

Policy Number:	Public Library Policy – PL - 01-2003
Coverage:	Village of Belledune
Council Approval:	<u>03 / 01 / 13</u> Y M D
Effective Date:	<u>03 / 01 / 13</u> Y M D

PUBLIC LIBRARY POLICY

Policy:

It is the policy of the Municipality of Belledune that the library be a place within our community that citizens of all ages may experience, enjoy and use as a reference to knowledge.

1.0 Specific Objectives:

- 1.1 The objectives of this policy are to:
- a) ensure that the citizens have access to reading and research materials
 - b) allow for an environment that is customary to these types of surroundings.
 - c) commit to the citizens that they will have a quiet and informative library where they can gather information at specific times.

2.0 Responsibilities:

- 2.1 The Council will:
- a) review the Belledune Public Library Policy and make any amendments considered appropriate.
 - b) take recommendations from the librarian on material that should be added for a more complete facility.
 - c) establish a consistent time frame that the facility will be opened.
 - d) enforce all guidelines established.
 - e) make this a smoke free area.
- 2.2 The librarian will:
- a) report to Council any recommendations considered appropriate.
 - b) prepare a documented inventory of all books within the library.
 - c) monitor all books that leave and/or enter the library by having and keeping documented inventory.
 - d) prepare a system that would allow for a controlled evaluation of any book within the library. This should include the name, address and phone number of any person removing any material belonging to the municipal library.
 - e) offer a quiet and smoke free atmosphere to all that wish to enjoy the area.
 - f) be polite, courteous and helpful to any citizen requesting assistance.

- g) provide for Council a copy of documented records that will show the group of people using the library. Note: Group refers to: child, teen, adult, senior.
- h) prepare a documented report for Council on any book or property that is not returned, is returned damaged or not in the same condition as when it was removed, along with the course of action taken by the librarian.
- i) All reports mentioned above will be submitted monthly to Council, by the first Monday of each month.

Adopted the 13th day of January 2003

Brenda Cormier
Clerk/Treasurer

Joe Noel
Mayor