



# SIX NATIONS PUBLIC LIBRARY

# POLICY MANUAL

SNPL Policy Manual Approved on Wednesday, October 19, 2016.

In August of 2011, at the Annual Review, the Board decided to reconfigure the Manual, originally approved December 14, 2007 with additions and amendments (February 8, 2008; June 19, 2008; November 8, 2008; December 14, 2009; May 5, 2010; August 22, 2011) to the current state.

The Annual and Biennial Review of the Policy Manual was completed on the following dates:  
September 21, 2011; August 15, 2012; July 24, 2013; July 16, 2014; November 11, 2015;  
October 19, 2016; July 21, 2017

# SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

## Definitions

**Access Points** are those links, both internal and external, to gain access into systems, databases, and networks of the Library (e.g. webmail, CPanel, firewall, remote server).

**Ad Hoc Committees** are committees of the Board which are established to complete a project or task and have a clear end of cycle. They are not Standing Committees, regardless of duration of the committee. A committee of the Board has at least 50% membership by Trustees.

**Advocacy** is a planned, deliberate, sustained effort to raise awareness of an issue or issues. Advocacy is thus an ongoing process whereby support and understanding are built incrementally. Advocacy uses many of the tools of marketing and public relations, but it is neither solely one nor the other. (CLA, 2001. Library Advocacy Now!).

**Anniversary Date** is the annual date of initial hire and shall be used to determine a Year of Employment. (See Year of Employment)

**Board Members** refers to the entire Board complement.

**Board** refers to the governing body or the single voice of the Board as a whole and not the individual members who make up the membership.

**By-laws** are the rules and regulations that govern the operations of a Board. Almost all by-laws have their basis in the Public Libraries Act, R.S.O. 1990, c. P44, and have been developed with reference to the Act as (amended 2009). These are found within the Board Policies Section. As a First Nation Reserve, the Library Board follows national bylaws and legislation.

**CASL** is the Canadian Anti-Spam Legislation which took effect on July 1, 2014an appointed hire by the Board, serves as an Officer to the Board and is

**CEO (Chief Executive Officer)** is an appointed hire by the Board, serves as an Officer to the Board and is the supervisory head of all Library operations, management, and staffing.

**Collection** refers to the entire body of resources available at SNPL.

**Collections** refer to the individual components of the larger Library Collection (e.g. Native Collection, Children's Collection, Fiction Collection, Thesis Collection, etc.).

**CLC** is the Canada Labour Code, July 27, 2011.

**Community Analysis** is a range of community-related information with possible implications for Library service, including demographic data, Six Nations Elected Council Community Plan (or other documents), and information on local agencies and services, gathered and formally analyzed at least once every four years, and the results used in the planning of Library service.

**Consultation with users** - Library users are consulted regularly concerning Library service (e.g. by means of surveys, focus groups, formal and informal interviews, open houses, suggestion box, website,

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

etc.).

**Employer** means any person who employs one or more employees. Six Nations Public Library Board is the employer of all SNPL employees.

**ESA** is the Ontario Employment Standards Act.

**Estimates** refer to the annual budget.

**Ex-officio** refers to a Trustee, such as the chair being assigned as a member based on title and not in name. (E.g. The Chair is ex-officio to all committees. This means that he holds a seat on all committees of the Board, but is not an active member of said committee and may choose to attend or not.)

**Family Member**, in relation to an employee or Trustee, means a spouse or common-law partner; a child of the employee or a child of the spouse or common-law partner; a parent of the employee, spouse or common-law partner; a sibling of the employee, spouse or common-law partner; and grand-child of the employee, their spouse or common-law partner. Nieces, nephews, cousins are considered family members, but qualify for lesser consideration and benefits.

**FOPL (Federation of Ontario Public Libraries)** is the political lobby organization for Ontario Public Libraries. FOPL conducts research and lobbies for increases funding and support to Ontario public libraries. FOPL is a membership organization.

**Foundation** refers to the Friends of the Six Nations Public Library Foundation, a separate Incorporated sister organization.

**Foundational Documents** or foundational policies articulate the Library's purpose. Foundation policies set the context for organizational decision making and service delivery. They articulate the Board's operational philosophy including their mission, ethics statements, constitution and may include visioning and values statements.

