



The City of Kawartha Lakes
Public Library

Policy Number: LIB2020-04

Policy Name:
LIBRARY BRANCH HOURS OF OPERATION

Developed By:	Linda Kent, Manager of Library Service	Date:	28 Nov 2002
Revised By:	Jamie Anderson, CEO	Adoption Date:	06 Feb 2003
Resolution #:	LIB2020-04	Effective:	06 Feb 2003
Review Cycle:	Once per term	Last Reviewed Date:	06 Feb 2020

POLICY STATEMENT AND RATIONALE:

The purpose of this policy is to provide a statement of philosophy and identify key criteria respecting the library branch hours of operation that will reflect the objectives of the Library’s Strategic Plan and that will allow the development and maintenance of a responsive approach to library hours that will support the Library’s role in the community.

SCOPE:

This policy shall apply to the City of Kawartha Lakes Public Library and all of its branches.

DEFINITIONS:

In reading and interpreting this policy, the following definitions shall apply:

“Branch” means one of the branches of the City of Kawartha Lakes Public Library.

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library.

“City” means the Corporation of the City of Kawartha Lakes.

“Library” means the City of Kawartha Lakes Public Library.

“Library Board” means the City of Kawartha Lakes Public Library Board.

POLICY, PROCEDURE AND IMPLEMENTATION:

1.0 Responsibility

- 1.1 The CEO, acting according to the principles established by the Library Board, has the authority to change the library hours of operation at any branch of the Library providing that such hours are not decreased or increased.
- 1.2 It is understood that the authority of the CEO does not extend to the reallocation of hours from branch to branch, which falls within the jurisdiction of the Library Board.
- 1.3 In the event that branch hours are being contemplated to be changed, such changes will be reviewed in consultation with any Friends groups, staff and other stakeholders prior to implementation.

2.0 Criteria

- 2.1 The criteria used to determine whether library hours should be changed will be:
 - a) Request for the local community. When the CEO has received a request from the community and has reason to believe that there is sufficient interest within a community that a change of the hours of operation would be beneficial to library users and the community
 - b) Coordination with existing activities. When a community group or organization establishes or changes its meeting dates, or when the CEO has reason to believe that coordinating library hours with a specific community activity might reasonably be thought to be beneficial to library users and the community.
 - c) Safety considerations pertaining to all occupational health and safety legislation, City policies and other matters. Where a branch is located in an isolated, rural location and there are no other services provided by nearby or local community activities taking place in the immediate vicinity, it may be reasonable to amend the length of evening service hours.

- 2.2 Every effort will be made to ensure that branch library hours of operation will be scheduled in order to offer library service during at least one morning, afternoon/evening, and weekend shift.

3.0 Reporting

- 3.1 The CEO will keep the Board advised of any changes in branch hours of operation and their impacts.

Related Documents

Occupational Health and Safety Act, R.S.O. 1990, c. 0.1
City of Kawartha Lakes Occupational Health and Safety Policy (CORP2016-010)