

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-016

Title: Personal Information Banks

Vegreville Centennial Library collects personal information about its patrons, employees and volunteers to facilitate the business of the library. This policy ensures that procedures are followed that comply with the Freedom of Information and Protection of Privacy (FOIP) Act and Regulation and maintain the privacy of library employees, volunteers, and patrons, while also serving the needs of the Library. Personal information banks kept by the library are listed below.

1. Employee Human Resources Records

Purpose: To support administration and payroll functions, including hiring of employees.

Location: Library Building or Town of Vegreville Administration Building.

Information contained: Name, address, phone number, birth date, social insurance number, employment commencement date, salary grid placement, emergency contact information, payroll deductions, benefit plans, vacation status and sick leave of each library employee.

Users: Library Management (or designate), Board Members (for records relating to the Library Manager), or Town of Vegreville Administration Employees.

2. Employee Evaluation Records

Purpose: To facilitate the professional development and potential termination of library employees.

Location: Library Building or Town of Vegreville Administration Building.

Information contained: Employment contracts, performance evaluations, reprimands and commendations, and training certificates obtained for each library employee.

Users: Library Manager, Board Members (for records relating to the Library Manager).

3. Volunteer Management Records

Purpose: To support the management of library volunteers, to allow employees to collect information from volunteers about their volunteer experience and for statistical purposes.

Location: Library.

Information contained: Name, address, phone number, emergency contact information, and performance evaluations of each volunteer.

Users: Library Manager, Employees.

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4. Library Employee, Volunteer and Board Member Contact Records

Purpose: To facilitate contact between and among library employees, volunteers, and board members.

Location: Library building, Library employees', volunteers', or board member's homes.

Information contained: Names, addresses and phone numbers of library employees, volunteers and board members.

Users: Library Employees, Volunteers and Board Members.

5. Borrower Database Records

Purpose: To provide patrons with library services at participating member libraries of TRAC and The Alberta Library. It may be shared with these libraries to verify membership and to collect fines or debts owing, to provide information about library services and for statistical purposes.

Location: Library and all Public Libraries that are a part of TRAC (as part of the Integrated Library System used by the Library).

Information contained: Name, address, telephone numbers and email address of library members.

Users: Library Employees.

6. Interlibrary Loan Records

Purpose: To allow patrons use of materials from other libraries and library systems, to ensure that these materials are returned in a timely manner and for statistical purposes.

Location: Library and all Public Libraries that are a part of TRAC (as part of the Integrated Library System used by the Library).

Information contained: First and last names of library members who borrow materials from other library systems.

Users: Library Employees.

7. Facility Rental Records

Purpose: To manage the use of the meeting room and auditorium facilities at Vegreville Centennial Library and to collect fees for their use.

Location: Library Building or Town of Vegreville Administration Building.

Information contained: Names, addresses and phone numbers of persons who rent these facilities.

Users: Library Employees, Town of Vegreville Administration Employees.

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8. Internet Sign-Up Records

Purpose: To enforce the appropriate use of public access computers and for statistical purposes.

Location: Library.

Information contained: First and last names of patrons who use the public access computers at the Library.

Users: Library Employees.

9. Program Participation Records

Purpose: To facilitate contact with program participants, to allow employees and volunteers to collect information about library programs and services from participants and for statistical purposes.

Location: Library.

Information contained: First and last names of program participants, the names of participants' adult guardians (in the case of some children's programs), participants' phone numbers, signed liability waiver forms, and signed photo release forms.

Users: Library Employees and volunteers.

10. Underage Internet Use Forms

Purpose: To ensure that parents are aware of the free Internet connection available to their children at the Vegreville Centennial Library and have discussed with their children the types of sites suitable for their viewing and/or conversing with by e-mail or chat rooms.

Location: Library

Information Contained: First and last names of children, children's birth dates, first and last name of parent (as signature).

Users: Library Employees.

Date Approved: April 21, 2021

Board Chair Signature: 

Date to be Reviewed: April, 2024