

Policy #10 – Facilities Policy

10.1 The Three Cities Public Library is housed in E.H. Walter School and is operated in conjunction with the school Library Commons Area.

10.1.1 Janitor services, security etc. are the responsibilities of the School Board or the Principal as laid out in the “Agreement for the Operation of a Joint Public and School Library” hereafter referred to as the “Joint Agreement”

10.1.2 It is the responsibility of the Library Manager to notify Buffalo Trail of any maintenance and repairs required in the facility

10.1.3 It is the responsibility of the Library Manager to keep a Copy of the Joint Agreement and notify the board of annual and 5 year renewal requirements

10.1.4 It is the responsibility of the Board to ensure that adequate Insurance is held to replace all assets of the Public Library

10.1.5 It is the responsibility of the Library Manager to ensure that an up to date asset list for the Public Library is maintained.

10.2 Conditions for use of Areas of the Library not normally used for Public Library Service

10.2.1 As our Library does not house a “separate meeting area” we do not require policy regarding such.