

FSJPL POLICIES



2023
UPDATE

TABLE OF CONTENTS

Table of Contents.....	2
1.0 MEMBERSHIP, BORROWING AND FEES POLICY	7
1.1 PURPOSE AND STATEMENTS	7
1.2 APPLICATION	7
1.3 AUTHORITY	7
1.4 LEGISLATION OF INTEREST	7
1.5 POLICIES FOR MEMBERSHIP, BORROWING AND FEES	7
1.5.1 MEMBERSHIP AND CARDS	7
1.5.2 MEMBERSHIP FOR FSJPL	7
1.5.3 MEMBERSHIP FOR BC ONECARD	8
1.5.4 TEMPORARY MEMBERSHIP	8
1.5.5 MINI MEMBERSHIP	8
1.5.6 BORROWING PRIVILEGES	9
1.5.7 FINES, BOOK LOSS AND OTHER FEES	9
1.5.8 MAXIMUM FINES.....	9
1.5.9 INTERLIBRARY LOANS AND RESERVATIONS	9
1.5.10 INTERLIBRARY LOAN PROCEDURE THROUGH ILLUME	10
1.5.11 INTERLIBRARY LOAN PROCEDURE THROUGH BC INTERLIBRARY CONNECT: ..	10
1.5.12 DIGITAL SUBSCRIPTIONS AND BORROWING	10
3.6 TABLE OF APPROVAL.....	10
2.0 GENERAL OPERATIONS POLICY	11
2.1 PURPOSE AND STATEMENTS	11
2.2 APPLICATION	11
2.3 AUTHORITY	11
2.4 LEGISLATION OF INTEREST	11
2.5 POLICIES FOR GENERAL OPERATIONS	11
2.5.1 CONDUCT WHILE ON LIBRARY PREMISES.....	11
2.5.2 ADVERTISING AND POSTING ON FSJPLA PREMISES	11
2.5.3 EXAM INVIGILATION.....	12
2.5.4 HOME DELIVERY SERVICES.....	12
2.5.5 UNATTENDED CHILDREN	13
2.6 TABLE OF APPROVAL.....	13

3.0 COMPUTER AND INTERNET USE POLICY	14
3.1 PURPOSE AND STATEMENTS	14
3.2 APPLICATION	14
3.3 AUTHORITY	14
3.4 DEFINITIONS	14
3.5 LEGISLATION OF INTEREST	14
3.6 POLICIES FOR COMPUTER AND INTERNET USE	14
3.6.1 GENERAL.....	14
3.6.2 SECURITY AND APPROPRIATE USE	15
3.7 TABLE OF APPROVAL	16
4.0 social media and FSJ Public Library Website Policy	17
4.1 Purpose and Statements	17
4.2 Application.....	17
4.3 Authority.....	17
4.4 Legislation of Interest.....	17
4.5 Policies for social media and FSJPLA Website	17
4.5.1 Fort St John Public Library Association Website	17
4.5.2 Fort St John Public Library Social Media Use	17
4.6 Table of Approval	18
5.0 Access to Information and Protection of Privacy Policy.....	19
5.1 Purpose and Statements	19
5.2 Application.....	19
5.3 authority	19
5.4 legislation of interest	19
5.5 Policies for Access to Information and Protection of Privacy	19
5.6 Table of Approval	20
6.0 SAFETY POLICY	21
6.1 PURPOSE AND STATEMENTS	21
6.2 APPLICATION	21
6.3 AUTHORITY	21
6.4 LEGISLATION OF INTEREST	21
6.5 POLICIES FOR SAFETY	21
6.5.1 EMPLOYEE RESPONSIBILITIES ON SAFETY	21
6.5.2 EMPLOYER RESPONSIBILITIES FOR SAFETY	21

6.5.3 SAFE CONDUCT ON LIBRARY PREMISES	21
6.5.4 SAFETY PROTOCOLS ON LIBRARY PREMISES	22
6.5.5 HAZARDOUS MATERIALS AND OBJECTS	22
6.5.6 EVACUATION OF LIBRARY PREMISES.....	22
6.5.7 FIRST AID AND EMERGENCIES	22
6.5.8 POSTING OF SAFETY MATERIALS	23
6.6 TABLE OF APPROVAL	23
7.0 Accessibility and Inclusion Policy	24
7.1 Purpose and Statements	24
7.2 Application.....	24
7.3 Authority.....	24
7.4 Legislation of Interest.....	24
7.2 Definitions	24
7.3 Accessibility Plan	25
7.4 Policies for Accessibility and Inclusion.....	25
7.4.1 Library Diversity	25
7.4.2 Library Diversity	26
7.5 Table of Approval	26
8.0 Material Acquisitions and Disposal Policy.....	27
8.1 Purpose and Statements	27
8.2 Application.....	27
8.3 Authority.....	27
8.4 Legislation of Interest.....	27
8.5 Policies for Material Acquisitions and Disposals	27
8.5.1 Acquisitions	27
8.5.2 Withdrawal of Materials	28
8.5.3 Material Consideration by the FSJPL.....	28
8.6 Table of Approval	28
9.0 Financial Policy.....	29
9.1 Purpose and Statements	29
9.2 Application.....	29
9.3 Authority.....	29
9.4 Legislation of Interest.....	29
9.5 Policies for Financial Activities	29

9.5.1 General Financial Practices	29
9.5.2 Expense Claims.....	29
9.5.3 General Expenses	30
9.5.4 Contract Management	30
9.5.5 Building and Hardware Acquisitions and Maintenance	31
9.5.6 Library Reserve Funds	31
9.6 Table of Approval	31
10.0 Sponsorship and Fundraising Policy.....	32
10.1 Purpose and Statements	32
10.2 Application.....	32
10.3 Authority.....	32
10.4 Legislation of Interest.....	32
10.5 Policies for Sponsorships and Fundraising.....	32
10.5.1 General Practices Relating to Sponsorships and Fundraising	32
10.5.2 Sponsorships	32
10.5.3 Donated Materials and Gifts	33
10.5.4 Participation in Lotteries and Community Fundraisers.....	33
10.6 Table of Approval	34
11.0 Respectful workplace policy.....	35
11.1 PURPOSE AND STATEMENTS.....	35
11.2 application	35
11.3 authority	35
11.4 legislation of interest	35
11.5 Respectful workplace policy	35
11.5.1 information on policy.....	35
11.5.2 Principles	35
13.5.3 Confidentiality.....	36
13.5.4 definitions	36
11.5.5 PROCESS	37
11.6 Table of approval.....	38
12.0 workplace Violence prevention policy	39
12.1 PURPOSE AND STATEMENTS.....	39
12.2 application	39
12.3 authority	39

12.4 Definitions	39
12.5 violence prevention program.....	39
12.6 workplace Violence prevention policy.....	39
12.6.1 Roles and responsibilities of the employer	39
12.6.2 ROLES AND RESPONSIBILITIES OF STAFF.....	40
12.6.3 ROLES AND RESPONSIBILITIES of the Joint occupational health & safety committee (JOHS)	40
12.6.4 standards & procedures.....	40
12.7 Table of approval.....	41
13.0 Working Alone Policy.....	42
13.1 Purpose and Statement.....	42
13.2 Definitions	42
13.3 Application.....	42
13.4 Procedures.....	42
13.4 Approval Schedule.....	43
14.0 Communicable Disease Policy	44
14.1 Purpose and Statement.....	44
14.2 Authority.....	44
14.3 Related Legislation & FSJPL Policies	44
14.4 Application.....	44
14.5 Responsibility for Policy	44
14.6 Illness in the workplace.....	44
14.7 Procedures.....	45
14.8 Approval Schedule.....	46
15.0 Business Continuity Policy	47
15.1 Purpose and Statement.....	47
15.2 Purpose and Statement.....	47
15.3 Business Continuity Management Systems.....	47
15.4 Business Continuity Management Systems.....	48
15.5 Approval Schedule.....	48

1.0 MEMBERSHIP, BORROWING AND FEES POLICY

1.1 PURPOSE AND STATEMENTS

This policy identifies who can become a member of the Fort St John Public Library (FSJPL) and how they can access library resources. It clarifies privileges for members and when these privileges may be restricted. To ensure members have information relating to fees and fines available to them, the FSJPL has outlined them within this document.

1.2 APPLICATION

This Policy and Procedure applies to the public, library staff, volunteers and Board Trustees wishing to become members of the FSJPL.

1.3 AUTHORITY

Revisions to this policy can only be authorized by the FSJPLA Board of Trustees.

1.4 LEGISLATION OF INTEREST

- [Library Act](#)
- [Freedom of Information and Protection of Privacy Act](#)

1.5 POLICIES FOR MEMBERSHIP, BORROWING AND FEES

1.5.1 MEMBERSHIP AND CARDS

- Changes to address, name or phone number must be updated as soon as possible;
- Loss or theft of a library card must be reported immediately. Members may be held responsible for materials borrowed on a card, including fines, if the theft is unreported;
- Library cards are not kept on file and must be presented to borrow materials. There is no replacement fee.
- Library cards are non-transferable.
- Library cards remain the property of the FSJPL and must be returned upon request.
- Reciprocal borrowers are defined as borrowers who hold a valid [BC One Card](#) or are members of the [Northeast Library Federation libraries](#).

1.5.2 MEMBERSHIP FOR FSJPL

- Patrons who reside within Fort St John, Peace River Regional District Area B and Area C may register for a free membership with the FSJPL beginning from a minimum age of five (5) years;
- Membership requirements at time of registration:
 - Government issued photo identification showing current address within FSJPL's service area;
 - If address is not current, an additional document showing name and proof of current address is required (paper or digital utility bills, vehicle registration, rental agreement, etc.)
 - an email address if available;
 - a phone number if available;
- All library cards expire after three (3) years and an account must be in good standing to be renewed;
- Members will be provided access to their membership accounts through [myFSJPL](#);
- MyFSJPL will allow members to:
 - Define profile criteria such as notification methods, retaining history, renewing items and renewing and returning of digital items.
- Juvenile members are between the ages of five and fifteen;
- Juvenile members will be asked for their birthdate at time of registration. FSJPL's Integrated Library System will then automatically age juvenile membership to adult membership on the applicable date;

- Parents or guardians are required to sign the back of the juvenile’s library card. The parent or guardian assumes responsibility for the return of books, payment of fines and screening of materials for juvenile patrons;
- Juvenile members have access to all library materials except for DVDs labelled with “R” ratings which are only available to members over eighteen (18);
- Children under the age of five (5) are required to utilize their parent’s or guardian’s card;
- There is a limit of twenty-five (25) items at any one time per member except by Temporary Members, Bridge Members and reciprocal borrowers;
 - With a limit of 4 DVDs and 6 Audiobooks within that item limit for adult memberships;
 - With a limit of one (1) DVD and one (1) Audiobook within that item limit for juvenile memberships.
 - Non-Residents can be issued a custom or temporary membership with limitations.
- As per the Library Act, with membership to the FSJPL, and subject to the rules of the Fort St. John Public Library Association (FSJPLA), residents of the City of Fort St. John or Areas B or C, become members of the FSJPLA. Association members 18 years and older are eligible to attend meetings of the FSJPLA, hold office and vote at meetings of the FSJPLA. Employees of the FSJPL are NOT eligible to be elected to hold office in, or to vote at meetings of, the FSJPLA.

