

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.

Patron Records may include:

- Electronically stored information in the Library's ILS database.
- Legal name, address, phone number, date of birth, parent or guardian name, email address and membership type. Gender identity is optional and is left to patron discretion.
- Program/participant list may contain name, age, phone number, and membership number.
- Reference question forms may contain patron's membership number.
- Interlibrary loan materials may contain the last 4 digits of the patron's phone number.

2.4. Record Retention & Destruction**Created** 11/08**Revised** 03/17**Guidelines and Procedures**

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained. The Library Manager will maintain adequate records to compile monthly and annual reports to comply with federal rules, regulations and provincial legislation including:

- The Income Tax Act of Canada
- Province of Alberta Freedom of Information and Protection of Privacy Act (FOIP)

The Gibbons Public Board will retain the library records based on the schedule outlined in the Record Retention and Destruction Policy 2.4

A) Retention of Library Records

Permanent library records will be stored in the library office at the Library and at the Town office as outlined in the Record Retention Schedule. Board Documents should be digitally backed up monthly to the **Library Manager's cloud storage account** and physically stored in a designated Board Documents folder. Older hardcopy documents may be moved into bankers' boxes for further storage. All documents moved into boxes should be properly labeled and secured.

B) Disposition of Library Records

Following the time guidelines outlined in policy, the Library Manager shall compile a list of Library records which have been selected for disposal. The list of records for disposal shall be given to the Board. The Board shall call for a motion for the destruction of the records at the next regularly scheduled Board meeting.

The Library Manager will be responsible for the proper and complete destruction of the records destroyed under this policy, and will, as soon as possible, report the destruction of records to the Board.

C) Record Retention Schedule

The types of records and their corresponding action, as set out in this schedule, include:

Permanent Records → Keep	The original records shall be preserved and never destroyed. These may include hardcopy, digital, and flash drive copies.
Replaced Records → Replace	Annual forms shall be replaced yearly or replaced after a designated amount of time.
Destroyed Records → Destroy/Shred → Recycle	Records shall be destroyed without any copies being retained

See (Appendix N) Record Retention Schedule