

- A. A proposed budget shall be prepared by a committee consisting of the Library Board treasurer, the librarians, and at least one other board member.
- B. The budget shall be presented to the Board as a whole for revision and/or approval before June 1 of each year.
- C. The budget committee shall be responsible for completion of the application for the provincial operation grant before the deadline each year.
- D. The librarians and the trustees shall be alert to opportunities to increase the library's income, such as additional grants. It shall be the responsibility of the Board of Trustees to make application for such grants, where allowable, and to apply through other channels where necessary.

3.11 Materials and Lending

The Public Library Board charges the librarian with the responsibility of ensuring that the following materials are not removed from the library.

A. Guidelines

- i) The librarian will maintain an accurate inventory of all resources, including those identified in the above policy.
- ii) In the event that this policy is violated, the librarian shall make every reasonable effort to identify the individual responsible and either request that such materials be returned or request financial compensation for missing materials.
- iii) The librarian shall have the authority to refuse service and or materials to any individual who has violated this policy. The maximum time during which this penalty shall be imposed shall not exceed 1 year from the date of occurrence of the violation.

4. Services

4.1 Library Services and Public Access to Collection

A. Services

- i) The library shall maintain in an orderly, organized and easily accessible fashion, a collection of books and other materials which best suit the needs of the

- community, and shall make these materials available for loan, where possible, to members.
- ii) The library staff shall provide assistance to patrons in finding materials and information wanted.
 - iii) The library shall provide information services to the community within the limits of its collection and other resources.
 - iv) The library shall provide space for study or use of library materials during regular hours of operation.
 - v) The library shall provide interlibrary loan services where appropriate.
 - vi) The library shall plan and carry out programs, exhibits, book lists, etc. to encourage use of library materials and services.
 - vii) The library shall make public, from time to time, information about new acquisitions.
 - viii) The library shall encourage group visits to the library by school classes and other community groups for purposes of learning about library services and materials.
 - ix) Holds of library materials – a patron who wishes to borrow or use a particular item in the library collection, but who cannot because it is in circulation or in process, may request that it be held for his/her use next. When an item on hold becomes available for loan, the patron shall be advised by telephone, and the item shall be held for one week from date of notification before being returned to general circulation. When more than one patron reserves a given item, they each shall have access to it in chronological order of requests, for one loan period.
 - x) Renewals of library materials – an item may be renewed for additional loan periods from the original due date, IF there are no holds against it. Such renewal may be made in person or by telephone.
 - xi) Computer usage – the public has access to computers with Internet. The public must sign a Network User Agreement And Parent Permission Form (see Appendix 4).
 - xii) Photocopying and printing – a charge will be levied for photocopying and printing.

B. Public Access to Collection

- i) Free access to all materials in the Lamont Public Library shall be provided to all users who are Public Library members.
- ii) Only users with a Lamont Public Library membership may borrow materials from the Lamont Public Library.
- iii) Children's choices shall be at the discretion of their parents or guardians, and are not the responsibility of the librarian, or the Library Board.

4.2 Hours of Service

The Public Library Board charges the librarian with the responsibility of maintaining the following hours of service to the public:

Regular Hours

Monday – Friday:	8:30 a.m. to 3:30 p.m. when school is in session
Tuesday & Thursday evenings:	5:00 p.m. – 8:00 p.m.
Wednesday:	4:00 p.m. – 7:00 p.m.

Tuesday & Thursday evenings:	5:00 p.m. – 9:00 p.m.
Wednesday:	12:00 noon – 4:00 p.m.

5. Physical Facilities

The Lamont Public Library is housed within Lamont High School as per the “Agreement for the Operation of Joint Community and School Library” approved _____, 2002 (see copy attached as Appendix 1).

6. Employer-Personnel Policy

6.1 Purpose

The purpose of this statement of policy is to acquaint the employees of the Lamont Public Library Board with the working conditions, benefits, responsibilities and duties of various areas of work within the organization and to establish harmonious and co-operative relations between the Library Board and its employees.

A. Definitions

- i) “Employee” shall mean all those specifically employed by the Lamont Public Library.
- ii) “Permanent employees” are employees who occupy permanently established positions and who have successfully completed a probationary period.