**Finance Officer** is a paid position. The Finance Office may be the CEO and is responsible for the daily financial recording and payments of the Library. See also Treasurer.

**General Harassment** includes harassing behavior not exclusive to sexual harassment and may include bullying or personal harassment. [See also Harassment].

**General Holiday** means a Statutory Holiday according to the Canada Labour Code or any substitute day for which a holiday has been substituted by staff approval and Board resolution. These include: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

**Governance Policies** are also found in the Board Policies but differ from by-laws. While by-laws regulate the function of the board, governance policies regulate the business of the board. These policies elaborate on the intentions of the foundational policies and by-laws. They focus on how

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

a board defines its roles and responsibilities. They are not as closely derived from the Act as are by-laws.

**Harassment.** The Ontario Human Rights Code defines harassment as "*engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome*". Harassment is often an abuse of social power, but any person can harass any other person. Harassment is often defined to include any behavior that creates an intimidating, demeaning or hostile environment. Harassment can take on different forms including Sexual, Racial or General Harassment. [Further explanation of the statement: *a course* refers to the usual nature that harassment is indicative of more than one incident for behaviour to be defined as harassment. However, courts in Canada have found that a single unwelcome incident, if serious enough, can be sufficient to support a harassment complaint. *Vexatious* is interpreted to mean unwelcome acts with little or no useful, legitimate purpose in the context in which it takes place. *Comment or conduct* means that harassment can include both words or actions. The actions or words may or may not be aimed at the person complaining of harassment; they may not be aimed at anyone at all. If they are unwelcome and create a poisoned environment, they could be considered harassment. *Known or ought reasonably to be known* encompasses both a subjective and objective element. Even if a person is not aware that his/her behaviour is unwelcome (subjective), if a reasonable person in the same situation would have known that the behaviour was unwelcome, then that person "ought reasonably to have known" that her behaviour was unwelcome. *Unwelcome* means that the person who has brought the complaint does not wish to be exposed to the behaviour].

**Health and Safety Representative** means a person, usually the CEO, who is appointed as a health and safety representative under the Canada Labour Code Section 136. As an employer employing less than 20 employees, a Health and Safety Officer, Workplace Committee and Policy Committee are not required. This Representative will complete similar tasks on behalf of the Employer and Employees.

**ILS (Integrated Library System)** is the searchable online card catalogue. This may also be called the OPAC.

**ILL (InterLibrary Loan)** is a requirement for all Ontario public libraries. SNPL participates in ILL according to the OPLG. Some materials do not circulate out of the Library including Archival materials, Rare books, Thesis/Dissertations, and Reference items.

**JASI (Joint Automation Server Initiative)** is the cooperative ILS system for Ontario. JASI is not the ILS, but rather the cost sharing initiative for those who choose to buy-in.

**Library** refers to the Six Nations Public Library.

**Library Board** refers to the Six Nations Public Library Board.

**NAPLO** is the National Aboriginal Public Library Organization.

**OLA** is the Ontario Library Association, the primary Library association for SNPL.

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

**OLBA** is the Ontario Library Boards Association, a division of OLA. The Library supports this annual membership for the Board as a whole, making each individual trustee a member.

**OLS-N** is the Ontario Library Service North and is the partner to SOLS. Although not the primary service providing agency to SNPL, OLS-N floats services and grants, in partnership with SOLS to both the North and South and is the JASI home location.

**OPLG (Ontario Public Library Guidelines)** refers to the various guidelines of governance, service, technology and accreditation. These are based on the Public Libraries Act, R.S.O. 1990, c. P44 of Ontario.

**OPAC (Online Public Access Catalogue)** is the searchable online card catalogue. This may also be called the ILS.

**OPLA** is the Ontario Public Library Association, a division of OLA. Staff may individually join the OPLA at their own cost, or as a result of a First Nation registration to Super Conference which the Library may cover as professional development. The CEO will be a member and is covered by the Library annually.

**Operational Policies** outline the means to achieve the Library Board's mission and goals. They direct the actions of the CEO and staff. They are in place to ensure:

- excellence in work performance
- appropriate behaviour and actions
- service enhancements and development
- attention to risks
- collections and services standards.

Operational Policies include those pertaining to:

- daily operations of the Library
- employment and personnel
- health and safety of staff and patrons
- collections, development and maintenance
- programs and service provision to patrons and community members.