1.5.3 MEMBERSHIP FOR BC ONECARD

- A BC resident not eligible for a FSJPL library card, may still be eligible for a [BC OneCard](#);
- BC OneCard membership will be incorporated into the individual’s home library card and entered the Integrated Library System.
- BC OneCard membership requirements:
 - Patron must present a library card from any public library within BC;
 - Patron must present government issued photo identification.
- BC OneCard patrons residing outside the area covered by libraries that make up Northeast Library Federation (NELF) – maximum number of books or media in cardholder possession will not exceed five (5) at any one time;
- For patrons of NELF member libraries – maximum number of books and media in cardholder’s possession will not exceed ten (10) at any one time;
- FSJPL patrons in good standing are eligible to use their library card at other participating public libraries across the province of BC.

1.5.4 TEMPORARY MEMBERSHIP

- Temporary memberships are made available for individuals living outside of the City of Fort St John or Peace River Regional District Areas B and C that do not have or are not eligible for a BC OneCard.
- The FSJPLA requires a non-refundable fee of:
 - \$20 for a single adult membership, and \$5 for each additional adult or juvenile family member
- Temporary Members must provide a form of government issued photo identification. Either an email address or a phone number will also be required.
- Temporary memberships are valid for six (6) months from the date of issuance. Each additional six (6) month increment requires the above non-refundable fee;
- Temporary Members receive the same privileges and maintain the same responsibilities as regular FSJPLA members except for:
 - The maximum number of total items including media must not exceed five (5).

1.5.5 MINI MEMBERSHIP

- The FSJPL recognizes that it has patrons requiring a membership that do not meet requirements or have the means to obtain a BC OneCard, Temporary Membership, or full membership.
- A Mini Membership is offered to these patrons to allow the [FSJPL](#) to provide equal access to all.
- Mini Memberships are available to individuals if they provide:

- Their full name;
- A phone number or email address if available;
- A signature on the back of their library card agreeing to make all reasonable efforts to adhere to the statement on the card.
- Mini Memberships expire three (3) months after activation;
 - Upon expiry the **FSJPL** will determine if the membership can be renewed for a further three months or if the member meets the requirements for another type of membership.
- Mini Memberships provide for a maximum of two (2) books or magazines and one (1) DVD or Audio CD at one time;
- Borrowing periods remain consistent with other membership types;

1.5.6 BORROWING PRIVILEGES

- To borrow items from the FSJPL, a member's account must be in good standing. Members with accounts that have exceeded the maximum amounts may have their borrowing privileges suspended or revoked;
- Members may borrow a maximum of five (5) items of the same subject matter or series at any one time;
- Books, DVDs, magazines may be renewed once, prior to the items' due date and may be done in person, online through myFSJPL, or over the phone. Staff may extend renewals at their discretion based on circumstances provided by members.
- Materials, including audiobooks, may be borrowed for a 4-week period except:
 - Magazines — two (2) weeks (circulating copies only);
 - DVDs— two (2) weeks;
 - Identified Materials in high demand — overnight to two (2) weeks, as stated in the library, no renewals;
 - Music CDs – two (2) weeks.

1.5.7 FINES, BOOK LOSS AND OTHER FEES

- Fines and book loss charges apply equally to members, staff and Board Trustees;
- [The Board will determine fines and charges for overdue, lost or damaged materials to be administered by FSJPL employees as outlined in this policy.](#)
- A [Schedule of Fees](#) will be established by the Director of Library Services and posted for public viewing;
- FSJPL may waive late fines, recovery and replacement costs and lost card fees at their discretion.

1.5.8 MAXIMUM FINES

- Maximum allowable fines on Juvenile cards are \$25;
- Maximum allowable fines on adult cards are \$50;
- A member's account will remain in good standing if a member clears fines on their card or pays a minimum of 20% of the total fines each time they borrow items;
- If maximum fines are exceeded, the member will have a suspension on their account until fines are brought to 20% below the maximum.

1.5.9 INTERLIBRARY LOANS AND RESERVATIONS

- There will be no charges for inter-library loans unless a lending library charges a fee;
- Each patron may request up to four (4) items at any one time using **Illume**
- **Illume** requests can be made [online](#), via phone or in person;
- **BC Interlibrary Connect** requests can be made by placing a hold on items listed in [our online library catalogue](#), via phone or in person;
- The member's library account must be in good standing.
- Once the patron has been notified, the library will keep the item(s) for a period of two (2) weeks except for high demand materials. If the order is not retrieved, the item(s) will be returned

to the lending library or will be returned to **FSJPL** shelves. Patrons consistently ordering interlibrary materials that do not pick them up may lose the ability to place the requests;

- Fines for interlibrary loans/reserves will be charged as per any other item.
- The loan period on interlibrary loans will be as per **FSJPL** policy.

1.5.10 INTERLIBRARY LOAN PROCEDURE THROUGH **ILLUME**

- Materials must be at least one year old to be borrowed;
- Members can anticipate receipt of items within two (2) to six (6) weeks of placing the request;
- **illume** loaned items cannot be renewed or reordered immediately upon return.

1.5.11 INTERLIBRARY LOAN PROCEDURE THROUGH **BC INTERLIBRARY CONNECT**:

- No restriction on item's age when borrowed through **BC Interlibrary Connect**;
- Members can anticipate receipt of items within one (1) to six (6) weeks of placing the request;
- Materials may be renewed if no other patron has placed a hold on the item. Materials may be reordered immediately upon return.

1.5.12 DIGITAL SUBSCRIPTIONS AND BORROWING

- Members must adhere to all copyright laws when borrowing digital materials;
- Members are obligated to adhere to the licensing rules, policies and requirements of the program in which materials are being downloaded.

3.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	
Date of latest Review	
Signature of Approval	

2.0 GENERAL OPERATIONS POLICY

2.1 PURPOSE AND STATEMENTS

The General Operations Policies allow the FSJPL to capture topics of interest that are not captured elsewhere.

2.2 APPLICATION

This Policy and Procedure applies to FSJPL patrons and members and staff, volunteers and Board Trustees.

2.3 AUTHORITY

With notification to the Board, revisions to this policy can be authorized by the Director of Library Services.

2.4 LEGISLATION OF INTEREST

- [BC Library Act](#)

2.5 POLICIES FOR GENERAL OPERATIONS

2.5.1 CONDUCT WHILE ON LIBRARY PREMISES

- All patrons, members and staff are expected to act in a respectful and non-intrusive manner while on library premises;
- The following actions may be considered unacceptable on library premises and as such the offender may be asked to discontinue the activity or remove themselves from the property:
 - Failing to cooperate with staff or other patrons;
 - Physical behaviour (running, jumping, pushing, etc.) or activity that may result in damage to library property and materials or harm to individuals;
 - Consuming or being under the influence of alcohol or drugs;
 - Smoking or vaping in non-designated areas;
 - Bringing animals other than designated guide animals on site;
 - Unlawful activities;
 - Sleeping or loitering for extended periods;
 - Swearing, yelling or being verbally offensive;
 - Disruptive noises, including excessively loud cell phone conversations and rings;
 - Failing to wear appropriate clothing;
 - Soliciting;
 - Taking library materials offsite without authorization;
 - Bringing bicycles, skateboards or scooters into the library;
 - Recording or photographing individuals or materials without consent;
 - Causing or leading to a disruption which interferes with other patrons' ability to enjoy the library.
- Damage to library premises or materials by a patron may result in the FSJPL requesting compensation for cost-recovery to repair the damage for the future use and enjoyment of others.
- Patrons are required to use authorized entrances and exits, unless of emergency;
- Patrons are not allowed in staff only areas;
- Non-staff members on contract, or performing a service for FSJPL, such as delivery personnel and maintenance staff must have permission to access staff only areas except in the case of emergencies.
- Strong or intrusive scents, including body odor, or a lack of personal hygiene as well as added perfumes/colognes, deodorants, etc. are not tolerated on library premises.

2.5.2 ADVERTISING AND POSTING ON FSJPLA PREMISES

- All materials posted on library premises must align with FSJPLA Mission, Vision and Values as well as all policies;
- Materials may only be posted in designated posting locations;
- All materials posted must receive prior permission and a date stamp;
- Materials will remain posted until the event occurs or a maximum of two weeks, whichever is shorter;
- The library posting space is designated for community events, non-profits, fundraisers and information sharing. Space is not designated for business advertising;
- Petitions are not acceptable as posting material;
- Events charging a fee cannot be posted in library space unless the posting explicitly states the fee is raising funds for a community organization or individual in need;
- While aligning with their own Mission, Vision and Values as well as policies , FSJPLA reserves the right to refuse any posting that they deem inappropriate without full explanation.

2.5.3 EXAM INVIGILATION

- The FSJPL offers online and written exam invigilation to those registered in accredited courses;
- Invigilation is conducted at a cost defined in the Schedule of Fees;
- The library is unable to provide a private exam room;
- The Examinee may work with the Director of Library Services to schedule an exam outside of regular library hours if possible;
- Requests for invigilation are done by contacting the Director of Library Services at 250-785-3731;
- For web-based exams FSJPL computers are available.
- FSJPL computers are to be used for exams unless the institution states that students may use their own.
- The FSJPL strives to maintain a reliable network and computer system, however, will not be held responsible if a system error occurs during an exam;
- Invigilation requests should be made at least one week before the exam date and no longer than four weeks before the exam date;
- For written tests, the FSJPL must receive the test at least three days before the exam date. The test should be addressed to the Director of Library Services;
- Invigilators cannot interpret test instructions or assist in technical matters unless they are specific to library hardware;
- The invigilator is responsible to enforce rules listed in exam materials, including time limits, allowable materials and the restriction of cell phones and mobile devices;
- If the test is in hard copy, the examinee is responsible for providing the FSJPL with an envelope with sufficient postage for the exam to be mailed back to the administering institution.
- It is the responsibility of the examinee to confirm with the institution that the examination was received in satisfactory condition and order;
- The FSJPL has the right to refuse to invigilate an exam for any reason they deem fit, including insufficient resources or a previous issue with the examinee or the institution.

2.5.4 HOME DELIVERY SERVICES

- The FSJPL strives to offer patrons who are unable to travel to the library delivery to their home;
- Delivery services are available within the Fort St John Municipal Boundary and [Areas B and C](#) of the Peace River Regional District;
- Deliveries from March through to October will occur within a 20km (about 12.43 mi) radius of the library;
- Deliveries from November through February will occur within a 10km (about 6.21 mi) radius of the library;
- Those within the FSJPLA service area, but outside of the delivery distance will receive Library by Mail at no charge;
- Duration of borrowing periods and fines for materials are as outlined in this policy;
- FSJPLA staff will delivery library materials during normal business hours;
- Deliveries will not take place during extreme weather conditions.
-

2.5.5 UNATTENDED CHILDREN

- Children aged nine (9) or under must be attended by a parent or caregiver over the age of sixteen (16) except where participating in programs which allow otherwise;
 - Children aged nine (9) and under attending programs where parent or caregivers are not required to stay must be collected from the library within ten (10) minutes of program's end. If a child is found to be repeatedly left in the library unattended, parent will be informed they will be required to stay with their children for all programs;
 - Unattended children will remain with library staff until such time that a responsible caregiver or parent is on site;
 - If FSJPLA staff cannot contact a parent or guardian within one (1) hour or prior to the library closing, they will contact the RCMP (Royal Canadian Mounted Police) and wait with the child until the RCMP has arrived.

2.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	
Date of latest Review	
Signature of Approval	

3.0 COMPUTER AND INTERNET USE POLICY

3.1 PURPOSE AND STATEMENTS

In keeping with the **Canadian Library Association's Statement of Intellectual Freedom**, the Fort St John Public Library provides Wi-Fi, computer and internet access to patrons, staff, volunteers and Board Trustees. The services provided by the library fulfill its mission and vision, along with supporting strategic goals and initiatives of providing top-notch service for its customers and delivering programming that meets the needs and diversity of the library community. Wi-Fi, computer and internet use have a large array of uses; this policy and procedure document is to ensure that users and the FSJPLA are aligned on appropriate practices.

