

Agenda

Committee of the Whole Meeting (COW 2018-03)

October 10, 2018 – 4:30 PM

Community Room, Sydenham Branch

1. Call to Order / Regrets
2. Adoption of the Agenda
3. Policy Review
 - 3.1.1. Ownership Linkages (G-9) (report and policy attached)
 - 3.1.2. Ends (E1-E4) (report and policy attached)
 - 3.1.3. Use of Library Space for Art Exhibits (report and policy attached)
 - 3.1.4. Accessibility for Users with Disabilities (report and policy attached)
 - 3.1.5. Video Surveillance (report and policy attached)
 - 3.1.6. Room and Event Space Rental (report and policy attached)
 - 3.1.7. Naming (report and policy attached)
 - 3.1.8. Procurement of Goods & Services (deferred to February)
4. Other Business
 - 4.1. Commemoration – building plaques
5. Adjournment
6. Next Meeting: Regular Board Meeting, Wednesday October 24, 2018 at 4:30 PM, Meeting Rooms A & B, Isabel Turner Branch

The Kingston Frontenac Public Library exists to offer all people throughout our service area access to broadly based resources in support of personal enrichment, life long learning, and community interaction, in person or in virtual space. These services are provided by expending revenues in a fiscally responsible manner.

KFPL Report to the Board

Subject: Carver Policy Governance®: Governance Process Policy: Ownership Linkages (G-9)

Date: October 10, 2018

Prepared by: P. Enright, Chief Librarian/CEO

Background:

Under the Carver Policy Governance® model written values and perspectives are called policies and occur in four categories: Ends, Executive Limitations, Governance Process, and Board-Staff Relationship policies.

It is recommended that the policies are reviewed at least once per Board term. The purpose of the review is to ensure that the Board is satisfied that the policy is clear and detailed enough to ensure that the Kingston Frontenac Public Library achieves what it should and avoids unacceptable actions and situations.

The Ownership Linkages policy is a new policy which was approved on February 22, 2017 and is scheduled for annual review. The last review was October 11, 2017.

Analysis:

Policy G-9 provides guidance for creating and maintaining linkages between the Library Board and the ownership.

If the majority of Board members feel that the existing policy language is insufficient, it is recommended that adjustments be made to either the language or the number of qualifiers.

Recommendations:

That the Library Board review the Governance Process policy: Ownership Linkages to ensure that the existing policy provides the required clarity and detail.

Policy Type: Governance Process (G9)

Policy Title: Ownership Linkages

The purpose of this policy is to provide guidance for creating and maintaining linkages between the Library Board and the ownership. The eventual benefit will be to have a trust relationship with the owners. The policy applies to the KFPL Board as they determine Ends of the organization and their relative priorities.

Definitions:

“Ends” are the results to be achieved by the organization.

“Owners” are defined as the group on whose behalf the board governs. As per the KFPL Ends Statement, this is “all people through our service area Kingston Frontenac”.

“Ownership linkage” refers to the board’s seeking and receiving input directly from the ownership about needs that the organization might meet, as expressed in the Ends statements.

Policy:

The purpose of ownership linkage is to foster intentional and constructive dialogue and deliberation between owners and board members primarily around the organization's Ends.

The goal of linkage with the owners is to make decisions in the best interest of the entire ownership. The Board will regularly gather information to understand the diversity of the perspectives of the ownership. Mechanisms shall be designed to ensure that the perspective of the ownership as a whole is reflected, as inclusively as possible.

Ownership linkage activities are a key responsibility of the Board and will affect the way the Board develops or reviews Ends. Issues raised by the ownership concerning operational areas will be referred to the Chief Librarian.

The Board will:

- Work to gain and maintain skills to engage in ownership linkage activities such as understanding of group dynamics, learning to listen with openness, and how to facilitate groups.
- Devise ways to regularly obtain information and have constructive dialogue with a wide spectrum of the ownership. Inclusivity shall be an important consideration as such opportunities for input and discussion are developed and implemented.
- Record ownership input and make it available to the public, explaining how decisions were made on behalf of the ownership and how ownership input has affected the decisions.
- Develop and maintain an ownership linkage plan to develop the needed skills for developing linkages and to establish routine linkage activities and accountability reporting.

KFPL Report to the Board

Subject: Carver Policy Governance®: Ends (E1-E4)

Date: October 10, 2018

Prepared by: P. Enright, Chief Librarian/CEO

Background:

Under the Carver Policy Governance® model written values and perspectives are called policies and occur in four categories: Ends, Executive Limitations, Governance Process, and Board-Staff Relationship policies.

It is recommended that the policies are reviewed at least once per Board term. The purpose of the review is to ensure that the Board is satisfied that the policy is clear and detailed enough to ensure that the Kingston Frontenac Public Library achieves what it should and avoids unacceptable actions and situations.

The Ends statement was developed in 2005 and approved at the April 27, 2005 Board meeting. The mission, vision and values were developed and approved as part of the current strategic plan, KFPL 2020, in 2013.

Analysis:

Under the Carver Policy Governance® model the Board defines in writing the a) results, changes or benefits that should come about for specified b) recipients, beneficiaries, or otherwise defined impacted groups, and c) at what cost or relative priority for the various benefits or various beneficiaries.

The ends policies form the purpose of the organization, the achievement of which constitutes organizational success.

Recommendations:

That the Library Board review the Ends statement, mission, vision and values

Policy Type: Ends (E1-E4)

Policy Title: Ends Statement

The Kingston Frontenac Public Library exists to offer all people throughout our service area access to broadly based resources in support of personal enrichment, lifelong learning, and community interaction, in person or in virtual space. These services are provided by expending revenues in a fiscally responsible manner.