**Overtime** means any hours of work in excess of 40 hours within a week. (See Week).

**Patron** refers to any customer or client of the Library, including those who are residents or guests, card holders or not (such as in wi-fi users). When referring to statistics of patron use, all uses of the Library (e.g. hits on website, uses of E-resources, circulation) are included. When referring to Patron statistics, only the registered card holding patrons are used.

**Public Access** comes with responsibility and a code of behaviour. There is no expectation of delivery of service or materials without adhering to the conditions in which the services and products are intended to be used. This includes behaviour, duration of use, fees and fines, and copyright. Six Nations Public Library is a public library for all members of our community and surrounding territory and participates in the Ontario InterLibrary Loan program. Although the materials are

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

for public access, some items have restricted use and loan either due to archival status, rare collections, or due to MOU with donors of said materials.

**Racial Harassment** includes harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, etc. [See also Harassment].

**Reference Request** is any request for information by a patron. They may be a Quick Reference which can usually be answered immediately using directories, almanacs and online resources; or a General Reference which is a question which usually require a lengthier search and/or the use of a number of sources to arrive at a complete answer.

**Seniority** is the comparison of length of hire and regular hours of work. Seniority is used to determine vacation requests.

**Sexual Harassment** is defined as unwelcome sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature. Sexual Harassment includes harassment on the basis of sex, gender or sexual orientation. [See also Harassment].

**SNEC** refers to the Six Nations Elected Council.

**SNPL** is the Six Nations Public Library.

**SNPL Designated Holiday** is any holiday offered by SNPL which is not included as a General Holiday by the Canada Labour Code. This may include provincial holidays the Board chooses to acknowledge such as Family Day or locally observed holidays such as Solidarity Day.

**Social Media** is any online promotion and publication which has followers, subscribers, or fans who may receive information instantaneously when posted; or when posted, has the potential of viral viewers. This includes, but is not limited to blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube.

**SOLS** is the Southern Ontario Library Service and is the partner to OLS-N. SOLS is the organization which represents and provides services to SNPL.

**Staff** is any paid personnel current or past who are employed by Six Nations Public Library. The CEO is a member of the staff but is also an Officer of the Board. When referring to privileges of the staff, the CEO may have differing expectations, responsibilities and relationships. Staff is used throughout the SNPL Policy Documents as both singular and plural.

**Standard Hours of Work** means the hours of work established pursuant to Section 169 or 170 of the Canada Labour Code or in any regulations made pursuant to Section 175 of the Canada Labour Code.

**Standing Committees** are those committees of the Board which are permanent and either required by-law or according to the Governance document. These are not Ad Hoc Committees. A committee of the Board has at least 50% membership by Trustees.

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

**Statutory Holiday** see General Holiday.

**Treasurer** is an elected position within the Board. The Treasurer may be the CEO and is responsible for the oversight and reporting of the finances to the Board. See also Finance Officer.

**Trustee** refers to the individual members of the Library Board.

**Trustees** refer to one or more than one Trustees. This may not be the “Board Members”, which refers to all members of the Board or “the Board”.

**UPS** or uninterruptible power supply is a battery backup which, when faced with an interruption of power, shall force a safe shut down of the attached equipment.

**Vacation** is either retained for days of leave or paid out to the employee regularly in pay cheques. The rate of retained vacation and vacation pay is four percent, or additional rates prorated by continuous years of employment, which an employee is entitled to in lieu of retained vacation days to be taken as vacation leave.

**Volunteers** are persons who visit the Library and offers supervised assistance. This may include those who have ongoing relationships with the Library such as every Monday for 1 hour, or a short stretch of volunteerism such as the secondary student on March Break completing a 40 hour requirement for graduation. Staff and Trustees may also volunteer. In this case, both are bound by their respective Code of Conduct and responsibilities and to the Library, even if they are not being remunerated for their time.

**Wages** includes every form of remuneration for work performed.

**Week** means in relation to the Canada Labour Code Part III Division I, the period between midnight on Saturday and midnight on the immediately following Saturday.

**Year** refers to April 1<sup>st</sup> through March 31<sup>st</sup>. In some cases, such as when calculating benefits, a prorated year may be required.

**Year of Employment** means continuous employment of an employee by SNPL from the date of hire to the anniversary date of hire.

# SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

## TABLE OF CONTENTS

### Foundational Statements

[Annual Review]

	Title	Original Approval	Amendments
FS1	Mission Statement	12-14-07	9-21-11; 7-24-13
FS2	Commitment Statement	12-14-07	8-15-12; 9-21-11; 7-24-13
FS3	Public Access	12-14-07	8-22-11; 11-11-15
FS4	Constitution	6-15-08	8-15-12; 8-22-11; 7-24-13
FS5	Ethical Statement	8-22-11	8-15-12; 7-24-13
FS6	Vision Statements	8-15-12	7-24-13; 11-11-15
FS7	Conflict of Interest & Nepotism	11-11-15	

### Board Governance and By-Laws

[Annual Review]

	Title	Original Approval	Amendments
GO1	<b>Authority to Establish and Manage a Public Library</b>		
	<i>GO1-BL Authority to Establish and Manage a Public Library</i>	9-21-11	
	GO1-S1 Establishment of Six Nations Public Library	9-21-11	8-15-12
	GO1-S2 Authority to Develop, Amend, and Review Policy	9-21-11	7-24-13; 11-11-15
GO2	<b>Composition of the Board</b>		
	<i>GO2-BL Composition of the Board</i>	7-16-14	
	GO2-S1 Composition of the Board	12-14-07	8-15-12; 7-24-13
GO3	<b>Board Members</b>		
	<i>GO3-BL Board Members, Number, and term</i>	7-16-14	
	GO3-S1 Members of the Board	11-17-10	
	GO3-S2 Board Recruitment	11-17-10	
	GO3-S3 Orientation and Training of the Board	9-21-11	
	GO3-S4 Leaves of Absence by Trustees	9-21-11	8-15-12
	GO3-S5 Trustee Emeritus		
GO4	<b>Disqualification of Board Member</b>		
	<i>GO4-BL Disqualification of Board Member</i>	7-16-14	
	GO4-S1 Criminal Records Checks	9-21-11	
	GO4-S2 Code of Conduct	12-14-07	8-15-12; 7-14-11
	GO4-S3 Code of Ethics	12-14-07	8-15-12; 7-14-11
GO5	<b>Elected Titles</b>		
	<i>GO5-BL Chair, Secretary, and Treasurer</i>	9-21-11	
	GO5-S1 Elected Titles of the Board	9-21-11	7-24-13



# SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

<b>GO6</b>	<b>Appointment of Staff</b>		
	<i>GO6-BL Staff and the Chief Executive Officer</i>	<i>9-21-11</i>	
	GO6-S1 CEO Appointment & Responsibilities	9-21-11	
	GO6-S2 Lines of Authority	9-21-11	
<b>GO7</b>	<b>Meetings of the Board</b>		
	<i>GO7-BL Meetings of the Board</i>	<i>9-21-11</i>	
	GO7-S1 Running the Meetings of the Board	9-21-11	8-15-12; 7-24-13
	GO7-S2 Attendance at Meetings	9-21-11	8-15-12; 7-24-13
	GO7-S3 Quorum	9-21-11	8-15-12; 7-24-13
	GO7-S4 Order of Proceedings	9-21-11	8-15-12; 7-24-13
	GO7-S5 Rules of Debate	9-21-11	8-15-12; 7-24-13
	GO7-S6 Declaring a Conflict of Interest	9-21-11	8-15-12; 7-24-13
	GO7-S7 Motions	9-21-11	8-15-12; 7-24-13
	GO7-S8 Recording of the Minutes	9-21-11	8-15-12; 7-24-13
	GO7-S9 Chairing of a Meeting When the Chair/Vice Chair are Unavailable	9-21-11	8-15-12; 7-24-13
<b>GO8</b>	<b>Reimbursement of Expenses</b>		
	<i>GO8-BL Expenses</i>	<i>9-21-11</i>	
	GO8-S1 Board Remuneration	9-21-11	
<b>GO9</b>	<b>Real Property</b>		
	<i>GO6-BL Real Property</i>	<i>7-16-14</i>	
<b>GO10</b>	<b>Powers and Responsibilities of the Board</b>		
	<i>GO3-BL Powers and Responsibilities of the Board</i>	<i>9-21-11</i>	
	GO10-S1 Responsibilities of the Board	9-21-11	8-15-12; 7-24-13
	GO10-S2 Advocacy	9-21-11	7-24-13
	GO10-S3 Financial Oversight	9-21-11	7-24-13
	GO10-S4 NPO Activities in the Name of the Board	9-21-11	8-15-12; 7-24-13
	GO10-S5 Committees of the Board	9-21-11	7-24-13
	GO10-S6 Evaluation and Planning	9-21-11	8-15-12; 7-24-13
<b>GO11</b>	<b>Employee Benefits</b>		
	<i>GO11-BL Pensions and Sick Leave</i>	<i>7-16-14</i>	<i>11-11-15</i>
	Leaves Requests (See HR11)		
	Benefits Program (See HR12)		
<b>GO12</b>	<b>Operational By-Laws</b>		
	<i>GO12-BL Operational By-Laws</i>	<i>7-16-14</i>	
	See Patron Services Policies		
<b>GO13</b>	<b>Estimates and Approval of Estimates</b>		
	<i>GO13-BL Estimates and Approval of Estimates</i>	<i>7-16-14</i>	
<b>GO14</b>	<b>Debentures for Library Purposes</b>		
	<i>GO12-BL Debentures for Library Purposes</i>	<i>7-16-14</i>	
<b>GO15</b>	<b>Grant from Council</b>		
	<i>GO15-BL Grant from Council</i>	<i>7-16-14</i>	

