

The Library Manager, in conjunction with the Board, shall establish a reasonable range of opening hours to ensure community access.

Summer hours may come into effect pending Board approval.

Library Hours:

Monday, Friday	10:00 a.m. to 5:00 p.m.
Tuesday, Wednesday, Thursday	10:00 a.m. to 7:00 p.m.
Saturdays	10:00 a.m. to 2:00 p.m.
Sundays	Closed
Public Holidays & Long Weekends	Closed

2.2. Freedom of Information and Protection of Privacy

Created 03/06

Revised 03/21

The Board and Library personnel are subject to the Freedom of Information and Protection of Privacy Act (FOIPPA) and should be familiar with the FOIP Act's privacy provisions including the collection, use, disclosure, accuracy, linkage and disposition of personal information.

Guidelines and Procedures

- All patron records will be kept confidential but may be shared with resource sharing libraries for collecting fines and retrieving borrowed materials.
- By signing up for a library membership, borrowers acknowledge that their contact information may be available to other libraries for these purposes.
- Board Members, staff and volunteers will hold all personal information of staff and patrons (including patrons of any other libraries) in confidence.
- No records are kept of the frequency or content of visits to the library by specific patrons **unless agreed upon by patron. Maintain reading list in Polaris will default to "no", unless specified by patron on TRAC application form.**
- Staff and volunteers are not to discuss the reading habits of individual patrons.
- No personal information will be provided to anyone for any reason except when a written court order is provided or where required by law (in written format).

2.3. Personal Information Banks

Created 04/11

Revised 04/21

Regular business practices of the Library involve the retention of personal information including employee, board member, and patron records.

Employee Records may include:

- Employees and/or volunteer applications and resumes.
- Employee timesheets, social insurance number, earnings, income tax records, performance evaluations, and correspondence.
- Contact information including address, phone number, and email.

Board Member Records may include:

- Application to join the Board, record of appointment, years of service or length of term, and position(s) held.
- Contact information including address, phone number, and email.