3.2 APPLICATION

This policy applies to all library patrons, employees, volunteers and Board Trustees.

3.3 AUTHORITY

With notification to the Board, revisions to this policy can be authorized by the Director of Library Services.

3.4 DEFINITIONS

- **USER:** refers to individuals utilizing the FSJPL Wi-Fi, computers and internet.
- **WI-FI:** The wireless connection provided by the FSJPL that is available for patrons to access through their own phones, tablets, computers or other electronic devices.

3.5 LEGISLATION OF INTEREST

- ✓ [Canadian Personal Information Protection and Electronic Documents Act](#)
- ✓ [Criminal Code of Canada](#)
- ✓ [Canadian Copyright Act](#)
- ✓ [BC Freedom of Information and Protection of Privacy Act](#)
- ✓ [BC Personal Information Protection Act](#)
- ✓ [Accessible British Columbia Act](#)

3.6 POLICIES FOR COMPUTER AND INTERNET USE

3.6.1 GENERAL

- Failure of users to comply with this policy may result in a loss of Wi-Fi, computer use or library privileges;
- The FSJPL will not be held responsible for the content or accuracy of the information that is found on the internet.
- The FSJPL will not require a patron to have a membership to utilize Wi-Fi, computer or internet services.
- Computer and internet users must register with the FSJPL front desk.
- Certain copying or distribution of material found on the Internet may infringe on copyright or other intellectual property rights. Responsibility for such infringements lies with the user, not the FSJPL nor the FSJPLA.
- FSJPL computers are provided on a first come first served basis.
- FSJPL reserves the right to terminate a connection or limit the time allowed without prior notice. Normally, each patron will be allowed one free hour of use on a computer terminal if patrons are waiting. Only on special request will an extension to this time be allowed (e.g., workshops, online courses or orientations etc.);
- Patrons requiring more than the allotted time should notify staff upon arrival and decide to ensure they do not have an unanticipated removal;
- FSJPL computers' connections automatically time out at the end of a patron's session and remove any saved documents at that time. FSJPL is not responsible for any loss of data or documentation

resulting from this automation. Patrons are recommended to save data to a portable device or in online data storage accounts.

- Due to space and privacy limitations, there shall be no more than two patrons present at a computer station at a time;
- The FSJPL strives to provide computer users with software that will support their needs. There will be no fee charged for software provided by the FSJPL.

3.6.2 SECURITY AND APPROPRIATE USE

- For juvenile members, material restriction is the responsibility of the parent/legal guardian;
- FSJPL does not censor internet content, however, requires users to respect other library patrons and staff and filter their own content appropriately.
- Internet and workstation rules will be posted on the [FSJPL website](#) and in the library.
- Use of FSJPL computers, internet or Wi-Fi implies acceptance of posted rules as well as all related policies ;
- Failure to abide by these rules can result in being dismissed from a workstation.
- Users are subject to federal, provincial and municipal legislation. Utilizing FSJPL computers, internet or Wi-Fi for illegal purposes is strictly prohibited.
 - Illegal use will be reported in writing to the Director of Library Services and if deemed necessary, the RCMP;
 - The user may be banned from computer, internet and Wi-Fi use in the library for a defined period or an indefinite period, as determined by the Director, depending on the type and number of times there has been an infraction.
- A FSJPL staff member may intervene with computer or Wi-Fi use should they be notified that a user is conducting illegal activity or viewing inappropriate materials for a public space.
- Hardware and software must only be added, removed or altered by authorized library staff;
- Staff may restrict or discontinue the use of your hardware or portable device if they suspect the connection is causing FSJPL computers or network to crash or freeze.
- Materials containing viruses, worms, Trojan horses or other harmful components must not be spread through library computers or Wi-Fi. Users are responsible for damages from such harms;
- The FSJPL is not responsible for any viruses, worms, Trojan Horses, or other harmful components that a user may encounter and receive damage from, while utilizing the library computers or Wi-Fi.
- The FSJPL is not responsible for the security and confidentiality of any transactions, including financial transactions.
- Spamming or phishing from library computers or Wi-Fi is prohibited.
- Users must log-out of each station once they have completed their session;
 - FSJPL staff will log patrons out remotely if a station is left prior to log-out.
 - Patron history, saved files and documents and changed settings are deleted at log-out;
 - The FSJPLA is not responsible for stations left open by patrons.
- Users must not intentionally violate the privacy of another library patron;
- The library is not responsible for any fees incurred by the user's internet or Wi-Fi use;
- The library is not responsible for any damage to CDs, DVDs, memory sticks, external hard drives or other such items that a user has connected to a library computer;
- Users are required to abide by all FSJPLA policies and at no time is it acceptable to use FSJPL computers or Wi-Fi to:
 - Post or share personal insults or to harass individuals or businesses;
 - Troll or spread offensive content or images that are not suitable for all ages, including racial or religious slurs, sexually offensive material, information related to illegal activities, or defamatory, indecent, misleading or unlawful content;
 - Gamble or wagering for monetary gain;
 - Spam, phish or solicit illegal funds from businesses or individuals;
 - Share copyrighted images, programs, music or other materials that they do not own the rights for;

- View or distribute material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or unlawful.

3.7 TABLE OF APPROVAL

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Date of Last Review	
Signature of Approval	

4.0 SOCIAL MEDIA AND FSJ PUBLIC LIBRARY WEBSITE POLICY

4.1 PURPOSE AND STATEMENTS

The Fort St John Public Library (FSJPL) utilizes social media and their website to promote the library, educate library users on library resources and activities and to allow members to access digital information when it is convenient for them. These tools are meant to benefit the FSJPL, and its members and this policy are created to allow all individuals and parties to understand how the tools are to be used.

4.2 APPLICATION

This Policy applies to library staff, volunteers and Board Trustees as well as individuals accessing the FSJPL webpage and social media sites.

4.3 AUTHORITY

With notification to the Board, revisions to this policy can be authorized by the Director of Library Services.

4.4 LEGISLATION OF INTEREST

- ✓ [Canadian Personal Information Protection and Electronic Documents Act](#)
- ✓ [Canadian Charter of Rights and Freedoms](#)
- ✓ [BC Freedom of Information and Protection of Privacy](#)
- ✓ [Freedom of Information and Protection of Privacy Act](#)

4.5 POLICIES FOR SOCIAL MEDIA AND FSJPLA WEBSITE

4.5.1 FORT ST JOHN PUBLIC LIBRARY ASSOCIATION WEBSITE

- The FSJPL will maintain an [Website Privacy Policy](#) available to all users of the site.
- Users have the responsibility to review the [Website Privacy Policy](#) and have implied consent if using the FSJPL website.
- The FSJPL may collect information around what individual FSJPLA webpages are accessed and the length of the visit per page.
- If the FSJPL Website user has accessed their webpage via another webpage, this linkage may be tracked.
- The FSJPL does not save personal information from donations made via their website.
 - Donations are made through CanadaHelps.org and Jeffy (Formally SimplyK) and anonymity protocols will be conducted as per the CanadaHelps & Jeffy guidelines.
- Upon registration for membership, information collected through the FSJPL website is Name, address, phone number, email address and for junior memberships parent/guardian name and contact information;
- FSJPLA policies do not apply to third party websites;
- FSJPL does not have the ability to access a user's account history or password.
- FSJPL account holders can request their account password get reset by:
 - Accessing the "[Forgot your Password](#)" link on the log-in page of the FSJPL website and completing the requested information.
 - Or, calling or going into the library with their library card and having a library staff member reset the password.

4.5.2 FORT ST JOHN PUBLIC LIBRARY SOCIAL MEDIA USE

- The FSJPL maintains information about the library on several social media sites, including but not limited to: Facebook, Instagram, and Google.
- Members of the public are encouraged to participate in the FSJPL social media forums.
- FSJPL encourages freedom of expression and will not filter comments unless they are profane, solicitation, defamatory or unlawful or misalign with library mission, vision and values or policies.

- The Director of Library Services designates those responsible for the maintenance of and monitoring of the FSJPL social media sites.
- Principles of integrity, respect, and honesty should be applied to all those posting on FSJPL social media forums.
- FSJPL social media users must respect privacy and copyright laws.
- The FSJPL and FSJPLA are not responsible for third party postings or information shared through their social media forums.

4.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	
Date of latest Review	
Signature of Approval	

5.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY POLICY

5.1 PURPOSE AND STATEMENTS

The Fort St John Public Library (FSJPL) strives to create an environment where its patrons are confident, they can explore different ideas and views while maintaining a respectful level of privacy. To best serve its members and patrons, the FSJPL may be required to collect personal information. This policy strives to inform patrons of the FSJPL's use and decisions related to and disbursement of private information. This policy outlines the responsibilities of the FSJPL and those utilizing the library in order to maintain a comfortable environment in which its patrons can freely access knowledge, learn and grow.

5.2 APPLICATION

This policy applies to all library patrons, employees, volunteers and Board Trustees.

5.3 AUTHORITY

Revisions to this policy can be only authorized by the FSJPLA Board of Trustees.

5.4 LEGISLATION OF INTEREST

- ✓ [Canadian Personal Information Protection and Electronic Documents Act](#)
- ✓ [BC Freedom of Information and Protection of Privacy Act](#)

5.5 POLICIES FOR ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

- The library utilizes the same definitions of as the [Freedom of Information and Protection of Privacy Act \(BC\)](#);
- The FSJPL and FSJPLA encourage parties seeking information that is not publicly available to contact the Director of Library Services. Prior to contacting the Director, individuals are encouraged to review the [Guide to the Freedom of Information and Protection of Privacy Act \(BC\)](#);
- While complying with law and regulations, the FSJPL will make every reasonable effort to ensure that information about its users and their use of library materials, services and programs remains confidential.
- The FSJPL will limit the collection of personal information to what is necessary for the proper administration of the library, its services, and programs.
- If requested, the FSJPL will identify the reason for collecting information from the individual.
- The FSJPL will not disclose personal information relating to a member or patron to any third party not under contract with the library, without consent. Children under 12 years of age may have personal information provided to a parent or guardian without the child's consent;
- If required, the FSJPL may release relevant personal information to a third party who is acting on behalf of, or providing service to the library, such as a fee collector. The third party is obligated to adhere to all FSJPL Policy .
- In the case of an emergency FSJPL staff are authorized to access a patron's record and share essential information with care providers as well as contacting next of kin.
- The FSJPL will never sell or release private information to solicitors.
- Library members are able to set their [myFSJPL](#) profile to keep a list of books borrowed. FSJPL staff cannot enable this option for members and cannot view the contents of the record.
- For statistical purposes the FSJPL tracks information pertaining to enquiries. The FSJPL does not retain personal information, content of the questions or names of the patrons once the matter is resolved.
- The FSJPL may track the number of questions over a time, whether the patron is an adult or juvenile, the method used to ask the question (online, phone, or in person);
- The FSJPL will collect data based on a patron's location in the Peace River Regional District and report this information to the district and municipality.
- The FSJPL may conduct surveys to better serve its patrons. These surveys will be conducted online or in person. The FSJPL will never require a respondent to provide their name. These surveys will be optional and

are designed to collect information such as age, demographic, location and the extent of library use over a given time frame, along with seek suggestions for improved service;

- The FSJPL does not disclose personal information related to staff without consent from the individual staff member, including reference checks and confirmation of employment.