The Ends are supported by the Strategic Directions adopted by the Board. Currently the strategic directions are identified in the library's Strategic Plan KFPL Vision 2020:

- A. Unique Impactful Services
- B. Difference-Making Spaces
- C. Community Focused Relationships
- D. 21st Century Capabilities

Policy Type: Ends (E1-E4)

Policy Title: Vision

We will:

- Offer programs and services to inspire a love of reading, thereby opening up literature, the deep Web and the authors of yesterday, today and tomorrow for everyone in our community.
- Innovate and experiment with services and approaches that are uniquely aligned with community needs and not necessarily with how a library is perceived.
- Focus more on services than buildings.
- Activate imagination, intellectual freedom and free access to information with high-quality targeted services.
- Connect the communities within our community with discussions specific to Kingston Frontenac.
- Be a part of most people's lives, recognized as a problem-solver, a source for reading, and a key supporter of learning.
- Welcome all to an inviting, barrier-free, non-judgmental community with virtual spaces, services and programs that meet all citizens where they are on their road of life-long learning.

Policy Type: Ends (E1-E4)

Policy Title: Values

Collections – We strive to provide a dynamic collection of materials that is regularly evaluated and available in a variety of formats to serve the needs and support the interests of all members of our community.

Quality of Services – We seek to provide exceptional service by providing reliable, responsive, courteous service, from a competent, informed, understanding and responsive staff.

Respect and Dignity – We treat all people with respect. Each individual in our community will receive the best, free library service possible.

Creativity and Innovation – We encourage and support creative approaches and innovative solutions in all aspects of library service. The most appropriate technical innovations will be implemented while maintaining a strong commitment to traditional library services.

Stewardship – We value the ethical, fiscally responsible, sustainable use of public resources. Each employee of the Kingston Frontenac Public Library is a steward of the public trust. All staff exercise prudence when using and/or allocating any library funds or resources. We work with other community partners when possible to best utilize all resources.

Work Environment – We provide a positive work environment that respects each staff member's unique contributions. Our talented, well trained, knowledgeable staff are a vital part of the cultural, social, business/entrepreneurial and educational life of the community. We offer opportunities for professional growth.

Intellectual Freedom – We support freedom of speech and the right of residents to select the information appropriate for their needs. Open and unrestricted access to information from all library resources will be available in multiple formats to meet the individual needs of all residents of Kingston Frontenac.

Policy Type: Ends (E1-E4)

Policy Title: Mission Statement

Our primary purpose is to make a positive difference in the lives of everyone in Kingston Frontenac. We aim to achieve this purpose by helping residents transform today's vast information resources into the solutions, facts, know-how, inspiration, and entertainment they need to learn, solve problems, read, engage with their community and reach their personal aspirations.

KFPL Report to the Board

Subject: Use of Library Space for Art Exhibitions

Date: October 10, 2018

Prepared by: L. Carter, Director, Branch Experience

Background:

Art exhibitions, previously held in the Wilson Room and Wilson Room Foyer at the Central Branch, were suspended starting in 2015 due to the impending renovations to the building.

Analysis:

As part of the renovations project, the second floor at Central has been reconfigured to allow for expanded washroom facilities, an additional meeting room and improved accessibility and security. The Wilson Room Foyer is now Meeting Room #2, and the Wilson Room, now Meeting Room #1, has been redesigned to incorporate chair and table storage, an IT closet and improved acoustics. The south wall of the room is made almost entirely of glass. There is now very little room in this space to hang or exhibit art.

KFPL owns a sizeable art collection. Several of the pieces were chosen by Lily Inglis specifically for the Central Branch when it opened in 1978. As part of the renovation project, the architects and prime consultants on the project, HDR Architecture Associates Inc., are developing a plan to display the collection throughout the library. There are a limited number of suitable places within the building where the art collection can be safely displayed. The north wall in Meeting Room #1 is a proposed location for some of KFPL's collection.

In keeping with the library's strategic directions to develop partnerships, Programming and Outreach staff have been engaging in new and more interactive ways with the local arts and making community in recent years, and plan to expand these efforts once the Central Branch re-opens. This approach is covered by the Programming Policy.

Stakeholders' Consultation:

The Board corresponded with City Cultural staff and the Arts Advisory Committee on this issue and discussed the matter at several Board meetings. Public input was solicited during the original presentations of the Central Branch Renovations held in November, 2014, and again during public consultations from August 10th to 16th, 2016.

The "Questions about the Renovations" section on the Central Renovation webpage, published since late 2016, has outlined the Library's intention to move from passive displays of art to more interactive and dynamic programs and learning opportunities.

Recommendations:

That the KFPL Use of Library Space for Art Exhibits Policy be withdrawn formally ending the use of the large meeting room at the Central Branch as an ongoing art exhibition space.

KFPL STATEMENT OF POLICY AND PROCEDURE: BOARD POLICY		
KFPL Use of Library Space for Art Exhibits Policy	Date of Issue	October 2011
	Last Reviewed	November 2013
	Next Review	November 2014

1. POLICY OBJECTIVES

To establish the conditions and context within which Kingston Frontenac Public Library (KFPL) provides space for art exhibits by Kingston Frontenac and area community artists.

2. UNDERLYING PRINCIPLES

The Library provides access to a wide range of expressions of imagination, knowledge, creativity, intellectual activity and thought, in a welcoming and supportive environment. This includes providing space to local community artists for the display of their work. This free exhibit space enables Library visitors to participate in the creative life of their community, and presents community artists with a valued avenue for exhibiting their work locally.

The Library supports the Ontario Library Association’s Statement on the *Intellectual Rights of the Individual* which states that it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, and other materials, and that it is therefore part of the library’s service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information , the freedom to read, view, and listen, by demanding the removal of, or restrictions to library information sources in any format.

3. POLICY STATEMENT

The Library is pleased to provide free space for art exhibits which reflect diverse cultural interests and which foster community and individual expression. Exhibits are chosen by the KFPL Art Exhibition Committee according to the needs and interests of the community, the variety of artistic practices in the area, the artistic quality of the works, and the suitability of the format for the library’s physical space.

This policy includes exhibits which are free-standing, placed in cabinets or display windows, attached to Library walls, or attached to exhibit panels owned by the Library or provided by the Exhibitor.

4. EXHIBIT SPACE

The Library will provide space for exhibits:

1. that are responsive to the diverse interests of the community;
2. that are compatible with KFPL's vision, mission and values;
3. that are not in contravention of federal or provincial laws and regulations, or municipal by-laws;
4. that do not contain advertisements or solicitations for recruitment, business or fund-raising.

