

Report to / Rapport au:

**Ottawa Public Library Board
Conseil d'administration de la bibliothèque publique d'Ottawa**

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**Submitted by / Soumis par:
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File Number: OPLB-2016-0121

SUBJECT: Board Position Statements

OBJET: Énoncés de position du Conseil d'administration

REPORT RECOMMENDATION

That the Ottawa Public Library Board approve the Position Statement Framework and Board Position Statements on Customer Conduct and Intellectual Freedom.

RECOMMANDATION DU RAPPORT

Que le Conseil d'administration de la Bibliothèque publique d'Ottawa approuve le cadre d'énoncé de position ainsi que les énoncés de position relatifs à la conduite des employés et à la liberté intellectuelle.

BACKGROUND

Since amalgamation, the Ottawa Public Library (OPL) Board has prepared position statements that are either required by legislation, or necessary to document the Board's position on various topics/matters such that staff can carry out their administrative duties.

The OPL Board has eight (8) position statements, approved over the last few years, based on the governance model and operating structure of both the Board and the OPL at the respective time of approval.

With the introduction of a revised OPL Board Rules of Procedure By-Law in 2015, as well as update to the OPL Board Policy #2 – Delegation of Authority, staff have undertaken a review of the position statements to ensure appropriate alignment with the Board's Strategic Directions and the Delegation of Authority.

DISCUSSION

Staff have reviewed the eight (8) position statements and recommend a revised Position Statement Framework as outlined in Document 1.

Based on the new view, staff recommend keeping the OPL Board position statements on Customer Conduct and Intellectual Freedom. The statements have been reviewed and updated as follows:

Customer Conduct – According to the *Public Libraries Act*, Section 23 (4), the Board may make rules “...for the use of library services...” and “...for the exclusion from the library of persons who behave in a disruptive manner ...” The position statement on Customer Conduct provides guidance to staff and serves as the basis for procedures and practices related to customer conduct. This statement appears both online and in branches, as a reminder to customers. The statement has been revised to incorporate more plain language for improved comprehension.

Intellectual Freedom – Since amalgamation, and based on best practices, the Board has recognized the Library's responsibility to protect intellectual freedom, as summarized in the statements of intellectual freedom adopted by the Canadian Library Association (CLA) and the Ontario Library Association (OLA). The Board also adopted Intellectual Freedom as one of its core values, and produced a Position Statement which requires Board reaffirmation with each term. The Position Statement serves as a guide for OPL decision making in terms of material selection, services, and program offerings, and is reflected in the Library's administrative and operational policies and practices. The attached has been revised to incorporate updates from both the CLA and OLA statements.

Upon review of the Board policy on Delegation of Authority, whereby responsibility is delegated to the CEO for administrative/operational items, staff recommend the following statements be converted to administrative policies: Accessibility, Privacy, Public Network Access Policy, as well as Services for Older Adults. In the case of the privacy and accessibility statements, OPL's practices are governed by legislation requiring an administration policy (already existing) and these are included in OPL's Core Values.

Staff recommend the following statements be deleted: Lifelong Learning, Literacy and Reading, and Materials Selection. Both statements are no longer required as separate Board position statements as the former is included in OPL's Core Values, and the latter is included in the Collection Management Framework approved by the Board in September 2014.

CONSULTATION

Members of the Ottawa Public Library's management and senior management teams were consulted in the preparation of the framework and/or statements.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technology implications associated with this report.

BOARD PRIORITIES

The report aligns with the Board's Rules of Procedure By-Laws.

SUPPORTING DOCUMENTATION

Document 1	Position Statement Framework
Document 2	Customer Conduct (Proposed)
Document 3	Customer Conduct (Current)
Document 4	Intellectual Freedom (Proposed)
Document 5	Intellectual Freedom (Current)

DISPOSITION

Once approved, the position statements will be adapted into French, with customer-friendly versions posted in appropriate formats on the OPL website and across OPL's branches.

The position statements will be reviewed in the second year of each term of a new Board, unless otherwise required due to legislative requirements or alignment with other statements as applicable.