

## POLICIES

- R** Required by legislation  
**\*** Recommended by Ontario Public Library Guidelines (OPLG)  
**M** Mandatory for accreditation through OPLG

	Admin/Service Area Index No.		Title	Pages	Date Approved by Library Board	Date for Review by Library Board
1	HRS-56/HRS-55		Acceptable Use of Internet and Email by Staff	1	June 24, 2011	June 1, 2015
2	PS-26	R	Accessible Standards for Customer Service Policy	4	November 18, 2009	December 1, 2013
3	OBS-78/na		Board Governance Policy	24	September 15, 2010	September 1, 2014
4	PS-22		Book Deposit Service Policy (may be included in revised Visiting Library Service Policy)	3	September 16, 2009	December 1, 2014
5	to Brd Sep16/09 - revisions requested	M	Children's Services Policy		new	December 1, 2014
6	PS-08	M	Collection Development Policy	19	April 17, 2013	April 1, 2017
7	PS-20		Community Information Policy	1	December 19, 2012	December 1, 2016
8	HRS-66		Confidentiality Policy	3	October 27, 2010	October 1, 2014
9	OBS-77/na		Constitution of the Newmarket Public Library Board	10	September 19, 2007	December 1, 2014
10	PS-09		Disposal and Donation of Library Materials Policy	2	December 19, 2012	December 1, 2016
11	OBS-89/OS-84		Donation Policy	3	January 16, 2013	January 1, 2017
12	HRS-57/HRS-56		Dress Code	1	September 18, 2013	October 1, 2017
13	HRS-63/HRS-62		Employee Borrowing Policy	1	February 27, 2013	February 1, 2017
14	HRS-62/HRS 61		Employee Service Recognition Policy	1	May 16, 2012	May 1, 2016

- R Required by legislation  
 \* Recommended by Ontario Public Library Guidelines (OPLG)  
 M Mandatory for accreditation through OPLG

	Admin/Service Area Index No.		Title	Pages	Date Approved by Library Board	Date for Review by Library Board
15	PS-06	*	Freedom of Information and Protection of Privacy Policy	3	September 16, 2009	December 1, 2014
16	HRS-52	M	Full-Time Collective Agreement - April 1, 2012 - March 31, 2015		Ratified April 22, 2013	when negotiated
17	OBS-91/OS-86	R	Health and Safety Policy - to be reviewed annually	1	June 15, 2012	September 18, 2014
18	HRS-58/HRS-57		Inclement Weather or Other Emergencies Causing Closure of the Library	4	February 27, 2013	March 1, 2017
19	TBA	R	Integrated Accessibility Standards Policy	5	October 23, 2013	October 1, 2017
20	PS-05	M	Inter Library Loan (OPLG - Resource sharing policy)	2	May 20, 2009	December 1, 2014
21	OBS-88/OS-83		Library Champions Committee Terms of Reference (to be replaced by Friends of the Library Terms of Reference)	3	March 19, 2008	On Hold
22	PS-23	*	Local History and Genealogy (OPLG - Local history policy)	2	May 20, 2009	December 1, 2014
23	PS-01		Membership Policy (Circulation Policy - OPLG)	4	December 19, 2012	December 1, 2016
24	HRS-54/na	M	Non-Union Employee Personnel Policy (OPLG - Personnel Policy)	13	September 9, 2011, Updated May 15, 2013	May 1, 2017
25	HRS-53	M	Part-Time Collective Agreement - April 1, 2012 - March 31, 2015		Ratified April 22, 2013	when negotiated
26	PS-15		Patron Code of Conduct Policy	2	November 17, 2010	November 1, 2014
27	PS-10		Photocopying Policy and Guidelines	3	December 19, 2012	December 1, 2016
28	OBS-82/OS-79		Policy on Policy Making	2	May 20, 2009	December 1, 2014
29	OBS-80/OS-77	R	Procurement Policy	6	March 29, 2006	December 1, 2014
30	PS-13	*	Program Policy	7	April 20, 2011	April 1, 2015
31	PS-11	*	Public Computer Access and Use Policy	4	May 17, 2013	May 1, 2017

- R** Required by legislation  
**\*** Recommended by Ontario Public Library Guidelines (OPLG)  
**M** Mandatory for accreditation through OPLG

	Admin/Service Area Index No.		Title	Pages	Date Approved by Library Board	Date for Review by Library Board
32	<b>OBS-83/OS-80</b>		<b>Public Relations Policy</b>	<b>4</b>	October 26, 2011	October 1, 2015
33	<b>TBA</b>		<b>Records Retention Policy</b>	<b>13</b>	September 18, 2013	October 1, 2017
34	<b>HRS-51</b>	<b>R</b>	<b>Recruitment and Selection Policy</b>	<b>12</b>	January 18, 2012	January 1, 2016
35	<b>PS-24</b>	<b>M</b>	<b>Reference and Information Service Policy</b>	<b>7</b>	March 14, 2004	December 1, 2014
36	<b>PS-14</b>	<b>*</b>	<b>Room Rental (OPLG - Public meeting room policy)</b>	<b>3</b>	May 16, 2012	May 1, 2016
37	<b>TBA</b>	<b>*</b>	<b>Safety, security and emergency issues</b>		new	December 1, 2014
38	<b>HRS-67</b>		<b>Social Media Policy</b>	<b>2</b>	October 26, 2011	October 1, 2015
39	<b>OBS-90/OS-85</b>		<b>Sponsorship Policy</b>	<b>2</b>	December 19, 2012	December 1, 2016
40	<b>PS-16</b>		<b>Unattended Child Policy</b>	<b>1</b>	May 21, 2006	December 1, 2014
41	<b>TBA</b>		<b>Video Surveillance Policy (waiting for Town policy)</b>		new	December 1, 2013
42	<b>PS-21</b>		<b>Visiting Library Service - Operation and Guidelines</b>	<b>6</b>	May 15, 2002	December 1, 2014
43	<b>TBA</b>	<b>*</b>	<b>Volunteer Policy</b>	<b>3</b>	September 18, 2013	October 1, 2017
44	<b>HRS-65</b>	<b>R</b>	<b>Workplace Harassment Policy</b>	<b>1</b>	June 19, 2014	June 1, 2018
45	<b>HRS-64</b>	<b>R</b>	<b>Workplace Violence Policy</b>	<b>2</b>	June 19, 2014	June 1, 2018
			<b>Policies to consider</b>			
		<b>M</b>	<b>Planning policy (may be included in governance/constitution)</b>			
		<b>M</b>	<b>Advocacy policy (may be included in governance /constitution)</b>			