5.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	
Date of latest Review	
Signature of Approval	

6.0 SAFETY POLICY

6.1 PURPOSE AND STATEMENTS

The Fort St John Public Library (FSJPL) values its employees, volunteers, and patrons. To ensure maximum enjoyment for all those using library resources the FSJPLA has developed the Safety Policy to complement existing statutory requirements.

6.2 APPLICATION

This policy applies to all Board Trustees, employees, contractors, volunteers, and patrons of the FSJPL.

6.3 AUTHORITY

Revisions to this policy can be authorized by the FSJPLA Board of Trustees.

6.4 LEGISLATION OF INTEREST

- [BC Workers Compensation Act](#)
- [BC Occupational Health and Safety Regulation](#)
- [BC Safety Standards Act](#)
- [Canada Workplace Hazardous Materials Information System \(WHIMIS\)](#)
- [Criminal Code of Canada](#)
- [Accessible British Columbia Act](#)

6.5 POLICIES FOR SAFETY

6.5.1 EMPLOYEE RESPONSIBILITIES ON SAFETY

- To identify workplace safety issues and present them in a timely manner to their supervisor;
- To report workplace incidents, hazards or injuries immediately;
- To ensure the safety of patrons and fellow staff while on-site of the FSJPL or while participating in FSJPL related functions.
- To know the location of first aid supplies, emergency exits and evacuation procedures;
- To participate in fire drills and other emergency evacuation procedures;
- To remove themselves from dangerous or unsafe situations and immediately contact the responsible authority to assist;
- To conduct themselves in a respectful manner, keeping the FSJPL safe from bullying and harassment.

6.5.2 EMPLOYER RESPONSIBILITIES FOR SAFETY

- To provide adequate resources and training to ensure a respectful safe workplace;
- To conduct incident investigations and report out to employees and the Board in a timely manner;
- To design and implement changes where an investigation has indicated the need;
- Focus on injury prevention;
- When required, report workplace incidents to the appropriate authorities;
- Schedule fire drills and other emergency evacuation practices;
- To schedule a minimum of three employees to be on FSJPL premises during operating hours.
- To fully consider all employee reports of safety issues;
- Reporting on safety issues to the Board of Trustees via the Director of Library Services.

6.5.3 SAFE CONDUCT ON LIBRARY PREMISES

Individuals on library premises must not:

- Endanger the personal safety of themselves or others;
- Intentionally damage or destroy library property;
- Create a safety hazard while on site;
- Harass or threaten other individuals present.

6.5.4 SAFETY PROTOCOLS ON LIBRARY PREMISES

- **FSJPL** employees are not responsible for North Peace Cultural Centre Security (NPCC).
- If available, FSJPL should be aware of NPCC security and safety policies as they pertain to the library, its staff and patrons;
- The Director of Library Services is responsible for providing direction at their discretion during emergencies. Should the Director not be on premises, an appointed Supervisor will carry out day-to-day duties in their absence.
- Incident reports should be filled out for non-threatening and threatening emergencies;
- Threatening emergencies require immediate action with incident reports filed within twenty-four hours;
- Non-threatening emergencies should be tended to, and reports filed within forty-eight hours.
- Incidents or issues with the building should be reported immediately to the Director of Library Services
- Patrons conducting themselves in a manner that is dangerous to themselves, or other individuals shall be asked to leave the library by the staff member in charge.
- Should the individual refuse to leave or become threatening, library staff are to contact Emergency Services by calling 911.
- If there is an immediate threat of harm or danger, staff are to contact Emergency Services by calling 911 and report the incident as soon as possible to the Director of Library Services or their designate.
- The Director or their designate of the FSJPLA has the discretion to ask that a patron remove themselves from the premises and determine if/when the patron is welcome to return.
- The Director or designate should have a second staff member present when dealing with patron;
- The Director or designate must clearly state why the patron is being asked to leave, referring to our policy;
- The Director or designate will indicate the duration of the expulsion from the library;
- Expulsions exceeding one week are made at the discretion of the Director of Library Services or their designate.
- Should the patron disagree with the expulsion, they can contact the Director of Library Services in writing for reconsideration.

6.5.5 HAZARDOUS MATERIALS AND OBJECTS

- It is acknowledged that not all hazardous materials and objects can be removed from FSJPL premises.
- Individuals must make best efforts to be aware of and minimize risk of hazardous materials and limit chances of individual interaction with them;
- **WHMIS** principles will be applied, and Material Safety Data Sheets (MSDS) posted when necessary;
- If a suspicious package or object is identified, staff must contact the RCMP. Staff must exercise caution and follow evacuation procedures during such instances.

6.5.6 EVACUATION OF LIBRARY PREMISES

- If an evacuation of the library is required, patrons are requested to follow staff direction;
- Staff will direct patrons to the nearest appropriate exit;
- Staff and patrons can view evacuation maps posted in the library;
- All on premises are requested to gather at the muster point on the south corner of the parking lot by the "Dancing Couple" art installation;
- To ensure all are accounted for no one is to leave the muster station until it is indicated they are okay to do so;
- If safe, the Director of Library Services or their designate will sweep the library to ensure it is evacuated.

6.5.7 FIRST AID AND EMERGENCIES

- Patrons are responsible for their own safety while on **FSJPL** premises;

- In the event of a medical emergency, staff are directed to call 911;
- FSJPL staff have a First Aid kit and a Bio-Hazard Clean-up Kit available.
- If a First Aid incident occurs, staff will fill out an incident form to be signed off by the Director of Library Services.

6.5.8 POSTING OF SAFETY MATERIALS

- Materials required for posting are:
 - Evacuation procedures;
 - The Safety Policy and Procedure.
- Locations of postings are:
 - Every exit;
 - Front desk;
 - Staff room.
- Staff will have a list of emergency contacts available to them.

6.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	
Date of latest Review	
Signature of Approval	

7.0 ACCESSIBILITY AND INCLUSION POLICY

7.1 PURPOSE AND STATEMENTS

The Fort St John Public Library has adopted the [Canadian Library Association Statement on Diversity and Inclusion](#), as well as following the requirements set out in the [Accessible British Columbia Act](#). The Accessibility and Inclusion Policy are created to further clarify the FSJPL position and support it in meeting its goal to provide excellent customer service to all patrons, including providing equal access to library programs, services, materials and facilities. The FSJPL has and will continue to create avenues to identify community needs and provide programs and services to meet the needs.

This policy outlines the specific requirements of accessibility as it relates to Library employees.

7.2 APPLICATION

This policy applies to all library patrons, employees, volunteers and Board Trustees.

7.3 AUTHORITY

Revisions to this policy can be authorized by the FSJPLA Board of Trustees.

7.4 LEGISLATION OF INTEREST

- ✓ [Canadian Charter of Rights and Freedoms](#)
- ✓ [BC Human Rights Code](#)
- ✓ [Accessible British Columbia Act](#)

7.2 DEFINITIONS

"Accessibility committee" means a committee under section 9 [accessibility committee];

9 (1) An organization must establish a committee to

- (a) assist the organization to identify barriers to individuals in or interacting with the organization, and
- (b) advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.

(2) An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:

- (a) at least half of the members are
 - (i) persons with disabilities, or
 - (ii) individuals who support, or are from organizations that support, persons with disabilities;
- (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one of the members is an Indigenous person;
- (d) the committee reflects the diversity of persons in British Columbia.

"Accessibility plan" means a plan under section 11 [accessibility plan];

11 (1) An organization must develop a plan to identify, remove and prevent barriers to individuals in or interacting with the organization.

(2) An organization must review and update its accessibility plan at least once every 3 years.

(3) In developing and updating its accessibility plan, an organization must consider the following principles:

- (a) inclusion;
- (b) adaptability;
- (c) diversity;
- (d) collaboration;
- (e) self-determination;
- (f) universal design.

(4) In developing its accessibility plan, an organization must consult with its accessibility committee.

(5) In updating its accessibility plan, an organization must

- (a) consider any comments received under section 12 [public feedback], and
- (b) consult with its accessibility committee.

"barrier" has the meaning given to it in section 2 [barriers];

2 (1) For the purposes of this Act, a barrier is anything that hinders the full and equal participation in society of a person with an impairment.

(2) For certainty and without limiting subsection (1), barriers can be

- (a) caused by environments, attitudes, practices, policies, information, communications or technologies, and
- (b) affected by intersecting forms of discrimination.

"director" means the director designated under section 21 [director];

"disability" means an inability to participate fully and equally in society as a result of the interaction of an impairment and a barrier;

"impairment" includes a physical, sensory, mental, intellectual or cognitive impairment, whether permanent, temporary or episodic;

"Indigenous peoples" has the same meaning as in the Declaration on the Rights of Indigenous Peoples Act;

"Provincial accessibility committee" means the government's accessibility committee;

"Technical committee" means a committee under section 15 [technical committees]. The security of Library property; and, affected by intersecting forms of discrimination.

Guide Dog or Service Animal means a guide dog as defined in The BC Blinds Persons Rights Act. For the purpose of this policy, an animal is the service animal of a person with a disability:

- If it is readily apparent that the animal is used to assist him [the person] to avoid hazards, and includes a dog for which a certificate under section 6 has been issued;
- If the person provides a certificate from a physician or nurse confirming that the person requires the animal for reasons relating to their disability.

7.3 ACCESSIBILITY PLAN

The library will work with the municipality (City of Fort St. John, and Peace River Regional District), NELF (Northeast Library Federation), and local-related partner organizations to establish, implement, maintain, and document a multi-year accessibility plan that will outline the library's strategy to prevent and remove barriers;

- The process of reviewing and maintaining the accessibility plan will be done in consultation with persons with disabilities;
- The plan is now in place and will be reviewed and updated at least once every five years; and,
- The plan will be posted on the library's website and be provided in accessible formats upon request.

7.4 POLICIES FOR ACCESSIBILITY AND INCLUSION

7.4.1 LIBRARY DIVERSITY

- The FSJPL acknowledges that an individual's disability may be mental or physical and may not always be outwardly identifiable;
- Individuals with barriers are those that do not have a disability but find limitations in the environment they are currently in, such as a language barrier;
- The FSJPL will make reasonable efforts to establish, implement and monitor policies, services and practices to balance and integrate the needs of all patrons, including those with disabilities and barriers;
- Where the FSJPL is unable to meet an individual's needs, they may partner with other agencies and institutions to provide programs and services.
- Library staff, volunteers, Board Trustees and library patrons are all required to treat individuals with mutual respect and dignity;
- Within its capacity, the FSJPL will strive to provide an atmosphere that creates independence amongst all users.
- Staff, volunteers, and Board Trustees will understand the Legislation relevant to this policy and the obligations of the FSJPL within them. Needs for staff training will be identified to the Director of Library Services for consideration and implementation;
- The FSJPL encourages patrons to identify their specific needs in order for the library to make reasonable efforts to accommodate them;

- Needs may be identified to any staff member. Staff members will enlist help from the Director of Library Services if they are unable to accommodate the request(s);
- The Director will identify reasonable requests that they are unable to accommodate to the Board of Trustees or partner libraries for consideration and solution development.
- The FSJPL recognizes that equitable access sometimes precludes separate or specialized services. These services will be offered to with dignity and full participation of persons with disabilities;
- Service animals are welcome in the library. Patrons may be required to show documentation confirming the animal is a service animal. Without proper documentation the animal may be requested to be removed from the library. Service animals are expected to be supervised by their owners and kept in control at all times;
- The library welcomes people with disabilities and their support people. In most cases, the library will not charge support staff to attend programs and services. Advance warning will be provided in the rare case of a fee;
- A fee for support persons will only be considered if the FSJPL is required to fund the second person, such as in the case of a third-party program being hosted by the library.
- When discussing confidential information with a patron, the patron will be provided the option to include their support person in the conversation;
- Persons with disabilities and barriers may use personal assistive devices while accessing the library, unless there is a health a safety risk;
- When procuring goods, services and facilities the library will consider the needs of all patrons, including those with disabilities;
- The FSJPL will make its best efforts to ensure facilities accommodate those with physical disabilities, such as having wheelchair ramps and automatic doors.
- The FSJPL will make available devices for print disabled persons, including Daisy Readers.
- The FSJPL will make Daisy Devices available to individuals for extended periods as long as there is a sufficient supply for all users.
- The FSJPL will post information and resources for individuals with [Print Disabilities on their website](#). This will include access to [National Network for Equitable Library Services \(NNELS\)](#).