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

<b>GO16</b>	<b>Inspections of Records</b>	
	<i>GO16-BL Inspections of Records</i>	<i>7-16-14</i>
	GO16-S1 Public Access to Records	7-16-14
<b>GO17</b>	<b>Payments to Boards</b>	
	<i>GO17-BL Payments to Boards</i>	<i>7-16-14</i>
	GO17-S1 Receipt of Funds by Board	7-16-14
<b>GO18</b>	<b>Regulations</b>	
	<i>GO18-BL Provincial Powers Over Library</i>	<i>7-16-14</i>
<b>GO19</b>	<b>Withholding Grant on a Default Board</b>	
	<i>GO19-BL Withholding Grant on a Default Board</i>	<i>7-16-14</i>
	Consequences of Default Board Losses	7-16-14
<b>GO20</b>	<b>Dissolution by Minister</b>	
	<i>GO20-BL Dissolution and Assets of Dissolved Board</i>	<i>7-16-14</i>

### Human Resources

[Biennial Odd Year Review]

	Title	Original Approval	Amendments
HR1	Commitment to Provide a Healthy and Safe Environment	12-14-07	8-15-12; 7-24-13; 11-11-15
HR2	Exemptions from the Employment Standards Act	11-11-15	---
HR3	Staff Code of Conduct	9-21-11	11-11-15; 10-19-16
HR4	Hiring & Contracting of Staff	9-21-11	8-15-12; 11-11-15
HR5	Employment Records	9-21-11	8-15-12; 11-11-15
HR6	Payment of Wages	11-11-15	---
HR7	Requirements for Employment	9-21-11	8-15-12; 7-24-13; 11-11-15; 10-19-16
HR8	Responsibilities to the Employee/Employer Relationship	2-08-08	6-19-08; 8-15-12; 7-24-13; 11-11-15
HR9	Hours of Work & Eating Periods	9-21-11	11-11-15
HR10	Overtime Wages	11-11-15	7-21-17
HR11	Salary Scales	9-21-11	8-15-12; 11-11-15
HR12	Public Holidays	9-21-11	7-24-13; 7-16-14; 11-11-15
HR13	Vacation Leave and Credits	2-08-08	9-21-11; 7-24-13; 11-11-15
HR14	Equal Pay for Equal Work	11-11-15	---
HR15	Benefits Program	2-08-08	9-21-11; 7-24-13; 11-11-15
HR16	Leaves Requests	2-08-08	6-19-08; 9-21-11;

