

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: General Information

Policy Number: LIB-00-001

Title: Definition and Clarification of Terms

Clarification of terms:

For the purposes of these policies:

1. Gender neutral pronouns, such as "they", are to be used as each policy is considered for updating. Prior to updating, existing policies will continue to use "male" pronouns which shall also include "female" and vice versa. Where "he", "she" or their derivatives are used, the one shall include the other gender term.
2. Words in the singular include the plural, and vice versa.
3. Where a word is defined, other parts of speech and tenses of that word have corresponding meanings.

Definitions:

The Act – refers to the *Libraries Act* of the Province of Alberta, as amended or repealed from time to time.

Borrower - a person who borrows materials from the Library using their library card.

Board – the governing body of the Vegreville Centennial Library, appointed under the Libraries Act to carry out the administration of the Vegreville Centennial Library, otherwise known as the Town of Vegreville Library Board.

Board Member – a person who has been appointed to the Town of Vegreville Library Board. Also called a Trustee or Board Trustee.

Bylaws – The Library Bylaws which govern the safety and use of Library facilities, as required by the Libraries Act.

CAO – Chief Administrative Officer of the Town of Vegreville.

Cardholder - any resident of Vegreville Centennial Library service area who has paid the necessary cardholder fees and has been issued a Vegreville Centennial Library card. Each individual is issued their own library card, for their use only.

Casual employees - Employees who work on a relief, call-in or casually scheduled basis.

Community Services Director – the Community Services Director of the Town of Vegreville.

Due Date – the date that materials which have been borrowed from the Library must be returned.

Employee – a person who is employed by the Town of Vegreville Library Board or Vegreville Centennial Library and is paid a salary or wage. Also collectively referred to as library staff. Does not include Volunteers.

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Definition and Clarification of Terms

Employer - the Town of Vegreville Library Board or Vegreville Centennial Library.

Full-time employees - Employees who hold a permanent position and work a full-time equivalent, as defined by their working hours.

Interlibrary loan – otherwise known as an ILL, an interlibrary loan is borrowing or loaning of library materials from/to another library within Canada.

Just Cause - this refers to any of the following: gross misconduct, insubordination, negligence, dishonesty, inadequate performance, or absence from duties without prior approval from the Manager or the Board.

Library or the Library – refers to Vegreville Centennial Library

Library Manager - the person appointed by the Board to manage the Library. Also referred to as the Manager.

Library materials or Library resources - every form of permanent record in the collection of the Vegreville Centennial Library, including both physical and electronic media.

Library system – a library system that has been established or a regional library system that was continued under Part 2 of the Libraries Act.

Library System Board – the governing body of a library system.

Loan period – the length of time that materials may be borrowed from the Library, which is dependent on the type of materials borrowed.

MELibraries - is Alberta Wide Borrowing - a web-based service that allows customers with a library card from a participating library to borrow in person the physical collections at all other participating libraries.

Minister – the Minister determined under section 16 of the Government Organization Act as the Minister responsible for the Libraries Act.

Municipality – means a city, town, village, summer village, or municipal district, as defined in the Libraries Act.

Non-resident - patrons residing in a municipality that is not a member of the Northern Lights Library System or another TRAC library.

Northern Lights Library System – also known as NLLS, The Northern Lights Library System is one of the seven regional library systems across Alberta, helping deliver comprehensive, efficient library services to all Albertans, regardless of where they live. The Vegreville Centennial Library is a member of NLLS.

Out-of-Service-Area Residents – Patrons who reside within a TRAC member municipality but outside of Vegreville Centennial Library's service area.

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Definition and Clarification of Terms

Part-time employees – Employees who hold a temporary position and work less than a full time equivalent, as defined by their working hours.

Patron - anyone who uses the services of the Library, not all of which require that they be a Library cardholder.

Pension Plan - the Local Authorities Pension Plan.

Permanent employees - Employee who have been appointed to a permanent position and who have successfully completed the required probationary period.

Permanent position - a position established by the Board as permanent,

Polaris – the software TRAC member libraries use to perform library tasks.

Public - the community at large.

Regulation(s) – refers to the Libraries Regulation AR 141/98 Consolidated up to 134/2018. Authority for the Libraries Regulation is provided by section 40 of the Libraries Act, Chapter L-11.

Service area – The region that Vegreville Centennial Library receives government funding to serve. This includes the Town of Vegreville and the County of Minburn.

TAL – TAL refers to The Alberta Library. The Alberta Library is a province-wide library consortium that facilitates and actively initiates cooperative activities.

TAL cardholder – Anyone who carries a TAL card is a TAL cardholder. Generally TAL cardholders are postsecondary students that have been issued a card by their institution's library. TAL cardholders can borrow up to 5 books at any member library of TAL. These items may be returned at any public library in Alberta. TAL cardholders cannot borrow any non-print materials.

Temporary employees – Employees who hold a temporary, non-permanent position.

Town or the Town – refers to the Town of Vegreville.

Town Council – the governing body of the Town of Vegreville. May also be referred to as Council.

Town of Vegreville Library Board - those members appointed under the Libraries Act to carry out the administration of the Vegreville Centennial Library. May also be referred to as The Board. (see also Board member)

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Definition and Clarification of Terms

TRAC Consortium - The Regional Automation Consortium. TRAC is a partnership of four regional library systems: Marigold Library System, Northern Lights Library System, Peace Library System, Yellowhead Regional Library, and their member libraries. The four system headquarters plus their member public libraries operate a library automation system.

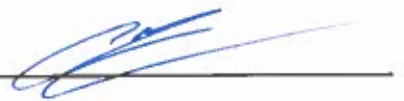
TRAC Cardholder - a person who holds a library card for any library in the TRAC Consortium, including Vegreville.

TRAC Library – a library which is a member of one of the four library systems which are members of TRAC.

Volunteer – a person who freely offers to participate in any Library task.

Date Approved: March 25, 2021

Board Chair Signature: _____



Date to be Reviewed: March 2024