

- If not satisfied with the recommendation of the Board, a written appeal must be made to the Board within 30 days. The appeal will be added to the agenda of the next regularly scheduled Board meeting for reconsideration.
- Notice of the final determination will be sent to the challenger within 30 days of the Board meeting.
- The challenged material(s) will remain in the collection until the final determinations is made.

### 3.7. Donation of Materials

**Created** 03/06

**Revised** 05/17

The Library is happy to accept donations from patrons and community members and will use the following criteria to ensure the efficient use of donated materials.

#### **Guidelines and Procedures**

The Library **will** accept the following materials:

- o Fiction Books (paperbacks and hardcovers)
- o Non-Fiction Books that have been purchased in the last 5 years.
- o Children's Books
- o Gently used DVD's
- o Audio Books on CD

The Library **will not** accept the following materials:

- o Encyclopedia sets
- o Textbooks
- o Specialized journals
- o Magazines
- o Materials in poor condition (i.e. - yellowed, worn, dusty, damp, moldy, torn, or smelly items).
- o Cassettes, VHS, vinyl records,
- o Computer software or games.
- o Reader's Digest abridged/condensed books.
- o Comic Books
- o Burned or sample CDs or DVDs

Upon donation, all materials become the sole property of the Library. The Library Manager will determine which materials may be added to the Library collection and which materials be sold at the Library Book Sale. Any funds generated will be used to enhance library services. Charitable receipts cannot be issued for donated material.

## **4. LIBRARY PERSONNEL**

### 4.1. Personnel Policy

**Created** 03/06

**Revised** 05/17

#### **Definitions**

Library personnel are defined as any person, either paid or volunteer, who is entrusted with the operation and security of the Library and who provides Library services to the community.

## Board Responsibilities

The Board shall ensure:

- That the Library is suitably staffed by knowledgeable qualified employees.
- That the Library is a safe and equitable workplace for its staff and volunteers.
- That all new personnel be given orientation and training suitable to the needs of their position. A copy of their job description and access to the Board policy manual shall also be provided.
- That job descriptions for each staffed position exist and are reviewed as part of the performance appraisal process. See (Appendix E) (Appendix G).

## Personnel obligations:

All Library personnel, either paid or volunteer, shall:

- Be familiar with the goals and objectives of the Library as well as its policies and procedures.
- Have the ability and desire to help patrons find information and access Library services.
- Be bound to the Library code of conduct

4.2. Personal Suitability of Volunteers
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Created 02/10
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Revised 05/17
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The Library shall be staffed in part by community volunteers as determined by the Library Manager.

## Guidelines and Procedures

Volunteers shall:

- Have adequate computer knowledge & skills and be willing to undergo training to become proficient in library software.
- Possess an appreciation for literature and books.
- Be a minimum of 18 years of age if working un-supervised.
- Have excellent organizational skills.
- Be willing to take initiative and follow directions easily.

4.3. Staff Performance Reviews
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Created 02/10
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Revised 05/17
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All employees of the library shall be evaluated on an annual basis to provide ongoing development opportunities.

## Guidelines and Procedures

For Staff

- Library staff shall complete a goal setting exercise (Appendix H) and submit it to the Library Manager prior to his/her anniversary date as determined by the Library Manager.
- The Library Manager will set a date for a review meeting with the library staff member.

For the Library Manager

- The Library Manager shall complete a goal setting exercise (Appendix H) and submit it to the Board at the last regular board meeting prior to his/her anniversary date.
- At this board meeting, a sub-committee of two shall be struck to fill out a performance appraisal (Appendix D) and set a date for meeting with staff to review and complete.
- The sub-committee will meet at least two weeks prior to conferring with the staff person.
- The appraisal shall be provided to the manager prior to the review meeting.
- Any training or development recommended by the Board will be discussed at the time of appraisal.