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Pictou-Antigonish Regional Library

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 it's operation.

1. Library Objectives

1. 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.

2. To provide an accurate, reliable information service, including reference, reader's advisory and programming.

3. To provide Community access to the Internet.

4. To co-operate with other community groups and agencies involved in meeting community information and educational needs.

1. 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:

- That the "Standards for Nova Scotia Regional Public Libraries" (Nova Scotia Department of Education, March 1998) be consulted to determine requirements.

- *Ability of the Board to financially support a new branch*
- *The effect that a new branch would have on the standard of services in other branches and Books By Mail, including Regional Library Headquarters.*
- *Priority of application.*
- *Population of community, including total number, age, distribution, whether it is rising or declining.*
- *Distance from existing branches.*
- *Availability of Books By Mail or other library service delivery methods.*
- *Provincial Library policy, especially financial support.*
- *Community support.*
- *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. **Books By Mail**

Books-By-Mail Service is provided to those eligible rural residents.

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:

1. *The normal loan period will be a 3 week period.*

2. *Borrower's card may be used at any Branch Library.*
3. *The library reserves the right to limit the number of items borrowed.*
4. *Purpose of fines is to encourage prompt return of library materials borrowed, for the benefit of other users, rather than a source of income.*

Fines will be charged for materials borrowed in the branch libraries and kept beyond the due date. The fine is 10 cents per day, per library item. Maximum fine is \$2.00 per item.

Senior citizens are exempt from fines for overdue materials. Books By Mail users are exempt from fines for overdue materials due to postal service inconsistencies. Talking book and Institutional borrowers are exempt from fines.

5. *Borrowers will be charged for lost or damaged books.*
6. *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. 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.

9. Displays in the Library

When practical, libraries may display material from individuals and/or businesses for the public to view. 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.

10. Use of Library facilities for Community Programming

The Board encourages the use of Library facilities for programming that benefits the Community. Programming is limited to physical space in the library. For the New Glasgow

Library, the Board follows “Library Program Room Usage Policy”. The River John Library & Innovation Centre follows the “Program, Meeting & Display Space Policy”.

11.. *Acquisition of Equipment, Supplies, Insurance, Library Materials & 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.

12. *Library Materials Selection*

The selection of books and materials is governed by the Materials Selection Policy.

13. *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 service clubs for fund raising purposes.

14. *Financial Gifts*

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

4. *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.

5. *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.

6. *Use of Volunteers*

The Pictou-Antigonish Regional Library Board supports the use of volunteers, at the discretion of senior staff. These volunteers assist the paid staff who are the primary service providers. Library staff are to supply the appropriate supervision and direction for the volunteers.

7. *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".

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Policy Statement

Amended November 2001