7.4.2 LIBRARY DIVERSITY

- The FSJPL encourages diversity in its staff, volunteers, patrons, and Board Trustees. To achieve this, the library will not tolerate unjust or prejudicial treatment of different categories of people, including on the grounds of race, age or gender, during the hiring process, the recruitment of volunteers and Board Trustees or against any individual wishing to become a member of the library;
- During planning and decision-making processes, the FSJPL will identify and consider all populations that may be patrons;
- The FSJPL will seek to understand the various needs and diversity of its various patron groups;
- Where feasible, the library will place emphasis on communicating directly with the various patron groups during planning processes to identify the various interests, needs and unique protocols to be considered;
- The library may consider creating and acquiring culturally specific documents to assist staff and members. Patrons are free to express desires with all library staff without discrimination. The final decision is made by the Director of Library Services based on feasibility and need.

7.5 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	
Date of latest Review	
Signature of Approval	

8.0 MATERIAL ACQUISITIONS AND DISPOSAL POLICY

8.1 PURPOSE AND STATEMENTS

This policy and procedure are to support the Fort St John Public Library (FSJPL) Mission of providing a variety of information and support for lifelong learning in a welcoming, entertaining, and safe environment. The FSJPL strives to maintain a broad range of up-to-date materials, such as books, periodicals, newspapers, magazines, audio visuals, DVDs. This policy guides the library in the obtainment and disposal of these materials, while upholding the [Canadian Library Association Position Statement on Intellectual Freedom](#).

8.2 APPLICATION

This Policy and Procedure applies to library staff, volunteers and Board Trustees.

8.3 AUTHORITY

With notification to the Board, revisions to this policy can be authorized by the Director of Library Services.

8.4 LEGISLATION OF INTEREST

✓ [LIBRARY ACT](#)

8.5 POLICIES FOR MATERIAL ACQUISITIONS AND DISPOSALS

8.5.1 ACQUISITIONS

- The responsibility of the collection lies with the Director of Library Services;
- The FSJPL material collection will represent an unbiased and diverse source of information.
- The FSJPL will utilize staff that have familiarity with the existing collection, awareness of the library user's needs and knowledge of current and future trends for informational materials that are suitable.
- The library will not keep, acquire or purchase material that the Canadian Courts have found to be obscene, hate propaganda or seditious;
- The FSJPL will not exclude materials from its selection since they may come into the possession of a child.
- The FSJPL will not exclude materials selection solely based on the author's race, ancestry, citizenship, age, criminal record, sexual orientation, disability, political or religious views or other discriminatory factors.
- The FSJPL will maintain its responsibility to provide public information through written word and therefore not accept censorship of books, urged or practiced by volunteer of arbiters of morals or political opinion.
- FSJPL will consider a variety of factors, including:
 - Demand for the material;
 - Budgetary considerations and price of material;
 - How the material will complement the existing collection;
 - Suitability of the material for its intended audience;
 - Assessments from critics, reviewers and the public;
 - Need for the material into the future;
 - Information, needs and recreational interests of members;
- A full view of current interests, issues or problems on a local, national and international level;
- Publication date and relevancy to current issues and interests.
- Selection of materials for the FSJPL collection does not constitute an endorsement by the library or its staff, volunteers, or Board Trustees for either the content or viewpoint expressed.
- The FSJPL will strive to carry materials in an array of languages for all ages as well as materials for English as a Second Language members.
- The FSJPL will utilize information available from organizations such as S.U.C.C.E.S.S. regarding the languages in the service area.
- The FSJPL strives to carry Canadian content and authors.

- Local history collections will be made available at the FSJPL.
- The FSJPL will consider regional interests when determining collection selection, such as materials specific to northern living and the energy sector.
- The FSJPL will not normally purchase textbooks.

8.5.2 WITHDRAWAL OF MATERIALS

- The policies relating to the acquisition of materials also apply to withdrawals;
- Materials may be withdrawn from the library based on their condition, their accuracy and currency, demand by members and context within the library collection;
- The FSJPL will temporarily remove materials from its collection if they are subject to libel action until such a time that it is resolved. Depending on the outcome the item will either be returned to the collection or permanently removed;
- The FSJPL follows CREW Guidelines to help determine the withdrawal selection.
- The FSJPL provides opportunities for suggestions on the appropriateness of its materials. Individuals may provide feedback to the FSJPLA through the Contact Email on the [FSJPL website](#) or by telephoning the Director of Library Services.

8.5.3 MATERIAL CONSIDERATION BY THE FSJPL

- If an individual or groups would like their materials to be considered by the FSJPL for their collection, they must do the following:
 - Send materials or a written request about the materials to the Director of Library Services;
 - Include: the title of work, name of the author, publisher, cost, etc., a summary of the work, who the intended audience is, information about the illustrator (if applicable), where the material can be ordered and why it would be beneficial to the library’s collection;
- It is beneficial to include reviews or media coverage information related to the materials.
- All materials submitted to the FJSPL will remain the property of the library unless prior arrangements are made.
- Patrons will be provided opportunities to [suggest a purchase](#) on the FSJPL website.
- The FSJPL purchases digital packages through the BC Library Cooperative and does not control the content. All content concerns relating to the digital materials should be directed through the appropriate digital source.

8.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of Revision	
Date of Last Review	
Signature of Approval	

9.0 FINANCIAL POLICY

9.1 PURPOSE AND STATEMENTS

The Fort St John Library is governed by a Library Association and therefore does not receive direct tax support and primarily operates on grants and fundraising. This Financial Policy document was developed and implemented to support those working for and providing funding and donations to the FSJPL to create a common understanding of the principles the library has established to ensure a maximization of resources.

9.2 APPLICATION

This Policy and Procedure applies to FSJPL staff, volunteers and Board Trustees.

9.3 AUTHORITY

Revisions to this policy can be authorized by the FSJPLA Board of Trustees.

9.4 LEGISLATION OF INTEREST

- ✓ [BC SOCIETY ACT](#)
- ✓ [CANADA REVENUE AGENCY ACTS](#)

9.5 POLICIES FOR FINANCIAL ACTIVITIES

9.5.1 GENERAL FINANCIAL PRACTICES

- The FSJPL is accountable to its stakeholders, donors, funding agencies and patrons in providing confidence that the resources provided to the Association are used appropriately, ensuring that overhead and administration are minimized where possible to focus on maximum client services and programs as well as library materials.
- At no time will an FSJPL employee, Board Trustee or volunteer utilize FSJPL funds to provide themselves personal benefit.
- The FSJPL will post its [approved budget](#) on their website.

9.5.2 EXPENSE CLAIMS

- Original receipts must be provided for all reimbursement claims except where amounts are on a per diem basis. If the receipt has been misplaced a written explanation of the amount, item purchased, cost, supplier and date must be provided to the Director of Library Services for consideration. The Director of Library Services must provide all their expenses to the Board;
- Expense claims must be submitted as soon as possible but within sixty (60) days of the expense being incurred or prior to year-end (December 31) whichever is first;
- The library will not pay interest accrued on credit or loss on savings resulting from a work expense unless the FSJPL takes an unreasonable length of time to reimburse an expense claim.
- Employees will receive funds for reimbursement within two weeks of an accepted claim;
- The FSJPL reimburses employees, volunteers and Board Trustees for reasonable travel expenses incurred while on pre-approved library business.
- Travel reimbursement amounts are based on the amounts defined in the Collective Agreement for unionized employees;
- Childcare reimbursement will be conducted as per the Collective Agreement;
- Excluded employees and Board Trustees will be reimbursed at rates consistent with the Collective Agreement;
- All travel outside of British Columbia or Alberta must be preapproved by the Board of Trustees;

- Accommodation choices should be booked factoring in total overall cost while providing the traveler a safe, clean place to stay. The price of accommodation should factor in transportation to and from the event/meeting, time to and from the event/meeting, transport required for meals and other variables;
- The maximum amount for accommodation is no more than two hundred (200) dollars per night without prior approval from the Director of Library Services. Accommodation for the Director of Library Services will require prior Board approval if in excess of two hundred (200) dollars per night.
- Where the accommodation charges a fee for guest Wi-Fi connections, FSJPL will pay the cost.
- The FSJPL does not cover extra hotel expenses such as exercise facilities and pay-per-view.
- If the traveler stays in personal accommodations the FSJPL will reimburse them at a rate of twenty (20) dollars.
- Prior to travel by vehicle, the estimated cost of the trip by personal vehicle must be calculated and compared with the cost of a rental vehicle, along with the cost of air travel (if available). The traveler must determine the most cost effective, safe option;
- The FSJPL will pay the upgrade cost for winter tires for rental vehicles between October 1st and May 15th or when weather conditions require.
- Employees can have family members or friends travel with them on the basis that no extra cost will be incurred by the FSJPL. The employee is responsible for extra expenses such as the cost of having extra persons in a hotel room;
- The FSJPL will pay for laundry/dry cleaning services in cases where travel is longer than seven days, or the traveler had an unanticipated trip extension, and it is required;
- The FSJPL has a cell phone for individuals to utilize. No personal cell phone bills, hotel phone bills or other long-distance charges will be reimbursed;
- The FSJPL will reimburse travelers for one regular size personal piece of luggage for airline travel along with the cost of luggage for FSJPL related items.
- Tipping for services, such as taxis and restaurant service is acceptable. The maximum amount is set at 15%. In some cases, the restaurant may have a set tip amount greater than this, for example group meals, it is acceptable to pay this amount as it is considered the cost of the meal;
- Unless physically unable, those traveling on FSJPL business will not claim expenses for baggage handling or valet service. Claims must be reasonable and limited to necessity;
- The FSJPL will not reimburse expenses relating to traffic violations, parking offences or other infractions.
- The FSJPL will not reimburse alcohol expenses for travel or library events.

9.5.3 GENERAL EXPENSES

- The FSJPL acknowledges the need to recognize employees from time to time. The recognition will be sufficient to demonstrate to the employee that the FSJPL values them, while remaining cognizant that the library receives funding from donors. Recognition is at the discretion of the Director of Library Services or the Board and will be conducted within budgetary allowances.
- The FSJPLA may host an annual staff appreciation party at a rate no greater than \$50 per employee, volunteer or Board Trustee – within approved budget allowances;
- Recognition amounts may be a taxable benefit and taxed accordingly as per [the Canada Revenue Agency Requirements](#).

9.5.4 CONTRACT MANAGEMENT

- The Board and the Director of Library Services understand that creating contracts relating to services will be required;
- Contracts with an estimated total of over \$15,000 must be placed out for tender on a forum that is typical for the service type;
 - Contracts under \$9,999 can be implemented by the Director of Library Services;
 - Contracts over \$10,000 must be pre-approved by the Board of Trustees;
- Contracts do not have to be provided to the lowest tender; the Director must provide a rationale for choosing otherwise;

- If it is known that there is only one potential contractor with the specific skills to complete the task, the Director does not have time for a tender process a contract can be put in place as long as a rationale is documented.