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

			8-15-12; 7-24-13; 11-11-15
HR17	Performance Evaluations	9-21-11	11-11-15
HR18	Disciplinary Procedures	2-08-08	7-24-13; 11-11-15
HR19	Complaints & Protests	2-08-08	11-11-15
HR20	Termination & Severance of Employment	11-11-15	---
HR21	Reprisal	11-11-15	---
HR22	Volunteerism	12-14-07	6-19-08; 8-15-12; 11-11-15; 10-19-16
HR23	Fire Safety	12-14-07	8-15-12
HR24	Safety, Security & Emergency Preparedness	6-20-11	9-22-11; 8-15-12; 11-17-15; 10-19-16
HR25	Working Alone	6-20-11	---
HR26	Prevention of Workplace Violence	6-20-11	---
HR27	Discrimination and Harassment	6-20-11	7-24-13; 5-25-17
HR28	AODA Requirements & Employment of Individuals with Disabilities	9-21-11	11-11-15

### Operational: Patron Services [Biennial Even Year Review]

	Title	Original Approval	Amendments
OS1	Guidelines for Proper Behaviour in the Library	9-21-11	8-15-12
OS2	Operational Days and Hours	9-21-11	
OS3	Closing Time	12-14-07	
OS4	Inclement/Severe Weather	12-14-07	8-15-12
OS5	Patron Dissemination of Information	12-14-07	7-16-14
OS6	Handling Patron Information and Feedback	9-21-11	8-15-12
OS7	Sign and Notice Posting	12-14-07	
OS8	Theft and Destruction of Library Property	11-08-08	9-21-11
OS9	Cost Recovery Services	9-21-11	8-15-12
OS10	Cash on Site	9-21-11	
OS11	Fee for Service Contracting	9-21-11	
OS12	Accessibility	6-20-11	8-15-12
OS13	Programming	6-20-11	10-19-16
OS14	Technology	6-20-11	7-16-14
OS15	Reference & Information Services	6-20-11	10-19-16
OS16	Community Information	6-20-11	
OS17	Children's Services	9-21-11	
OS18	Teen Services	9-21-11	

# SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

## Operational: Collections Management

[Biennial Even Year Review]

	Title	Original Approval	Amendments
OC1	Collections	6-20-11	8-15-12
OC2	Native and Local Collections	6-20-11	10-19-16
OC3	Intellectual Freedom	6-20-11	
OC4	Selection Criteria	6-20-11	8-15-12
OC5	Storage and Care of Materials	6-20-11	
OC6	Community Feedback and Support	9-21-11	
OC7	Composition of the Collection	6-20-11	8-15-12; 10-19-16
OC8	Organization of the Collection	6-20-11	8-15-12
OC9	Digital and Archival Collection	9-21-11	8-15-12
OC10	Circulation and Returns	9-21-11	
OC11	Controversial Materials	6-20-11	
OC12	Exclusion from the Collection	6-20-11	
OC13	Resource Sharing	6-20-11	
OC14	Collection Literacy	6-20-11	

## Appendix [As Required]

	Title	Recent Approval
A	Public Libraries Act, R.S.O. 1990, chapter P.44 [Selections]	Endorsed 12-14-07
B	Patron Fee & Fine Schedule	3-19-14
C	Use of Internet Acceptance	2-8-08
D	Volunteer Application	CEO Form
	Volunteer Description	CEO Form
	Volunteer Application Form	CEO Form
E	Staff & Volunteer Intake Form	CEO Form
F	Annual Finance Schedule	CEO Form
G	Emergency Evacuation Plan	CEO Form
H	Position Descriptions	---
	Trustee	7-16-14
	Chair & Vice-Chair	7-16-14
	Secretary	9-21-11
	Treasurer/Finance Officer	9-21-11
I	Job Fact Sheets	
	CEO	9-18-13
	Sr. Clerk	3-20-13
	Clerk	3-20-13
	Page	3-20-13

## SIX NATIONS PUBLIC LIBRARY POLICY MANUAL

J	Lines of Authority	8-15-12
K	Salary Scales	7-16-14
L	Six Nations Public Library Accessibility	6-20-11
	SNPL Accessibility Statement	6-20-11
	SNPL Accessibility Plan	1-5-16
M	Workplace Violence Program	1-5-16
N	Workplace Discrimination & Harassment Program	1-5-16
O	Technology Plan	6-17-15
P	Work Alone Program	1-5-16
Q	Collection Development Plan	7-16-14
R	Children's Rights in the Public Library	Endorsed 8-22-11
S	Teen Rights in the Public Library	Endorsed 8-22-11
T	Committee Terms of Reference and Members	10-19-16