

Douro-Dummer Public Library Foundation Documents and Policy Manual

Introduction

Policy Development at the Douro-Dummer Public Library

In accordance with the **Public Libraries Act**, R.S.O. 1990, c.P44, s.3(3), the Douro-Dummer Public Library is under the management and control of the board. The board has the sole authority and responsibility for establishing policy at the Douro-Dummer Public Library.

Policies set the framework for the governance and operation of the library and provide direction to board and staff. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and staff are responsible for knowing, understanding and complying with the policies of the Douro-Dummer Public Library. The process for developing and reviewing policies at the Douro-Dummer Public Library will be as follows:

1. The board will:
 - a) Establish a schedule to review existing policies and will integrate this schedule into the board agendas
 - b) Review specific policies as deemed necessary or required, despite review dates marked on the policy,
 - c) Ensure that policies comply with the **Public Libraries Act**, any applicable municipal bylaws provincial and federal legislation
2. The development of a new policy or the revision of an existing policy can come from several sources:
 - a) the Chief Executive Officer
 - b) a member of the board
 - c) the council
 - d) provincial government (e.g. required provincial legislation)
 - e) a member of the public
3. The board will:
 - a) receive all policy changes, in draft, seven days prior to the next scheduled board meeting
 - b) introduce a new policy or policy change through a motion at a duly constituted board meeting
 - c) approve all policies at a duly constituted board meeting.
4. All policies will be:
 - a) documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review
 - b) included in the Douro-Dummer Public Library Policy Manual
 - c) be accessible to the public, either in print format or by the library website

Douro-Dummer Public Library –Documentation Table of contents

Introduction: Policy Development Process			
Library Documentation (in order of appearance in this manual)	Policy Number	Date of current issue	Date of next required review
Foundation Documents			
Mission Statement	DDPL Foundation-001	February 2024	As needed
Vision Statement	DDPL Foundation-002	February 2024	As needed
Statement of Values	DDPL Foundation-003	February 2024	As needed
Statement of Intellectual Freedom	DDPL Foundation-004	February 2024	As needed
Respect and Acknowledgement Declaration	DDPL Foundation-005	February 2024	As needed
Statement for Equity, Diversity, and Inclusion	DDPL Foundation-006	February 2024	As needed
Board Bylaws			
Board: General	DDPL By-law-001	October 2023	2027
Composition of the Library Board	DDPL By-law-002	October 2023	2027
Meetings of the Board (formerly Board Meeting Policy)	DDPL By-law-003	October 2023	2027
Meetings of the Board: Agenda (formerly Board Agenda Policy)	DDPL By-law-004	October 2023	2027
Meetings of the Board: Minutes (formerly Board Minutes Policy)	DDPL By-law-005	October 2023	2027
<i>Officers' Terms of Reference (need this one)</i>	DDPL By-law-006	October 2023	2027
<i>Amendment of By-laws</i>	DDPL By-law-007	October 2023	2027
Governance Policies			
Powers and Duties of the Board	DDPL-Gov-001	April 2023	2027
Board-Conflict of Interest Policy	DDPL-Gov-002	April 2023	2027
Board Planning Policy	DDPL-Gov-003	April 2023	2027
Duties and Responsibilities with respect to Advocacy	DDPL-Gov-004	April 2023	2027

Board Financial Policy/Board Duties and Responsibilities for Financial Oversight	DDPL-Gov-005	April 2023	2027

Library Documentation (in order of appearance in this manual)	Policy Number	Date of current issue	Date of next required review
<i>Personnel Policies</i>			
Human Resources Management including Personnel Records	DDPL-Per-001	April 2023	2027
Hiring, Staff selection and assignment (including Procedures for Hiring)	DDPL-Per-002	April 2023	2027
Dress Code	DDPL-Per-003	April 2023	2027
Lieu Time	DDPL-Per-004	April 2023	2027
Travel Expenses	DDPL-Per-005	April 2023	2027
Health and Safety	DDPL-Per-006	April 2023	2027
Prevention of Workplace Violence (annual review required)	DDPL-Per-007	April 2023	ANNUAL
Working Alone	DDPL-Per-008	April 2023	ANNUAL
Respect in the Workplace	DDPL-Per-009	April 2023	ANNUAL
Code of Conduct (Staff and Volunteers)	DDPL-Per-010	April 2023	2027
<i>Volunteer Policies</i>			
Volunteer Policy	DDPL-Vol-001	April 2023	2027

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Operational Policies			
Circulation and User Fees	DDPL-OP-001	June 2023	June 2027
Resource Sharing	DDPL-OP-002	June 2023	June 2027
Confidentiality of Patron Information Policy	DDPL-OP-003	June 2023	June 2027
Children in the Library	DDPL-OP-004	June 2023	June 2027
Internet Services Policy	DDPL-OP-005	June 2023	June 2027
Accessible Customer Service Policy	DDPL-OP-006	June 2023	June 2027
Meeting Accessibility for Ontarian with Disabilities Act (AODA) Requirements Policy	DDPL-OP-007	March 2023	March 2027
Use of Technology (by staff)	DDPL-OP-008	June 2023	June 2027
Community information	DDPL-OP-009	June 2023	June 2027
Purchasing and Procurement Policy	DDPL-OP-010	Township's	June 2027
Disbursement / Disposal of Equipment (DRAFT)	DDPL-OP-011	June 2023	June 2027
Animals in the Library Policy	DDPL-OP-012	June 2023	June 2027
Petty Cash operation	DDPL-OP-013	June 2023	June 2027
Safety and Emergency	DDPL-OP-014	July 24, 2023	Annually by D-D Fire Chief and Township CAO
Others may be added as developed and brought to the Board			