



Policy Statement

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Policy Statement

The Pictou-Antigonish Regional Library Board has established the following policies in addition to the provisions made by the Libraries Act and by the existing agreement between the Province of Nova Scotia and Municipalities and Towns participating in the Pictou-Antigonish Regional Library.

The Board follows the **Pictou-Antigonish Regional Library By-laws** for its operation.

1. Library Objectives

- a. To meet the informational, educational, recreational and cultural needs of the public through a well-organized collection of materials, both print and electronic, for all ages and educational levels, including timely and popular items, as well as those of permanent value.
- b. To provide an accurate, reliable information service, including reference, reader's advisory and programming.
- c. To provide Community access to the Internet.
- d. To co-operate with other community groups and agencies involved in meeting community information and educational needs.

2. Library Service

It is the Board's policy to encourage maximum use of the library service by the people of the Pictou-Antigonish area. It is the Board's policy to allow free access to all books and other materials in the Regional Library's collection, and to lend all books and materials with the exception of rare local history material, and books and materials required and designated for reference purposes. It is the Board's policy to offer public access to the Internet. This service is governed by the "Public Access to the Internet Agreement".

3. Branch Libraries

Branch libraries are established with the assistance and cooperation of the participating municipality. It is the Board's policy to consider the establishment of branch libraries in communities where the resident population is large enough to warrant library service of not less than 15 hours per week and using the following guidelines:

- a. That the "Standards for Nova Scotia Regional Public Libraries" (Nova Scotia Department of Education, 2001) be consulted to determine requirements.
- b. Ability of the Board to financially support a new branch.

- c. The effect that a new branch would have on the standard of services in other branches and Borrow by Mail, including Regional Library Headquarters.
- d. Priority of application.
- e. Population of community, including total number, age, distribution, whether it is rising or declining.
- f. Distance from existing branches.
- g. Availability of Books by Mail or other library service delivery methods.
- h. Provincial Library regulations, especially financial support.
- i. Community support.
- j. Other factors which may arise, such as changes to municipal boundaries or regional library boundaries that would affect the population served by the Board.

4. **Borrow by Mail**

Borrow by Mail Service is provided to those eligible rural residents of Antigonish and Pictou Counties.

5. **Unexpected Closure**

It is the policy of the Board to maintain regular hours of service in all branches. In the event of unexpected closure, due to weather, temperature in branch, etc., the **Closure Policy** is followed.

6. **Borrowing Privileges**

Anyone in the Pictou-Antigonish area may become a borrower by completing an application form. Children under 14 years of age must have their parent's or guardian's signature on their application form.

Each registered borrower accepts the regulations of the library with regard to the following borrowing privileges:

- a. The normal loan period will be a 3-week period.
- b. Borrower's card may be used at any Branch Library.
- c. The library reserves the right to limit the number of items borrowed.
- d. In alignment with other One Library Card Alliance regional libraries, the regional library does not charge overdue fines. The board recognizes there is a small amount of fine revenue lost due to this policy, but believes fines can deter many persons from borrowing materials at all.
- e. Borrowers will be charged for lost or damaged books.

- f. Failure to return material or to pay replacement costs may force the Library Board to take the matter to a Collection Agency or Small Claims Court.

7. Visitors

The Pictou-Antigonish Regional Library extends borrowing privileges to any resident of Nova Scotia possessing a valid library card from any other regional library in Nova Scotia. Temporary residents wishing to join the library do so under the regular procedures. Material from other libraries in Nova Scotia will be accepted and returned to the appropriate library.

8. Code of Conduct

The Board maintains a **Code of Conduct Policy** that outlines the expectations of staff to library users and library users to staff.

9. Conduct in the Library

The Library Staff and/or Security Officer(s) shall have the authority to order anyone creating a disturbance, abusing library privileges or damaging library property or equipment, to leave the library. In the event that such action is required it shall be done in accordance with procedures recommended by Board legal counsel and/or law enforcement officials as outlined in the **Conduct in the Library Guidelines**.

10. Displays in the Library

When practical, libraries may display material from individuals and/or businesses for the public to view. The guidelines for this may vary from branch library to branch library. Such displays will be for a pre-arranged time period and may be accompanied by supporting library material when possible. The Library Board is not responsible for and do not carry insurance for any material not owned by the Regional Library Board.

11. Use of Library Facilities for Community Programming

The Board encourages the use of library facilities for programming that benefits the Community and encourages volunteerism. Programming is limited to physical space in the library, staff availability for security purposes and the proximity of other available venues. Each branch library will have its own guidelines based upon space and equipment.

12. Acquisition of Equipment, Supplies, Insurance, Library Materials and Vehicles

It is the policy of the Pictou-Antigonish Regional Library Board to purchase equipment, supplies, insurance, library materials, vehicles and services wherever the best value and service can be obtained. Library vehicle purchases are tendered to all interested local dealers and a staff recommendation is forwarded to the Finance Committee for decision.

13. Library Materials Selection and Reconsideration

The selection of books and materials is governed by the **Materials Selection Policy**. This includes reconsideration of materials,

14. Gift of Materials

All donations of materials are accepted with the understanding the library is free to dispose of them in any way. All donated materials are subject to the same selection standards as purchased materials. Gifts not added to the collection may be given to local organizations for fund raising purposes.

15. Financial Gifts

Financial donations to the Regional Library, or to a specific branch library are gratefully accepted, and where appropriate, publicized and/or recognized. Official receipts for income tax purposes are available.

16. Personnel

It is the policy of the Board to advertise for all permanent positions. The Library Board maintains a current **Staff Manual** describing the rules and regulations for all personnel-related matters.

17. Confidentiality of Library Records

It is the policy of the Board to ensure the privacy of the users of its services and to consider any library records confidential in nature. Library records are for the sole purpose of protecting public property and are not to be used directly or indirectly to identify the types of materials used by individual library users.

Library records will be made available only on a court order or a subpoena as authorized under federal, provincial or municipal law. Any costs incurred by the library in any search through records, even under court order, shall be chargeable to the agency demanding such a search.

18. Use of Volunteers

The Pictou-Antigonish Regional Library Board supports the use of volunteers, at the discretion of senior staff. The intent is for volunteers to assist the paid staff who are the primary service providers and not to replace the duties carried out by staff. Library staff are to supply the appropriate supervision and direction for the volunteers.

19. Friends of the Library

The Pictou-Antigonish Regional Library Board supports the creation of Friends of the Library Groups where community interest is evident. Friends of the Library Groups are governed by the **Board's By-Laws for Friends of the Library Groups**.