

Sheep River Library Policy Manual

Table of Contents

1. Table of Contents

2. Overview

- A. Sheep River Library Historical Review
- B. Governance
- C. Intermunicipal Agreement
- D. Marigold Library System
- E. Statement of Intellectual Freedom
- F. Plan of Service 2011 2016

3. Bylaws

- A. Governance
- **B.** Library Operations
- C. Personnel
- D. Finance
- E. Programs
- F. Advocacy
- G. Technology

4. Sheep River Library Board

- A. Terms of Reference
- B. Code of Ethics
- C. Trustees
- D. Responsibilities of Board Positions
- E. Trustee Orientation and Education
- F. Policy Making

5. Library Operations

- A. Hours of Operation
- B. Library Borrower Card
- C. Lending Policy
- D. Acquisition Policies
- E. Resource Sharing
- F. Art Display Guidelines
- G. Facilities Rental
- H. Community Archives
- I. Respectful Workplace
- J. Records Management

6. Personnel

- A. Library Board Responsibilities
- B. Employment
- C. Grievance Procedure
- D. Hours of Work and Remuneration
- E. Qualification and Hiring Procedures
- F. Probationary Period and Performance Appraisals
- G. Resignation, Retirement, Dismissal
- H. Awards and Recognition
- I. Staff Development
- J. Library Manager Job Description
- K. Volunteers
- L. Code of Ethics for Volunteers
- M. Standards for Volunteer Involvement
- N. Qualifications and Hiring Procedures for Volunteers
- O. Grievance and Dismissal Procedure for Volunteers

7. Finance

- A. Library Board Responsibilities
- B. Signing Authority
- C. Insurance
- D. Treasurer
- E. Library Manager
- F. Bookkeeper
- G. Payroll
- H. Financial Auditor
- I. Funds Development Chair
- J. Budget

- K. Base Funding
- L. Library Generated Revenue
- M. Friends of the Sheep River Library Foundation
- N. Grants
- O. Donations

8. Programs

- A. Library Board Responsibilities
- B. Social Media
- C. Traditional Print
- D. Personal Approach

9. Advocacy

- A. Library Board Responsibilities
- B. Social Media
- C. Traditional Print
- D. Personal Approach

10. Technology

Under Development

11. Funds Development

- A. Funds Development Chair
- B. Committee Responsibilities
- C. Grants
- D. Donor Recognition