ten Thousand Dollars (\$10,000) will require full Board approval.

(Approved September 26, 1991) Amended September 20, 2006

N. EMERGENCY PURCHASES

In emergency situations, formal documentation and approvals may be required after the fact but shall be obtained as soon as practicable.

(Adopted September 15, 1988) (Amended September 20, 2006)