9.5.5 BUILDING AND HARDWARE ACQUISITIONS AND MAINTENANCE

- The Director is required to balance costs, including building acquisitions and maintenance in a manner that is appropriate to library funds, library use and in line with other libraries or not for profit agencies in the Peace Region or similar area.
- The FSJPLA recognizes that expenses in the Peace Region, such as trades work, building leases and library hardware may be more costly than other regions. The Director will strive to balance these expenses while maintaining a clean, well run and efficient library;
- For large purchases (over \$20,000) the Director will analyze at least three different scenarios, including the costs of renting and duration of use and present them to the Board of Trustees for a decision.

9.5.6 LIBRARY RESERVE FUNDS

- It is recognized that with the FSJPL funding model reserve funds will need to be allotted.
- The FSJPL will have three months of operating costs within the Internally Restricted Reserve to be used to ensure the continuity of library operations in the event of funding changes.
- The Board, along with the FSJPL year-end accountant will approve deposits and withdrawals of funds into and from the Internally Restricted Reserve.

9.6 TABLE OF APPROVAL

Original Approval	October 28, 2015
Date of Revision	
Date of Last Review	January 14, 2021
Signature of Approval	LJL

10.0 SPONSORSHIP AND FUNDRAISING POLICY

10.1 PURPOSE AND STATEMENTS

The Fort St John Public Library is governed by a library association, relying on funding from sponsorship arrangements, grants, and donations to provide the community adequate library materials, services and programs. Revenue generation is an area of significant focus for the FSJPLA in order to provide the most suitable library facility for the public and staff and security for long term library operations. While raising funds is important to the library, it is equally important to have a transparent framework for the acceptance of gifts and donated materials.

10.2 APPLICATION

This policy applies to all library employees, volunteers and Board Trustees and all private persons and businesses providing donations and entering into financial agreements with the Fort St. John Public Library.

10.3 AUTHORITY

Revisions to this policy can be authorized by the FSJPLA Board of Trustees.

10.4 LEGISLATION OF INTEREST

- ✓ [CANADA REVENUE AGENCY ACTS AND REGULATIONS](#)
- ✓ [CANADA'S ANTI-SPAM LEGISLATION](#)
- ✓ [BC FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT](#)
- ✓ [BC GAMING AND LICENSING](#)

10.5 POLICIES FOR SPONSORSHIPS AND FUNDRAISING

10.5.1 GENERAL PRACTICES RELATING TO SPONSORSHIPS AND FUNDRAISING

- The FSJPL will comply with its mandate, strategic plan and all policies when applying this policy.
- Individuals and businesses are responsible for ensuring they understand and are in agreement with taxation laws and regulations relating to donations, sponsorships and advertising. The FSJPL will not provide advice or be held liable on such issues.
- Fundraising and gift acceptance activities will be conducted with respect for donors and supporters and will be guided by the library's strategic plan.

10.5.2 SPONSORSHIPS

- The FSJPLA has adopted the Canadian Library Association Position Statement on [Corporate Sponsorship Agreement in Libraries](#);
- A sponsorship is an agreement between a business or individual and the library in which both parties' benefit;
- A sponsorship can be in the form of cash, goods or services directed at the FSJPL.
- The FSJPL will not accept sponsorship funding which is contradictory to its service role, mission, vision, and values or does not meet the library or its patrons' best interests.
- The FSJPLA reserves the right to accept or refuse any sponsorship messaging and withholds the right to maintain or withdraw the library/business relationship without compensation at the discretion of the Director of Library Services.
- The acceptance of a sponsorship message is not an indication of promotion or endorsement by the library;
- The FSJPL is not liable for financial retribution caused by any sponsorship. All financial responsibilities are maintained by the sponsor. Should the library require legal representation due to a sponsorship, the sponsor may be held responsible for all associated financial implications;
- The FSJPL will not accept sponsorship material that its director considers to be promoting discrimination, stereotypes, socially unacceptable behavior, violence, obscene or profane language, to be offensive, or to contradict FSJPL mandates or policies.

- Advertising/sponsorship materials must be suitable for all audiences and clearly indicate the business or sponsor;
- A business entering into a sponsorship/advertising agreement with the FSJPL will not have any influence over the library's service plan, programs or policies .
- Organizations wishing to enter a sponsorship/advertising relationship with the FSJPL will require a separate written contract with the FSJPL that complies with this policy.
- FSJPL will recognize donors and sponsors in several ways of their choosing, as appropriate - for example, letter, email, phone call, social media, signage in library, etc. - unless otherwise agreed upon.
- The FSJPL will not post information regarding anonymous donations.
- If a sponsorship is provided for a specific program that the FSJPL has requested funds or donations for, they will be used explicitly for the program. All other funds are placed into the FSJPL's general funds;
- The FSJPL may put sponsorship of a program out to tender and determine by application from potential sponsors who will be the primary and subsequent sponsors and how recognition is provided.
- Corporations may be solicited by FSJPL staff and volunteers for sponsorship requests. The FSJPL will abide by all applicable legislation when requesting sponsorship, including [Canada's Anti-Spam Legislation](#);
- Potential sponsors, or sponsor renewals should contact the Director of Library Services for sponsorship information;
- Sponsorship funds will be accounted for in financial reports as donations.

10.5.3 DONATED MATERIALS AND GIFTS

- A donation or gift refers to a contribution that is given voluntarily to the library, for which a Charitable Tax Credit may be issued and does not provide a potential monetary gain for the donor;
- Charitable Tax Receipts will follow the Canadian Revenue Agency Guidelines;
- Gifts and donations can include money, books and print materials, audio visual materials, art and photography, equipment, in-kind gifts and services, property, willed donations, bequests or endowments;
- The library does not accept magazines, textbooks, computer books, VHS, unlicensed or counterfeit copies, materials in poor condition, or other items as determined by library staff;
- Books and other materials will be gratefully accepted providing they meet FSJPL Policy .
- Donated materials must be presented to library staff for acceptance;
- Staff and volunteers will process donated books, DVDs;
- All other donations and gifts are processed by the Director of Library Services.
- Gifts of money, and/ or stocks and bonds will be presented to the Director of Library Services and accepted if conditions attached thereto are acceptable to the Board of Trustees;
- Unless specified prior to transfer, all gifts become the property of the FSJPL to be utilized in a manner they see as appropriate.
- The FSJPL has no obligation to inform the donor of how the gift or donation was utilized, unless otherwise agreed upon.
- The library reserves the right to sell donated materials during fundraising initiatives.

10.5.4 PARTICIPATION IN LOTTERIES AND COMMUNITY FUNDRAISERS

- The FSJPL may participate in third party fundraisers or conduct their own fundraisers.
- Third party fundraisers retain the responsibility for adhering to all applicable legislation;
 - Should the FSJPL become aware of third-party non-compliance they will immediately desist participating in the fundraising initiative.
- The FSJPL will obtain the necessary permits and licenses required for its own fundraisers and [lotteries](#).

10.6 TABLE OF APPROVAL

Original Approval	October 17, 2015
Date of latest Revision	
Date of latest Review	
Signature of Approval	

11.0 RESPECTFUL WORKPLACE POLICY

11.1 PURPOSE AND STATEMENTS

The Fort St John Public Library (FSJPL) is committed to providing a work environment that is free from bullying, harassment, and discrimination and one in which all individuals are treated with mutual respect and dignity. All forms of discrimination, bullying and harassment in the library environment are unacceptable and will not be tolerated. This policy and procedure clarify the definition of bullying, harassment and discrimination and outlines the procedures to be followed as required.

11.2 APPLICATION

This policy applies to all Library staff, volunteers and all members of the FSJPLA Board of Trustees.

11.3 AUTHORITY

Revisions to the policy can be authorized by the FSJPLA Board of Trustees.

11.4 LEGISLATION OF INTEREST

- [BRITISH COLUMBIA HUMAN RIGHTS CODE](#)
- [FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT \(FOIPPA\)](#)
- [WORKERS' COMPENSATION ACT](#)
- [CRIMINAL CODE OF CANADA](#)
- [ACCESSIBLE BRITISH COLUMBIA ACT](#)

11.5 RESPECTFUL WORKPLACE POLICY

11.5.1 INFORMATION ON POLICY

- All complaints must be made within six (6) months of the last alleged incident. In unusual circumstances, a complaint filed beyond the six (6) month limitation may be pursued under this policy with the approval of the Director of Library Services.
- This policy will not prevent an individual from pursuing action through alternate resolution procedures including legal action; however, there is no entitlement to duplication of process. In particular:
 - No action will proceed under this policy if the complaint has already been dealt with through some other process, whether internally or externally.
 - If a complainant makes a complaint under this policy and also pursues the complaint through some other process, proceedings under this policy may be adjourned or terminated as appropriate pending resolution of other process.
- This policy is subject to the Human Rights Code, the Freedom of Information and Protection of Privacy Act (FOIPPA), Workers' Compensation Act, and laws of general application.
- This policy and its procedures will not interfere with rights and obligations specified in the current Collective Agreements between the Library and the BCGEU.

11.5.2 PRINCIPLES

- All members of the FSJPLA community share responsibility for creating and maintaining a workplace environment free from Bullying and Harassment and Discrimination. This means not engaging in, allowing, sanctioning, or ignoring behavior contrary to this policy.
- The Director of Library Services and any staff who supervise others carry the primary responsibility for maintaining a working environment free from Bullying and Harassment and Discrimination. They will act on this responsibility whenever necessary, whether they are in receipt of a complaint.

- All employees of the library have a right to bring forward a complaint of Bullying and Harassment and Discrimination in instances where they have reason to believe Bullying and Harassment or Discrimination have occurred.
- Complaints that are malicious, trivial, frivolous, vexatious, or made in bad faith may result in the FSJPLA taking disciplinary action against the complainant, up to and including dismissal.
- The respondent has the right to know the allegations made against him or her, by whom the allegations were made, and to be given an opportunity to respond to the allegations made.
- The respondent and the complainant have the right to a fair and timely process of resolution.
- Those responsible for interpreting, administering, and applying this policy will do so objectively, giving equal regard to the rights of both the complainant and respondent.
- In appropriate circumstances, the FSJPLA may direct that a complaint be investigated and/or determined by an external party.

13.5.3 CONFIDENTIALITY

- The FSJPLA and those involved in the complaint process on the FSJPLA's behalf will maintain confidentiality throughout the complaint process to the extent possible under the circumstances. Personal information pertaining to a complaint will not be disclosed except as required by law or as necessary to investigate or resolve a complaint.
- Failure by an employee to maintain confidentiality may result in the FSJPLA taking disciplinary action, up to and including dismissal.
- If the FSJPLA, or outside third party, determines that the safety of an individual is at risk, the procedures and rights outlined in this policy, including confidentiality may be set aside.
- Excepting letters of discipline or censure, all records related to the complaint will be held in the strictest confidence in a file separate from an employee's personnel file in a secure location.

13.5.4 DEFINITIONS

Complainant

The complainant is the individual making a complaint that disrespectful behavior has occurred.

Respondent

The respondent is the individual alleged to have engaged in disrespectful behavior.