Exhibit space is offered subject to availability, and taking into account the Library's own needs, especially the necessity to maintain all usual Library functions and operations throughout the period of the exhibit. Exhibits are unsupervised and are accessible to the public throughout Library open hours, except when the space is required for other purposes.

The Library strives to create a welcoming environment for visitors of diverse ages and background. The Library retains the right to determine the suitability of any proposed exhibit for display in its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises. In particular, exhibits must be reviewed within the context of the public space and its users.

5. SPECIFIC DIRECTIVES

The Library and the exhibitor or the exhibiting group's representative will sign a Memorandum of Agreement which will detail the rights and responsibilities of each party.

All exhibits must be presented appropriately for public display and according to the requirements of the Library as described in the policy and these directives.

Concerns regarding the suitability of work for the context will be resolved with Library staff and a member of the Art Exhibition Committee in consultation with the artist.

The Library recognizes that the Wilson Room and Foyer are public meeting spaces. Groups using the facilities for meeting purposes do so with the understanding that works of art on exhibit may not be removed, altered or covered in any way.

Art Exhibition Committee approval does not imply endorsement of the artist's viewpoints or artistic expression.

6. RELATED DOCUMENTS

- KFPL Art Exhibition Committee Guidelines
- KFPL Application for Art Display
- KFPL Art Display Memorandum of Agreement
- KFPL Meeting Rooms Policy and Procedures

7. POLICY REVIEW

This Policy will be reviewed annually by the Committee and the Library Board.

KFPL Report to the Board

Subject: Accessibility Policy for Users with Disabilities

Date: October 10, 2018

Prepared by: P. Enright, Chief Librarian/CEO

Background:

In the province of Ontario organizations are required to develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in the Integrated Accessibility Standards Regulation, O. Reg. 191/11, s. 3 (1) (Regulation) under the Accessibility for Ontarians with Disabilities Act, 2005 S.O. 2005, c. 11 (AODA).

The Kingston Frontenac Public Library's accessibility policy was developed and approved in 2009 and reviewed by the Library Board as part of a generative discussion at the November 2013 Board meeting. The policy was last reviewed by the Board in October 2016.

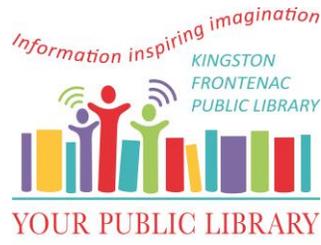
The regulation does not specify how often the policy must be reviewed and approved by the organization.

Analysis:

No changes to the policy are required under provincial regulations or legislation since the last review in 2016.

Recommendations:

That the Kingston Frontenac Public Library review and approve the Accessibility Policy for Users with Disabilities as presented.



KFPL Statement of Policy

Accessibility Policy for Users with Disabilities

1. Purpose

The purpose of this policy is to ensure that the Kingston Frontenac Public Library (the Library) provides all library services, resources and facilities in ways that are accessible to persons with disabilities. The policy also serves to meet the requirements of the Accessibility for Ontarians with Disabilities Act (A.O.D.A.).

2. Scope

This policy applies to all persons who deal with customers or patrons, and to third parties who deal with customers on the Library's behalf such as those providing program services. A person or third party can be an employee, volunteer, Friend of the Library, KFPL Board member, student on placement or someone otherwise engaged in the provision of Library services to our customers.

3. Definitions

"A.O.D.A." means the Accessibility for Ontarians with Disabilities Act, 2005.

"Assistive Device" means a device used to assist persons with disabilities in carrying out activities or in accessing Library services. Assistive devices may include, but are not limited to, wheelchairs, walkers, canes, oxygen tanks, and electronic communication devices.

"Core Service" means reference, referral and readers' services, collections, lending, technology, programming and outreach.

"Disability or Disabilities" means:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;

- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; or,
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

“Guide dog” means a guide dog as defined in section 1 of the *Blind Persons’ Act*.

“Service Animal” means:

An animal is a service animal for a person with a disability if,

- a) the animal can be readily identified as one that is being used by the person for reasons relating to the person’s disability, as a result of visual indicators such as the vest or harness worn by the animal; or
- b) the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
 - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
 - ii. A member of the College of Chiropractors of Ontario.
 - iii. A member of the College of Nurses of Ontario.
 - iv. A member of the College of Occupational Therapists of Ontario.
 - v. A member of the College of Optometrists of Ontario.
 - vi. A member of the College of Physicians and Surgeons of Ontario.
 - vii. A member of the College of Physiotherapists of Ontario.
 - viii. A member of the College of Psychologists of Ontario.
 - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s. 16

“Library Premises” means premises owned and operated, or operated by the Kingston Frontenac Public Library.

“Support Person” means, in relation to a person with a disability, another person who accompanies a person with a disability in order to assist them with communication, mobility, personal care, or medical needs, or with access to goods, services or facilities.

4. Guiding Principles

Library service is relevant, inclusive and responsive for all, including persons with disabilities. Each member of the community has an equal opportunity to access public library goods, services or facilities.

Library services are provided in a manner that respects the dignity and independence of persons with disabilities. We believe in integration and we are committed to meeting the needs of people with disabilities in a timely manner.

Library services to persons with disabilities are integrated with those provided to persons who do not have disabilities, unless an alternative measure is necessary to enable a person with a disability to obtain, use or benefit from Library goods, services or facilities.

5. Policy

The Library is committed to providing quality library services that are accessible to all persons who wish to obtain and use Library goods, services or facilities.

5.1. Communications with Persons with Disabilities

When communicating with a person with a disability, the Library will do so in a manner that takes into account the person's disability.

When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

We will also meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

Policy documents will be available on the Library website.

5.2. Temporary Service Disruptions

The Library will make reasonable effort to provide notice of any planned disruption of Library services to the public, including information about the reason for the disruption, its anticipated duration and a description of alternative facilities or service, if any, that may be available. If a disruption is unplanned, the Library will provide notice as soon as possible.

