HIGH PRAIRIE MUNICIPAL LIBRARY

BYLAW AND POLICY MANUAL

INDEX

The following are pour policy categories described by the Board Development Program. The board’s policies are organized according to the following categories described below.

**Framework Policies:** Framework policies clarify the organization’s philosophy, mission, and vision, and outline the beneficiaries the organization will serve.

**Board Self-Governance Policies:** Board self-governance policies state how the Board will govern itself and the Library. The policies set out the principles, rules, governing styles, roles, responsibilities, and functions of the membership, board, board members, committees, and include policy-making, board members code of conduct, recruitment, orientation, and training.

**Operational Policies:** Operational policies outline the Board’s direction for the personnel, financial, and program functions. They direct the actions of the director, staff, and volunteers. Policies are prepared for each organizational area: personnel, programs and services, and financial. Policies include a statement of intent (why), regulations (what), and procedures (how).

**Advocacy Policies:** Advocacy policies set out the organization’s response to matters affecting its relationship to the community. Advocacy policies establish how the organization will promote its mission and how it will respond to contentious matters. Advocacy policies create public awareness of a problem the organization perceives to exist or support for a solution.

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| Section | Number | Title |
| Framework | Policy A-1 | Mission, Belief Statement |
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| Board Self-Governance | Policy B-1 | Board Member Orientation |
| Board Self-Governance | Policy B-2 | Honoraria for Trustees |
| Board Self-Governance | Policy B-3 | Facilities |
| Operational | Policy C-1 | Collections |
| Operational | Policy C-2 | Resource Sharing |
| Operational | Policy C-3 | Freedom of Information |
| Operational | Policy C-4 | Computers / Internet |
| Operational | Policy C-5 | Financial Control |
| Operational | Policy C-6 | Personnel |
| Operational | Policy C-7 | Working Alone |
| Operational | Policy C-8 | Patron Code of Conduct |
| Operational | Policy C-9 | Unattended and Disruptive Children |
| Operational | Policy C-10 | Programs Policy |
| Operational | Policy C-11 | Animals in the Library |
| Operational  | Policy C-12 | Emergency Preparedness |
| Operational | Policy C-13 | Staff Board Appreciation |
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| Advocacy | Policy D-1 | Shut-in Service |
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| Appendix |
| Appendix 1 | Request for Reconsideration of Library Material |
| Appendix 2 | Manager’s Letter to Patron |
| Appendix 3 | Internet Use Parent / Guardian Permission Form |
| Appendix 4 | Confidentiality of User Records / Personal Information |
| Appendix 5 | Acceptable Use of Technology |
| Appendix 6 | Child Information Registration |
| Appendix 7 | Program Daily Sign In / Sign Out |
| Appendix 8 | Release forms for the Library Materials/ Equipment |
| Appendix 9 | Incident Report  |

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| Schedule A | Fees |
| Schedule B | Policies and Services |

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| By-Law 1 | Hours of operation, use of facilities and property |
| By-Law 2 | Materials normally loaned, interlibrary loan service |
| By-Law 3 | Inappropriate behaviour by person in library |