Bullying and Harassment

Bullying and Harassment means:

- Any inappropriate conduct or comment by a person towards an employee that the person knew, or reasonably ought to have known, would cause that employee to be humiliated, or intimidated, or
- Any other form of unwelcome verbal or physical behavior which by a reasonable standard would be expected to cause insecurity, discomfort, offence, or humiliation to an employee or group of employees, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

However, Bullying and Harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.

Examples of Bullying and Harassment include, but are not limited to, the following:

- Words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- spreading malicious rumors;
- threats or intimidation, including threats of violence;
- vandalizing personal belongings;
- physical assault or violence; or
- persistent rudeness, bullying, taunting, patronizing behavior, or other conduct which adversely affects working conditions or work performance.

Discrimination

Discrimination means discrimination in employment based on race, colour, ancestry, place of origin, political belief, religion, marital status, family status, sexual orientation, gender identification, physical or mental disability, gender, or criminal conviction unrelated to employment or intended employment except where there is a bona fide occupational requirement (BFOR). Discrimination includes Sexual Harassment, as defined below.

Sexual Harassment

Sexual Harassment is defined as one or a series of comments or conduct of a sexual nature that is known or ought to be reasonably known to be unwelcome, offensive, intimidating, hostile, or inappropriate, and that detrimentally affects the work environment or leads to adverse job-related consequences. Sexual Harassment includes, but is not limited to:

- Unwelcome sexual remarks, jokes, including innuendo or taunting about a person's body, attire, gender, gender identification, or sexual orientation;
- Unwelcome or inappropriate physical contact such as touching, kissing, patting, hugging, or pinching;
- Unwelcome inquiries or comments about a person's personal life of a sexual nature or sexual orientation, or persistent requests for a date;
- Leering, whistling, or other suggestive or insulting sounds;
- Posting or displaying sexually oriented materials;
- Requests or demands for sexual favours which include, or strongly imply, promises of rewards for complying and/or threats of punishment for refusal.

Single acts of sufficient severity may constitute Sexual Harassment.

Criminal Harassment

Criminal harassment or "stalking" is a federal offence and generally consists of repeated, unwanted contact or actions carried out over a period. These actions cause victims to reasonably fear for their safety but do not necessarily result in physical injury. These actions may, however, be precursors to subsequent violent acts.

- While Criminal Harassment falls outside the scope of this policy, the FSJPLA is committed to full cooperation with all levels of law enforcement agencies to create a working environment free from Criminal Harassment.

11.5.5 PROCESS

A. General Guidelines Regarding the Complaint Process

In all instances the parties are encouraged to work toward a mutually satisfactory solution to a complaint. In appropriate circumstances the FSJPLA may assist in this process through the appointment of a mediator agreed to by the parties.

If comfortable doing so, employees are encouraged to contact the alleged bully/harasser and inform them that their conduct is unwelcome and contrary to the policy. The employee may demand that the offending behavior stop immediately and document the incident(s) and the discussion. While this is often the simplest and most effective way to end the Bullying and Harassment or Discrimination, a victim of harassment is not obligated to confront the alleged bully/harasser.

If the Bullying and Harassment and/or Discrimination does not stop, an employee may file a complaint or report their concerns in any one of the ways outlined below.

Interference with the conduct of the investigation or retaliation or threats of retaliation against any person involved in any way in the complaint process will not be tolerated and may result in disciplinary action by the FSJPLA, up to and including dismissal.

B. Guidelines for Resolution of a Complaint

Making a Complaint

- All complaints under this policy shall be submitted in writing using the *Complaint Form* (obtained from the Director of Library Services).
- Where an employee is named as a respondent, the complaint must be submitted to the Director of Library Services. If the Director of Library Services is the subject of the complaint, then the complaint may be submitted to the Chairperson of the FSJPLA Board of Trustees.

Receipt of Complaint

- The Director of Library Services will acknowledge receipt of the complaint in writing and will inform the complainant whether the complaint will be pursued under this policy, and, if not, the reasons why.
- All complaints will be taken seriously and will be dealt with fairly and promptly.

Pursuance

If it is determined that the complaint WILL be pursued under this policy:

- If the subject matter of the complaint fits within the definition of Bullying and Harassment and/or Discrimination or Sexual Harassment, it will be investigated. The investigation will be approached in an unbiased manner.
- The Director of Library Services will provide a copy of the complaint to the respondent and advise the respondent that he/she is required to provide the Director of Library Services with a written response.
- The Director of Library Services will also provide the respondent with a copy of this policy.
- The Director of Library Services will investigate or appoint an investigator to engage in a determination of facts. The investigation will commence as soon as possible.
- Both the complainant and the respondent will be interviewed, as well as any other witnesses. The investigator may also examine any other evidence, including documentary or physical evidence relevant to the complaint.
- All employees are expected to cooperate with any investigation and provide any details of incidents they have experienced or witnessed.
- Following the conclusion of the investigation, the Director of Library Services will create a written report of their findings. If the investigation is performed by a third party, they will submit a written report to the Director of Library Services. The investigation report and any related investigation documents will be retained by the Director of Library Services in a secure location.

If it is determined that the complaint WILL NOT be pursued:

- The Director of Library Services will inform the respondent in writing that a complaint has been made but will not be pursued further under this policy.
- The information provided will include the reasons for not pursuing the complaint and a statement that no response to the complaint is required. The Director of Library Services will, at the employee's request, record the disposition of the complaint in the employee's personnel file.

Determination of Findings

- If the complaint is found to have merit, then appropriate action will be taken. This action may include education, training or counselling, modification of policies/procedures, and/or discipline or dismissal of the offending person(s).
- If it is determined that the respondent has not Bullied and Harassed or Discriminated against the complainant, the complaint will be dismissed.
- Staff members have the right to undergo disciplinary action, if any, in accordance with the applicable Collective Agreement.
- In appropriate circumstances, employees may be referred to the Employee Assistance Plan or be encouraged to seek medical advice.

C. Policy Administration

Costs

The FSJPLA will be responsible for the costs of administration of this policy. If it is determined that a complaint is fraudulent, vexatious, or frivolous, the FSJPLA reserves the right to seek indemnification from the complainant for costs incurred in pursuing the complaint.

11.6 TABLE OF APPROVAL

Date of Original Approval	June 27, 2018
Date of latest Revision	
Date of latest Review	January 14, 2021
Signature of Approval	AA

12.0 WORKPLACE VIOLENCE PREVENTION POLICY

12.1 PURPOSE AND STATEMENTS

The Fort St. John Public Library (FSJPL) is committed to providing a violence-free work environment and recognizes that workplace violence is a health and safety issue. The FSJPLA will take all reasonable steps to ensure staff at the FSJPL are safe from acts of violence.

All persons associated with the FSJPL are expected to conduct themselves in a civil, respectful, cooperative, and non-discriminatory manner. Any threat or act of violence against persons on FSJPL property or against staff in the course of their duties is unacceptable and measures will be taken to hold people accountable for these actions, up to and including contacting police to press charges.

This policy formally establishes this commitment, which the FSJPL will implement through a Violence Prevention Program.

12.2 APPLICATION

This policy and procedure apply to all Library staff, Board Trustees, volunteers, patrons, and other members of the public.

12.3 AUTHORITY

Revisions to the policy can be authorized by the FSJPLA Board of Trustees.

12.4 DEFINITIONS

FSJPL recognizes violence in the workplace as being the attempted or actual exercise by a person of any physical force to cause injury to a worker and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

12.5 VIOLENCE PREVENTION PROGRAM

The FSJPLA Violence Prevention Program will include:

- Written policy,
- Regular risk assessments,
- Prevention procedures,
- Training,
- Reporting procedures,
- Incident follow-ups,
- Program review.

12.6 WORKPLACE VIOLENCE PREVENTION POLICY

12.6.1 ROLES AND RESPONSIBILITIES OF THE EMPLOYER

- Support and promote FSJPL commitment to the prevention of violent behaviour and the Violence Prevention Program.
- Establish responsibility for the implementation and maintenance of the Violence Prevention Program.
- Monitor the Violence Prevention Program through review of workplace risk assessment, training records and incident reports, including an annual program review.
- Inform staff of the nature and extent of the risk(s) from violence in their workplace and act to remedy any hazard related to violence in the workplace.
- Inform and encourage all persons of the need to report workplace violence incidents or threats of violence, and ensure all persons are aware of how to do so.

- Provide appropriate violence prevention instruction and training necessary to ensure the health and safety of all staff and provide access to education and training in the prevention and management of violence.
- Ensure appropriate policies are established to eliminate violence or minimize violence.
- Monitor and ensure compliance with safe work practices with respect to the prevention of violence in the workplace program.
- Investigate reported incidents of violence.
- Ensure an up-to-date violence risk assessment has been completed, reviewed, and that recommendations have been implemented and evaluated.
- Record all staff reported incidents in which their personal health or safety, or the health and safety of other persons were at risk.
- Do a check-in with staff involved in a violent incident and ensure support and resources are offered as soon as possible.
- In the event a staff member wishes to involve the police following an incident of violence, assist by:
 - a) Supporting the staff member's right to press charges,
 - b) If requested, contacting the appropriate law enforcement authority, and assisting in scheduling an interview,
 - c) Maintaining contact with staff members involved for the duration of the legal proceedings to ensure they receive all necessary support.

12.6.2 ROLES AND RESPONSIBILITIES OF STAFF

- Report all threats or incidents of violence in which their personal health and safety, or the health and safety of other persons were at risk, whether injured or not, to the Director of Library Services or designated Supervisor.
- Take reasonable care to protect their health and safety and the safety of others on the work site.
- Follow safe work procedures and safety requirements as outlined in FSJPLA's Policies .
- Cooperate with the Joint Occupational Health and Safety Committee.

12.6.3 ROLES AND RESPONSIBILITIES OF THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE (JOHS)

- Monitor the violence in the workplace program through review of information relative to workplace risk assessment, training records and incident reports.
- Participate in an annual program review and ensure violence risk assessments are conducted regularly.
- Participate as required in workplace inspections and investigation of incidents involving violence or threats of violence in the workplace.
- Provide expertise and assistance as required with workplace violence incident investigations and the development of violence prevention policies .
- Assist with the development of new or revised procedures specific to the workplace violence prevention program.

12.6.4 STANDARDS & PROCEDURES

The FSJPL will:

- Promote workplace safety for all staff, Board Trustees, volunteers, patrons, and other members of the public.
- Provide policies and access to educational tools to empower staff to identify potential situations of violence, de-escalate, or prevent violence, and appropriately respond to violence in the workplace.
- Ensure a violence risk assessment is conducted. Violence risk assessments must be conducted by the employer and a member of the JOHS committee.
- Ensure the implementation of policies, procedures, and arrangements to minimize the risk to staff, as identified by the violence risk assessment process.

- Ensure the policies comply with the Workers Compensation Act, Occupational Health and Safety Regulations, and the BCGEU Collective Agreement.

12.7 TABLE OF APPROVAL

Date of Original Approval	December 4, 2021
Date of Revision	
Date of Last Review	
Signature of Approval	AA

13.0 WORKING ALONE POLICY

13.1 PURPOSE AND STATEMENT

The Working Alone Policy is intended to make sure that Fort St. John Public Library (FSJPL) staff members are protected in situations where they are working alone, either on-site (i.e., in the library), or off-site in the community. Communication, and confirming where employees are always when on-duty is important to allow swift intervention by library management in the event of an emergency.

13.2 DEFINITIONS

According to the BC Occupational Health and Safety Regulation Working Alone (or in Isolation):

“Means to work in circumstances where assistance would not be readily available to the worker (a) in case of an emergency, or (b) in case the worker is injured or in ill health”. Further it describes: “Employees working alone or in isolation may be injured or at risk for violence when assistance is not readily available to them.”