5.3. Assistive Devices and other measures that assist with Accessibility

A person with a disability may provide their own assistive device for the purpose of obtaining or using Library goods, services or facilities. Exceptions may occur in situations where the Library has determined that the assistive device may pose a risk to the health and safety of a person with a disability or the health and safety of others on the premises. In these situations the Library may offer a person with a disability other reasonable measures to assist them in obtaining and using Library goods, services or facilities, where the Library has such other measures available.

It is the responsibility of the person with a disability to ensure that their assistive device is operated in a safe and controlled manner at all times.

5.4. Service Animals

A person with a disability may enter Library premises accompanied by a service animal, and may keep the animal with them if the public has access to such premises and the animal is not otherwise excluded by law. If the service animal is excluded by law, the Library will ensure that alternative means are available to enable the person with a disability to obtain or use or benefit from Library services or facilities.

At times it may be difficult to differentiate between a person with a disability using a service animal and an individual being accompanied by a pet. If it is not readily apparent that the animal is a service animal, Library staff may ask the person for confirmation of the animal's status, as outlined above.

It is the responsibility of the person with the disability to ensure that their service animal is kept in control at all times. This will include controlling the behavior of the animal (e.g. barking or growling), cleaning up after the animal (e.g. defecation), and being responsible for any damage the animal may cause to the Library premises.

5.5. Support Persons

A person with a disability may enter Library premises with a support person, and have access to the support person at all times while on the premises.

The Library may require a person with a disability to be accompanied by a support person while on Library premises in situations where it is necessary to protect the health and safety of the person with the disability or the health and safety of others. Before making a decision to require a support person, the Library will consult with the person with a disability to understand their needs, consider health or safety reasons based on available evidence and determine if there is any other reasonable way to protect the health or safety of the person or others on the premises.

A support person, when assisting a person with a disability to obtain or use Library services, will be permitted to attend at no charge where an admission fee is applicable.

Where an admission fee is charged to gain access to an event, facility, or service, and the revenue from the fee is payable to a third party (e.g. a concert provider), the support person is permitted to attend the event at their own cost.

If a third party uses a Library meeting room to host an event, they are not required to alter their admission fees for support persons, but we would strongly encourage them to do so. However, if a third party voluntarily decides to alter admission fees for support persons for their event, the Library will not be responsible for reimbursing them for the value of those admission fees.

In response to a request for a sign language interpreter, the Library will endeavour to engage an interpreter through the Ontario Interpreting Services (OIS) at The Canadian Hearing Society (CHS).

5.6. Training

The Library will ensure that all persons to whom this policy applies receive training as required by the Integrated Accessibility Standards (Ontario Regulation 191/11). The amount and format of training given will be dependent on a person's interactions with Library users.

The content of the training will include:

- a review of the purposes of the A.O.D.A.;
- the requirements of the Integrated Accessibility Standards (Ontario Regulation 191/11);
- training on the *Human Rights Code* as it pertains to persons with disabilities;
- instruction on Library policies, procedures and practices pertaining to the provision of Library services to persons with disabilities;
- how to interact and communicate with persons with various types of disabilities;
- what to do if a person with a particular type of disability is having difficulty accessing Library goods, services or facilities;
- how to interact with persons with disabilities who use assistive devices or who require the assistance of a support person, guide dog or service animal; and,
- information about the equipment or devices available on the Library premises that may help with the provision of Library goods, services or access to facilities to persons with disabilities.

A record of training provided under this policy will be kept by the Director, Human Resources. Training will be provided as part of orientation training for new employees or as required to those covered by this policy.

5.7. Feedback on Services

Feedback from a member of the public about the delivery of goods and services (including facilities) to persons with disabilities may be given by telephone, in person, in writing, in electronic format, or through other methods.

5.8. Procurement

We will incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-serve kiosks. If it is not possible and practical to do so, we will provide an explanation upon request.

5.9. Self-service kiosks

We will incorporate accessibility features/consider accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

5.10. Employment

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will use our accommodation policy to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

5.11. Design of Public Spaces

We will meet accessibility laws when building or making major changes to public spaces. Public spaces include:

Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals

Service-related elements like service counters, fixed queuing lines and waiting areas

6. Appendices

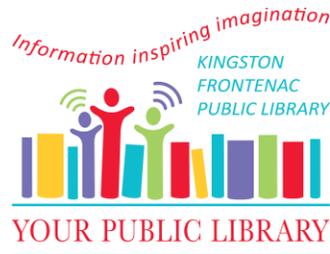
- a) [Sign Language Interpreter Services Information](#)
- b) [Accessible Customer Service Feedback form](#)

7. Authorities

O. Reg 191/11 s. 6(1) under Accessibility for Ontarians with Disabilities Act, 2005.

8. Document Control

Date:	2017 October
Original policy date:	2009 October
Last Reviewed:	2016 October
Changes made:	No changes
Next Review:	2018 October



Sign Language Interpreter

In response to a request for a sign language interpreter, the Kingston Frontenac Public Library will endeavour to engage an interpreter through the Ontario Interpreting Services (OIS) at The Canadian Hearing Society (CHS).

Requirements for Engaging an Interpreter:

- There must be a formal request for an interpreter. Such request will be considered consent by the patron to provide information to the Hearing Society in order to fulfill the request (e.g. patron contact information).
- Two weeks' notice is required to engage the services of an interpreter through The Canadian Hearing Society.
- If the patron has a preferred sign language interpreter then the patron should indicate such preference when making the formal request.
- Requests for an interpreter must be made in writing. Requests may be sent by email to administration@kfpl.ca or by mail to 130 Johnson Street, Kingston, Ontario K7L 1X8 (care of administration).
- Due to the demand for interpreter services, the library will update the patron should the request for service be denied. Where the request is denied the library will explore reasonable alternative measures of accommodation with the patron.



Accessible Customer Service Feedback

At the Kingston Frontenac Public Library we welcome patron feedback on the services we provide. Patrons with disabilities are welcome to submit feedback in person, by telephone, in writing, by delivering an electronic text by email or on a USB flash drive or through our website. This form may be used by patrons wishing to submit feedback in writing.

Patrons that provide their contact information with formal feedback will receive an acknowledgement of their feedback within five business days of its receipt. The acknowledgement will indicate how the matter will be addressed and when the individual will be notified of the outcome. The library will follow up on any actions required from the feedback and the timing of implementation will be communicated to the patron. Feedback / response will be in a format that is accessible to the patron.

Patron Contact Information: (e.g. name, phone number, email address etc.)

Feedback: (Please provide a detailed description of the issue or suggestion)

Feedback must be submitted to the attention of:

Director, Human Resources

Kingston Frontenac Public Library

130 Johnson Street, Kingston ON K7L 1X8

Email: administration@kfpl.ca

Telephone: 613-549-8888 extension 3515 Fax: 613-549-8476

Website: Kingston Frontenac Public Library

Personal information collected by the Kingston Frontenac Public Library is done so under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44., s. 4(3) and s. 20 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c. M.56., s. 28(2) The information collected will be used in the process of the library's business. Questions regarding the collection of this information should be directed to the CEO & Chief Librarian, Kingston Frontenac Public Library, 130 Johnson Street, Kingston, ON K7L 1X8 613-549-8888

KFPL Report to the Board

Subject: Video Surveillance Policy
Date: October 10, 2018
Prepared by: S. Quigley, Director, Human Resources

Background:

In 2014, the Board approved a number of changes to the policy.

Analysis:

No changes to the policy are required under provincial regulations or legislation since the last review in 2014. The Guidelines for the Use of Video Surveillance Cameras in Public Places, published by the Information and Privacy Commissioner (IPC) of Ontario has been reviewed to ensure that the current policy is consistent with the Guidelines.

One amendment was made to the Record of Disclosure to a Law Enforcement Agency form used by KFPL staff when the police request available video footage. Occasionally the police may also request the release of other evidence in addition to video footage (e.g. stolen material left at the Library). The Release Form has been amended to include a section if other items are being released to the police, pursuant to an investigation (as per section 32(g) of the *Municipal Freedom of Information and Protection of Privacy Act*).

Recommendations:

That the Board approve the Video Surveillance Policy.

KFPL Statement of Policy

Video Surveillance

1. Purpose

The purpose of this policy is to regulate the use of any video surveillance system at Library branches, balancing the security benefits derived from the use of video surveillance with the privacy rights of the individual.

2. Scope

This policy applies to all types of video surveillance systems that are or may be used at Library branches.

3. Definitions

- a) **Video Surveillance System** refers to a video, physical or other mechanical, electronic, digital or wireless surveillance system or device that enables continuous or periodic video recording, observing or monitoring of personal information about individuals in Library branches.
- b) **Camera** refers to a device that converts images into electrical signals for television transmission, video recording, or digital storage.
- c) **Record** includes a video or image downloaded from a video surveillance system.
- d) **Covert** refers to concealed or hidden.

4. Guiding Principles

In the daily operation of the services at Library branches, the safety of patrons and staff is maintained by conventional means such as alert observation by staff, the consistent application of the Library's Code of Conduct, security-conscious design of Library locations and, where required, patrols by security personnel.

However, in some circumstances, the additional protection provided by the use of video surveillance is essential in maintaining lawful, safe and appropriate use of Library premises. The information collected through video surveillance is used only to address unlawful conduct and breaches of Library policies and/or Library Codes of Conduct by patrons, volunteers, contractors and/or staff.

The installation of any video surveillance system pursuant to this policy is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the Kingston Frontenac Public Library Statement of Patron Privacy and other applicable legislation.

5. Policy

5.1 Use of Equipment

Any video surveillance equipment will be kept in a secure location and access will be limited to members of the Library's management staff and others only as authorized by the Chief Librarian or designate. The video surveillance equipment will be used only for the purposes articulated in this policy. The existence of this policy does not imply or guarantee that video surveillance systems will be monitored in real time.

No camera will be placed so that it views into an area where individuals have a greater expectation of privacy, such as in washrooms, change rooms or neighbouring buildings.

5.2 Use of Records

The records collected through video surveillance are used:

- To investigate any incident involving the safety or security of patrons, staff, volunteers and/or contractors;
- To investigate any incident involving the safety or security of any library branch;
- To investigate an incident involving violations of the Code of Conduct applicable to patrons, staff, volunteers or contractors;
- To investigate an incident involving violations of the KFPL Workplace Violence Prevention Policy and KFPL Workplace Harassment Policy;
- To provide evidence as required to protect the Library's legal rights;
- To provide law enforcement agencies with evidence related to an incident under police investigation.

The length of time records are retained is dependent upon the video surveillance system and the library record retention schedule. The systems are designed to automatically record over previous recordings and records are not accessed unless an incident prompts an investigation.

For audit purposes, logs will be kept of all instances of access to, and use of, records.

5.3 Covert Cameras

Covert cameras will only be installed for a limited and reasonable period of time, consistent with the objectives of monitoring and in order to address unauthorized or alleged illegal activity at a Library branch. There must be reasonable cause to suspect that an illegal or unauthorized action(s) is taking place or is about to take place. Where a covert camera is installed, informing the individual(s) concerned that the recording is taking place would seriously prejudice the reason for making the recording. In such cases, no signage will be posted. The installation of a covert camera will be subject to approval by the Chief Librarian or designate.

5.4 Signage

The Library shall post signs visible to members of the public at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance (see Appendix a) Video Surveillance Sign).

5.5 Release of Records

Access to records is limited to those authorized under this policy. If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete a release form (See Appendix b) Record of Disclosure to a Law Enforcement Agency) and forward it to the Chief Librarian or designate.

Access to a record may be provided to a third party (e.g. an individual whose image has been recorded and retained) and any request for access to a record by a third party must be made in writing to the Chief Librarian or designate. The processing of a request (including the fees charged) will be pursuant to Regulation 823 of MFIPPA.

Records required for evidence shall be saved to a secure file and stored in a secure environment. Such records will be destroyed after two years unless they are still required for evidence and/or pursuant to any applicable legislation. In cases where a patron has been banned by the Library, the record(s) will be retained for a period of up to five years, or for the period of the ban, whichever is longer.