13.3 APPLICATION

Under normal circumstances, **three** staff members are required in the library at any given time during open hours. All working alone and remote work hours need to be approved by the Director of Library Services prior to the start of said hours. There is no specific time limit, but preference for a minimum of 12-24 hours prior to the start of said hours.

There are however two regular instances where working alone occurs for FSJPL Staff:

1. **PERFORMING DUTIES ON-SITE** – Working in the library space after-hours or during scheduled and unscheduled closures.
2. **PERFORMING DUTIES OFF-SITE** – Library programming, attending events and local ceremonies.
3. **PERFORMING DUTIES REMOTELY/AT-HOME** – Performing job duties through remote computer access with FSJPL systems via the internet.
 - a. As of June 2023, this process applies to three full-time staff members whose duties can be performed anywhere with appropriate internet access and program suite access:
 - i. Accounts & Office Administrator – Payroll, processing financial payments, and handling invoices.
 - ii. Access Services Coordinator – processing inter-library loan requests.
 - iii. Library Technician – creating/editing MARC 21 records in catalogue, catalogue system troubleshooting, stats compiling and reporting, as well as collection item processing.
 - b. Remote work may apply to additional positions in future if applicable.

13.4 PROCEDURES

In the event of an emergency, call 911. Ensure your safety first.

1. **PERFORMING DUTIES ON-SITE**
 - Text or call Library Director or Manager:
 - Once you arrive (and when you expect to finish).
 - About any non-emergency situation.
 - Power failure, illness, etc.
 - Once you are finished and have left the premises.
2. **PERFORMING DUTIES OFF-SITE**
 - Homebound Delivery*
 - Text or call Library Director or Manager:
 - Once you arrive (and when you expect to finish) at the delivery residence.
 - About any non-emergency situation.
 - Power failure, illness, etc.
 - Once you are finished and have left the premises.
 - When you have completed deliveries.
 - Community Programming and Event Attendance*
 - Text or Call Library Director or Manager:
 - Once you arrive (and when you expect to finish).

- About any non-emergency situation.
 - Power failure, illness, etc.
- Once you are finished and have left the premises.

3. PERFORMING DUTIES REMOTELY/AT-HOME

- Plan prior and receive approval from Director of Library Services for these hours.
- Properly record and submit hours to Accounts and Office Administrator prior to intended pay period.

13.4 APPROVAL SCHEDULE

Date of Original Approval	
Date of Revision	
Date of Last Review	
Signature of Approval	

14.0 COMMUNICABLE DISEASE POLICY

14.1 PURPOSE AND STATEMENT

This policy is in place to reduce the risk of communicable disease transmission in the workplace, and to fulfill the requirements of the *Collective Agreement between the Fort St. John Public Library Association and the BC Government and Service Employees' Union (BCGEU)*.

14.2 AUTHORITY

Revisions to this policy can be authorized by the FSJPLA Board of Trustees as defined by the BC Library Act.

14.3 RELATED LEGISLATION & FSJPL POLICIES

- ✓ [COMMUNICABLE DISEASE PREVENTION: A GUIDE FOR EMPLOYERS](#)
- ✓ [WORKERS COMPENSATION ACT – COMMUNICABLE DISEASE PREVENTION](#)
- ✓ [BCCDC COMMUNICABLE DISEASES CONTROL MANUAL](#)
- ✓ [CONTROLLING EXPOSURE: PROTECTING WORKERS FROM INFECTIOUS DISEASES](#)
- ✓ [FSJPL CLEANING PROCEDURES](#)

14.4 APPLICATION

This policy applies to persons entering the premises of the Fort St. John Public Library (FSJPL), including but not limited to FSJPL staff, management, Board of Directors and volunteers, as well as Cultural Centre and City of Fort St. John staff, contractors, delivery personnel, visitors and patrons. This policy follows the guidance of Public Health and WorkSafeBC. “Public Health” herein refers to the Office of the Provincial Health Officer and local BC Medical Health Officers.

14.5 RESPONSIBILITY FOR POLICY

The Director of Library Services, or a supervisor (an employee requested to act in a supervisory capacity in the absence of management), is responsible for supervising adherence to this policy.

This policy will be reviewed by the Director and Manager every 6 months to ensure it meets all current cleaning requirements. In the case of Library Assistants, the Lead Library Assistant is also responsible for supervising adherence to this policy.

Concerns about adherence to this policy will be directed to the Director of Library Services, or in the case of Library Assistants, to the Lead Library Assistant. In the absence of the Director of Library Services or Designated Supervisor, concerns will be directed to the employee requested to act in a supervisory capacity in the absence of management.

Though educating others about safety expectations is recommended, any FSJPL staff member may refuse entry to anyone, other than FSJPL staff and management, who they deem not to be adhering to this policy.

All personnel retain the right to refuse unsafe work.

14.6 ILLNESS IN THE WORKPLACE

The following persons are prohibited from the premises:

- i) Anyone who has symptoms that are unusual for them to personally experience, including but not limited to fever, chills, sore throat, cough, loss of smell or tastes, difficulty breathing, loss of appetite, extreme fatigue or tiredness, body aches, diarrhea, headache, nausea or vomiting. Daily health assessment.
- ii) Anyone directed by their doctor or Public Health to self-isolate;

- iii) Anyone who develops symptoms while on library premises must put on a non-medical mask and leave the premises immediately. It is recommended that such people contact the Library Director, or a Supervising employee afterward and inform them of the symptoms so that safety precautions can be taken. After leaving the premises, they can call 811 for further instruction if needed.

14.7 PROCEDURES

HANDWASHING & PERSONAL HYGIENE

- a) All persons must wash or sanitize their hands:
 - i) On entering the library,
 - ii) Between completing tasks,
 - iii) Before and after touching shared equipment or tools,
 - iv) After using the washroom,
 - v) After coughing or sneezing and covering your face or using a tissue,
 - vi) After handling cash, library materials and other items that have encounter the public,
 - vii) Before and after using masks or other personal protective equipment,
 - viii) And in accordance with WorkSafe BC and/or BC Centre for Disease Control guidelines. [BC Centre for Disease Control handwashing guidelines](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf) are found at http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_Handwashing%20Poster_MD%20offices.pdf.

8) PHYSICAL DISTANCING & WORKPLACE DISEASE PREVENTION

- a) All symptom-displaying persons will be advised to maintain 6 feet (2 meters) distance apart from others.
- b) In situations where it is difficult to maintain 6 feet (2 metres) distance, wearing a non-medical mask is recommended if you are not fully vaccinated for Covid-19.
- c) All people must follow posted room occupancy limits.
- d) Make sure building ventilation is adequate. Coordinating with FSJPL's Landlord the North Peace Cultural Centre and Building Owner City of Fort St. John.
- e) Support employees in receiving vaccinations for communicable diseases as per the BCGEU.
- f) Ensure all employees understand the measures in your workplace. Make sure all supervisors are knowledgeable about your measures, practices and policies. Provide information signage and materials to workers.
- g) The Employer will involve the FSJPLJOHSC (Fort St. John Public Library Occupational Health and Safety Committee) when identifying and resolving workplace health and safety issues.
- h) Continuous evaluation and updating of this plan.
- i) Use workplace inspections and ongoing supervision to ensure measures are functioning properly, followed and maintained. I.e., we could check the cleaning lists etc.
- j) Monitor guidance, notices orders and recommendations from public health. Adjust plan as necessary.
- k) Update plan to reflect changes in your workplace including work processes, staff and premises.
- l) Make sure workers know how to raise safety concerns.

9) SAFETY ORIENTATION AND TRAINING

- a) Staff will receive a safety orientation at the beginning of their first day of in-library work.
- b) Updated training will be provided as necessary, when staff are given new tasks, and as recommended by Public Health.
- c) Ensure everyone entering the workplace, including workers from other employers, receives information about your measures, practices and policies for managing communicable disease. Post plan on website and share

10) CLEANING AND SANITIZATION

- a) Regular cleaning of the workplace and equipment will be performed according to FSJPL's cleaning procedures and schedules.
- b) Appropriate cleaning products and personal protective equipment will be provided.

11) KNOWN COVID-19 OR OTHER COMMUNICABLE DISEASE INFECTION

- a) If the Employer becomes aware of a workplace exposure to COVID-19 or other communicable disease, they will:
 - i) inform those who were on site during any period of potential exposure, and
 - ii) perform cleaning and sanitization according to applicable guidelines.

14.8 APPROVAL SCHEDULE

Date of Original Approval	
Date of Revision	
Date of Last Review	
Signature of Approval	

15.0 BUSINESS CONTINUITY POLICY

15.1 PURPOSE AND STATEMENT

FSJPL is committed to protecting the welfare of staff, contractors and visitors onsite and to the continued delivery of products and services to customers at acceptable levels, following a disruptive incident. FSJPL strives to meet all legal and regulatory requirements and continually improve business continuity so that our customers have an exceptional, uninterrupted, experience when engaging with our business.

15.2 PURPOSE AND STATEMENT

High level business continuity programme aims:

- Minimize the risk of disruptive incidents to time critical activities, required to deliver products and services, through collaboration with relevant disciplines.
- Establish appropriate business continuity targets and solutions for prioritized activities needed to continue the delivery of products and services following a disruptive incident.
- Embed business continuity across FSJPL so that it becomes business-as-usual and continuously improve the program.

15.3 BUSINESS CONTINUITY MANAGEMENT SYSTEMS

The business continuity program will be delivered using all reasonable standards. Responsibilities include:

FSJPLA Board

- Allocate executive responsibility for business continuity.
- Approve the business continuity policy and ensure the objectives of the program align with the strategic direction of FSJPL.
- Communicate the importance of business continuity to staff and the need to conform to the requirements of the Business Continuity Management System (BCMS).
- Provide direction and strategic support during crises when necessary.
- Participate in business continuity exercises and promote continual improvement.

Director of Library Services

- Appoint one or more persons to be responsible for the BCMS with appropriate authority and competency to establish, implement, maintain and improve the BCMS.
- Oversee the development and monitor the implementation of the BCMS to ensure it achieves its intended outcomes.
- Ensure the resources and budget needed for the BCMS are made available.
- Conduct quarterly reviews of the performance of the business continuity program.

Business Continuity Manager

- Director of Library Services will be the Business Continuity Manager.
- Develop the business continuity processes required to deliver the BCMS.
- Support and coordinate planning across departments. This includes:
 - o Provision of business continuity templates.
 - o Provision of training materials for completing the templates.
 - o Collaboration with relevant disciplines to address risk.
 - o Support and advice regarding appropriate business continuity solutions.
 - o Guidance for validating business continuity plans.
 - o Monitoring the progress of business continuity planning.
- Establish, maintain and improve a Business Continuity management plan.

Department Heads

- Understand the most serious risks that could disrupt prioritized activities and provide direction on business continuity planning priorities.
- Ensure the department resources needed for the BCMS are available by assigning responsibility for business continuity planning within areas of responsibility.
- Integrate business continuity into department business processes.

- Approve business continuity plans within areas of responsibility.

All Staff

- Report incidents to the Director of Library Service.
- Understand relevant business continuity plans and associated roles and responsibilities.
- The Director of Library Services will coordinate with the FSJPL OHS Committee, and FSJPLA Board of Trustees, relating to any disruptions.

15.4 BUSINESS CONTINUITY MANAGEMENT SYSTEMS

The BCMS will compliment and comply with other internal FSJPL policies.

15.5 APPROVAL SCHEDULE

Date of Original Approval	
Date of Revision	
Date of Last Review	
Signature of Approval	