5.6 Dealing with a Breach of Privacy

The Chief Librarian/CEO is responsible for the Library's privacy obligations under MFIPPA.

Any Library employee who becomes aware of any unauthorized disclosure of a record in contravention of this policy has a responsibility to ensure that the Chief Librarian and appropriate staff are immediately informed of the breach.

Once a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action must be taken to control the situation.

The Chief Librarian will identify the scope of the breach and take steps to contain the damage (e.g., determine if unauthorized access to the system has occurred, retrieve copies of recorded information, etc.).

The Chief Librarian will inform the Information and Privacy Commission and, if applicable, notify affected parties whose personal information was disclosed.

The Chief Librarian will conduct an internal investigation into the matter to review the circumstances surrounding the event as well as the adequacy of existing policies and procedures in protecting personal information.

5.7 Training

All Library staff will be made aware of their obligations under MFIPPA and this policy. Training will be provided to the appropriate staff responsible for the administration and application of this policy.

5.8 Policy Review

The Library Board will review this Policy as required.

5.9 Compliance

Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment.

6. Appendices

- a) Video Surveillance Sign
- b) Record of Release to Law Enforcement Agency

7. Authority

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

Guidelines for the Use of Video Surveillance (Information and Privacy Commissioner, October 2015)

Kingston Frontenac Public Library Statement of Patron Privacy

KFPL Workplace Violence Prevention Policy

KFPL Workplace Harassment Policy

8. Document Control

Original policy date: 2008

Last Reviewed: October 2018

Changes made: minor updates to Appendices

Next Review: October 2022

[Video Surveillance Public Sign.pdf](#)

[Record of Release to Law Enforcement Agency.pdf](#)



Areas of this building are under video surveillance.

Personal information recorded by video surveillance is gathered in accordance with the provisions of the

Municipal Freedom of Information and Protection of Privacy Act.

This information is gathered for the purpose of promoting public safety and the reduction of crime at this site.

Any questions about the collection of this Information can be directed to the Chief Librarian:

130 Johnson Street, Kingston, ON, K7L 1X8
or by phone at 613 549-8888 ext. 3505.



Record of Release to a Law Enforcement Agency

Law Enforcement Agency Representative

Print Name: _____ Signature: _____

Badge Number: _____ Agency Report # if applicable: _____

Agency: Kingston Police: ___ OPP: ___ RCMP: ___ Other: _____

By signing, the representative of the law enforcement agency certifies that the records(s) and/or property taken are required by the named law enforcement agency to aid in an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

Released: Video Files/Images _____ Property _____

Detailed Description of Item(s) Being Released:

KFPL Incident # or description: _____

KFPL Representative

Print Name: _____ Signature: _____

Date: _____ (Release Form returned to KFPL attention Shelagh Quigley)

Report to the Board

Subject: Room and Event Space Rental Policy
Date: October 10, 2018
Prepared by: S. Quigley, Director, Human Resources

Background:

The Room Rental Policy was last reviewed by the Board in 2014.

Analysis:

A number of libraries have faced challenges as a result of renting out space to controversial individuals or groups. Toronto Public Library faced negative public criticism when it rented out a room in 2017 for a memorial for a lawyer known for her work on free speech cases involving far right causes, including white supremacists. Ottawa Public Library also experienced negative publicity when a space was rented for the showing of a controversial film. Strengthening the language of the rental policies as it relates to discrimination, contempt or hate speech and securing a legal opinion with regard to the policies have been recommended. The draft policy is undergoing a legal review. Highlights of the changes to the policy are summarized as follows:

- Policy re-drafted to follow new policy template.
- Added reference to Cannabis legislation.
- Added stronger language regarding the denial of a booking and opportunity for appeal to Chief Librarian. Note that the draft policy has a yellow highlighted section that has been in the policy for years, and that section in particular is subject to the legal review.
- Added City of Kingston to save harmless clause.
- Added reference to Municipal Alcohol Policy for rentals where alcohol is served (policy requires insurance, Smartserve etc.)
- Deleted reference to exhibition of works of art.
- Added a clause prohibiting gaming. Also that charitable fundraising is prohibited unless approved by the Board. While there have been no incidents requiring amendments to the policy, it is important to address the potential for an issue related to any Alcohol and Gaming Commission of Ontario requirements.
- The policy has been renamed to allow the opportunity in the future for the rental of space, not just rooms (e.g. wedding in the Library).

A Microsoft Word compare document has been included with this Report highlighting the detailed amendments to the policy.

Recommendations:

That the Board approve the revised Room and Event Space Rental Policy.

KFPL Statement of Policy

Room and Event Space Rental Policy

1. Purpose

Kingston Frontenac Public Library (KFPL) meeting rooms and event spaces are made available to the general public for a fee when not being used for Library purposes. The Library encourages the use of library spaces by non-profit organizations for cultural and education purposes, government and other organizations including commercial or private entities. KFPL also provides space rental to provide revenue to benefit library programs and services. The purpose of this policy is to articulate the conditions of use for space rental at KFPL.

2. Scope

This policy applies to all facility room or event space rentals.

3. Guiding Principles

KFPL supports intellectual freedom as the prerequisite for an informed, democratic society. KFPL promotes providing equitable access to services and maintaining a welcoming and supportive environment free from discrimination and harassment.

4. Policy

4.1. Meeting Room and Event Space Rentals

1. All individuals, organizations or groups sponsoring an event or meeting must adhere to the Ontario Human Rights Code, the Criminal Code of Canada, the Charter of Rights and Freedoms, the Ontario Cannabis Act, 2017 and any other relevant legislation. All individuals, organizations or groups using library facilities will abide by the Library's Code of Conduct and the Accessibility Policy for Users with Disabilities Policy (where applicable).
2. Permission to rent KFPL spaces does not imply any endorsement of the aims, policies or activities of any individual, organization or group.
3. All meetings or events must be conducted in a manner consistent with the Library's Code of Conduct and according to the terms and conditions of the rental agreement, as they may be amended from time-to-time.
4. The Library may refuse any application that is incomplete or lacking in accompanying information, and reserves the right to refuse any application and to cancel any reservation without justification or cause.

5. The Library reserves the right to deny or cancel a booking when it reasonably believes:
 - a. use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor;
 - b. use will be for a purpose or action that is contrary to the law or any of the Library's policies or Code of Conduct, including violent, threatening, abusive, harassing, or disruptive language or conduct;
 - c. there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment. Past misuses or non-payment of fess is sufficient grounds for denial of an application.
6. Applicants who are denied permission to rent space may, upon written request, have the decision reviewed by the Chief Librarian, whose decision shall be final.
7. The sale of any goods and/or service on library premises by commercial organizations not in a co-sponsorship with the Library is prohibited.
8. The sale of any goods and/or service on library premises by community/non-profit groups may be permitted if approved by the Library.
9. No gaming or games of chance, including bingo and lotteries, are permitted.
10. Charitable fundraising is not permitted on Library property unless authorized by the Library Board.
11. Library staff must have access to facilities at all times and may attend free of charge any event, meeting or course held on Library premises for the purpose of auditing or reviewing compliance with Library polices and the terms and conditions found in this policy.

4.2. Rental Fee Schedule

1. The rental fees shall be set by the Library Board and reviewed as required. The fee schedule for room rentals is available on the KFPL website, www.kfpl.ca.
2. A security fee will be charged for any rooms occupied before or after library branch hours or when the branch is not open to the public. A minimum security

fee may be charged for Sunday bookings and bookings where security is not regularly scheduled.

4.3. Exemptions

The following groups are exempt from room or space rental fees, however security fees may still be charged.

- Library and Library-sponsored/co-sponsored programs
- Friends of the Library
- Committees on which library staff are serving members
- City of Kingston and County of Frontenac Committees
- Committees of the Municipalities of the Townships of Frontenac
- Pittsburgh Community Benefit Fund

4.4. Responsibilities of Renters

Authorizing officers and the incorporated organization, or officers of unincorporated organizations, in their personal capacity using the facilities under this agreement agree to accept responsibility for damages to the furnishings, equipment and premises during the period of agreement.

1. All organizations which apply for use of library facilities agree to save harmless the Library and the City of Kingston against all claims of any nature and kind and costs which may arise out of or by reason of granting of the application; and against damage, infringement of royalty rights, charges, slander, sedition and subversion which may occur as a result of public performance, actions or speeches, together with any costs which may arise in connection therewith.
2. One signer of this application must be in attendance for the duration of the meeting.
3. With prior approval of the Library an application may be made to the Alcohol and Gaming Commission of Ontario (AGCO) for a special occasion permit for the consumption of alcohol. With all applications, the terms of the City of Kingston Municipal Alcohol Policy must be followed, including the requirement for insurance.

Publicity and Advertising

1. An organization applying for the use of Library facilities will be required to specify the official name of the group in the advertisements of meetings to be held in the library.
2. Publicity must specify the place of the meetings as the "Kingston Frontenac

Public Library – (Insert Branch Name)" and must be approved by the Library before it is released.

Use of Library Spaces by Individuals

1. Patrons who are looking for a quiet place to work may use designated quiet work spaces on a drop-in basis if they are not already in use.

4.5. Procedures

1. All meeting rooms are booked through the Administration Office at the Central Branch.
2. Renters must complete and sign an Application for the Use of Library Facilities form, agreeing to the regulations and conditions.
3. Applications, completed in full, must be received at least two weeks prior to the date requested.
4. Payment for the full amount of the fee must be submitted with the application form.
5. Cancellation of a reservation with less than seventy-two hours' notice will result in a booking charge of up to fifty percent of the rental fee plus custodial/security costs which may have been involved in any room arrangement. Cancellation fees may be waived if the room is booked by another party.
6. Applications are to be submitted to the Administration Office, Kingston Frontenac Public Library, 130 Johnson Street.

5. Document Control

Last Reviewed: October 2018

Next Review: October 2021

KFPL Report to the Board

Subject: Naming Policy
Date: October 10, 2018
Prepared by: P. Enright

Background:

In 2014 the Board adopted a policy for naming branches, rooms, services and/or collections. The policy included naming opportunities either through sponsorships, donation or commemoration.

Analysis:

At the September 27, 2017 meeting the Library Board discussed commemoration naming opportunities. The Board approved the following motion that “the Commemorative Naming process be deleted from the Naming and Donor / Sponsorship opportunities” (2017-61). The policy has been amended to reflect this motion.

Recommended amendments include:

- Gifts: updated language about not receiving benefit based on language from the London Public Library policy
- Gifts held in trust: addition to the policy based on language from the London Public Library policy
- Fair Market Value: reference to the Canada Revenue Agency bulletin has been updated.
- Naming agreement with gift-requirement for written agreement of naming proposal with individual or family if individual is deceased
- Donor recognition-addition to the policy about the use of corporate logos based on language from the London Public Library policy

Recommendations:

That the Library Board review and approve the naming policy as presented

KFPL Statement of Policy

Naming

1. Purpose

The purpose of this policy is to establish the context and protocol for naming of Kingston Frontenac Public Library (the Library) branches, rooms/service areas, programs or collections.

2. Scope

The Kingston Frontenac Public Library Board has ultimate responsibility for the naming of branches, rooms/service areas, programs and collections, furniture and other nameable items as deemed appropriate, including the terms and conditions, regardless of whether the naming opportunity is as a result of a sponsorship or donation. This policy applies to the naming of all Kingston Frontenac Public Library branches, rooms, service areas, programs and collections.

The location, term and the ongoing management of all Kingston Frontenac Public Library collections remain the sole responsibility of the Library.

3. Definitions

A gift is a voluntary transfer of cash and kind, from individuals, industry, foundations and other sources to the Library for either unrestricted or restricted utilization in the operation of the Library. The transaction shall not result directly or indirectly in a right, privilege, material benefit or advantage to the donor or to the person designated by the donor. Gifts may be monetary (cash, cheques) or non-monetary (e.g. securities, real property, or personal property).

Gifts held in trust are funds donated to the Library which are not used immediately. The funds are held in a Library reserve account at the City of Kingston until they are required to support the Library.

Conflict of Interest means any event (whether actual or perceived) in which the Kingston Frontenac Public Library or anyone representing the Library may benefit from the knowledge of, or participation in, the acceptance of a gift.

Fair Market Value means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed and prudent, and who are acting independently of one another. Canada Revenue Agency, "Fair Market Value" P1113 Gifts and Income Tax 2017.

Pledge is a commitment of a gift given over a predetermined time frame.

A sponsorship is a mutually beneficial business exchange between the Kingston Frontenac Public Library and an external organization (hereinafter the sponsor) whereby the sponsor contributes funds, products or in-kind services to the Library in return for recognition, acknowledgement or other promotional considerations. Sponsorships involve an association between the sponsor and the Library and/or the specific program event, services or activity being sponsored. A sponsorship is a contracted arrangement between the Library and the sponsor, designed to benefit both parties. It is not a philanthropic gift.

Room means a discrete space within a Library facility and includes, but is not limited to, meeting rooms, study rooms, and program rooms. This also includes outdoor spaces such as reading gardens.

Service area means a discrete space within a library location not enclosed by walls such as children's area, computer lab, etc.

4. Guiding Principles

The Kingston Frontenac Public Library is a welcoming and inclusive place that is open and accessible to everyone in our communities. Any and all naming and sponsorship opportunities must be consistent with the Library's vision, mission and values.

No commitment regarding naming will be made to an individual or group prior to the approval of the related proposal for naming by the Kingston Frontenac Public Library Board.

Each proposal for naming will be considered on its own merit and not because a gift meets a particular need. Due attention will be given to both the long-term and short-term appropriateness of a naming.

The Library reserves the right to decline any sponsorship or philanthropic act in accordance with the following policies: Sponsorships; Gifts, Donations and Planned Giving.

In any proposal for naming a program, service or collection in honour of a donor, consideration should be given to the establishment of an endowment sufficient to sustain the program, service or collection for its term of lifetime.

In the case of naming opportunities associated with a gift, the recognition will be cost effective and will not exceed two percent of gift value or one percent for major gifts over \$500,000 in order to establish a level of consistency and will be paid out of the gift.

Signs, print and/or electronic materials bearing the name(s) of donors/sponsors may be posted/published prior to the fulfillment of a gift, donation or sponsorship provided there is a signed agreement between the parties and, in the case of a pledge, that the first gift installment has been made to the Library.

The Library reserves the right to review such names periodically.

5. Policy

Branch Libraries

- The Library will give priority to naming its buildings after their geographic location, either the community or the neighbourhood/street location where they are situated;
- Alternatively, consideration will be given to naming, where appropriate, after the type of service or function offered at that branch

Rooms/Service Areas

- The Library will give priority to naming rooms and areas after the library branch where it is located together with the function of such a room

Collections

- The Library will give priority to naming parts of its collection after the subject matter of the collection;

Programs

- The Library will give priority to naming its programs after the program content

Naming Opportunity with a Gift

The Library will consider naming branches, rooms/service areas, programs or collections, furniture and other nameable items as deemed appropriate, after the donor/sponsor including the terms and conditions, regardless of whether the naming opportunity is as a result of sponsorship or donation. The general policy guidelines outlined above will apply. In addition, the following will apply:

- The gift shall constitute a significant portion of the total cost of the branch, room/service area, program or collection, furniture and other nameable items as deemed appropriate, to be named – either funding the total cost of the project, or providing a substantial proportion of the required funding of the project
- A naming schedule will be developed to identify naming opportunities with gift levels specific to capital projects.
- In the case of an existing branch, room/service area, collection or program, furniture and other nameable items as deemed appropriate, to which a naming opportunity is applied, the associated gift shall be commensurate with the market value of the opportunity.

Request for naming will be done on a case-by-case basis with consideration given to:

- Whether the initiative could proceed without the gift, donation or sponsorship;
- The urgency of the need for the initiative;

- The distinction, reputation and integrity of the individual, organization or corporation whose name will be used; and/or
- The relationship of the individual, organization or corporation to the Library.

The use of corporation names will require special consideration in order to avoid the appearance of commercial influence or conflict of interest. Naming opportunities are contingent on the fulfillment of the pledge of a gift, donation or sponsorship and are approved on that condition.

Renaming of Branches, Rooms/Service Areas, Programs or Collections

Proposals to rename any Library branch, room, program or collection will adhere to the naming criteria outlined above. In addition, the following will apply:

- New naming opportunities may arise when a branch or area within a branch is redeveloped or renovated and will be utilized for a different purpose.
- Renaming would be dependent on the nature of the conditions contained in the previous naming opportunity agreement.
- Appropriate recognition of previous donors or honorees may be included in the new or renovated facility.
- When renaming does occur, all reasonable effort will be made to inform, in advance, the original donor/sponsor or honoree.

Naming Agreements

When name recognition has been extended for a specific gift, donation or sponsorship received, an agreement shall be drawn up, establishing the parameters of the gift, its recognition, and time frame in which the name expires, including an exit clause.

In the case of an individual, agreement to the naming proposal must be confirmed in writing with the individual to be named, and if deceased, by the immediate family.

Donor Recognition

The Library will establish levels of naming opportunities (donor recognition) that correspond with the level of gifts, donation and sponsorship given.

Donor/sponsor names will not have prominence over the Kingston Frontenac Public Library name and/or logo in signage and other means of naming. Corporate logos of sponsors/donors will not be used for recognition purposes on Library buildings or signs, or in association with Library print or electronic materials.

Power to Vary

If, at any time following the approval of a naming opportunity, circumstances change substantially such that the continued use of a particular name may compromise the public trust, or brings into disrepute the name and/or image of the Library, the Library Board has the authority to withdraw the naming opportunity.

The Library reserves the right to withdraw naming opportunities if a sponsor or donor defaults on a payment or payments.

6. Appendices

Not applicable.

7. Authority

Not applicable.

8. Document Control

Original policy date: September 2014

Last Reviewed: October 2018

Changes made:

Next Review: October 2022