

# **Northwest Library Federation**

HAZELTON · HOUSTON · KITIMAT · PRINCE RUPERT · SMITHERS · STEWART · TERRACE · NWCC

## **POLICY MANUAL**

The Northwest Library Federation (NWLF) is a partnership between the public libraries of Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart and Terrace as well as the campus libraries of Northwest Community College. Libraries in the Federation are legally independent of each other but work together to achieve regional goals better realized collectively than independently.

The purpose of the NWLF is to facilitate the cooperation needed to deliver better and more equitable service to member communities. One example of this mission has been the extension of borrowing privileges for patrons at each of the NWLF libraries, along with the ability to return borrowed materials at any of the NWLF libraries.

The policies in this document govern the operation of the NWLF. These policies have been agreed upon and approved by the Directors of the NWLF Board. However, each Library Director may, at their discretion, allow privileges to be extended where not endorsed by policy.

Detailed contact information for each member library can be found in section 1.4.

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### **1. LIBRARY MEMBERSHIP**

#### **1.1 Members**

NWLF members are the public libraries in the communities of Hazelton, Houston, Kitimat, Prince Rupert, Smithers, Stewart and Terrace. The Northwest Community College is an associate member.

The NWLF Board is comprised of a voting representative from each library. As an associate member, the Northwest Community College does not have a vote; however, the College Library Coordinator along with the Public Library Directors acts in an advisory capacity to the NWLF Board.

NWLF membership cards are issued at a patron's library of residence and are subject to the membership guidelines of that library. Once patrons have been issued a card from their library of residence they are entitled to full borrowing privileges at each of the Federation libraries as long as they are members in good standing. Outstanding unpaid fines and lost/overdue material may result in refusal of service. (Ref. sections 2.5 & 2.6)

Patrons residing in regional districts that do not support libraries may be charged a non-resident fee. (Ref. section 1.4)

*Policy approved: May 9, 2009*

*Policy revised: November 25, 2015*

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### **1.2 Membership Cards**

Only one card per individual will be issued. For residents of the NWLF region, the NWLF card or a valid membership card from an NWLF library is valid to borrow materials at any library within the Federation.

NWLF libraries have adult and juvenile memberships. Refer to section 2.2, Loan Limits and Adult Memberships, for information about each library's membership policies.

Patrons from outside of the NWLF region will use the library card from their home library if their home library is on the Evergreen Integrated Library System (ILS).

Patrons outside of the NWLF region and not on the Evergreen ILS may use their BC OneCard or be issued a BC OneCard if they do not already have one.

Northwest Community College students can use their NWCC student identification card or an NWLF library card for borrowing within NWLF libraries. If they are from an Evergreen Library outside the Federation their home library card can be used. If they are not from an Evergreen library and do not reside within the NWLF region they should use their student identification card.

A lost membership card can only be replaced at the patron's home library. The cost to replace a card is determined by policy from the issuing library.

Cardholders are responsible for the safe return of all materials borrowed and all charges incurred on their card. Any Federation library can refuse to loan materials to members who have outstanding fines and or lost or damaged materials on their card. (Ref. sections 2.5 & 2.6 )

Borrowing limits, fine rates and fine limits are set by each Federation library. Materials borrowed are subject to the rates and limits of the lending library. (Ref.sections 2.2)

Membership cards are not transferable.

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*Policy revised: November 25, 2015*

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### **1.3 Changing Membership within the NWLF**

Patrons may only have one membership card. When a patron's place of residence changes and they are in a new library jurisdiction, they must change their membership to the library in their new location.

To obtain membership at their new library of residence patrons should bring the membership card from their previous library along with the identification required by the policy of the lending library.

The membership card from their previous library will be relinquished to the new library and a new membership card will be issued. The new library will contact the previous library and request that the old account be deactivated in order to avoid patron duplication.

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### **1.4 Non-Resident Fees**

Core funding for municipal and public libraries throughout British Columbia is provided through operating grants from municipalities and some regional districts. The amount of funding a library receives is dependent on household tax contributions. This allows most library memberships to be free to residents.

However, some regional districts do not contribute tax dollars to support the library in their region. People living outside a municipality and in a regional district that does not support the public library may be subject to a non-resident fee.

Information about membership fees can be obtained by contacting your local library.  
(Ref. section 1.5)

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### **1.5 Contact Information**

#### ***Public Libraries***

**Hazelton District Public Library**  
4255 Government Street, Box 323  
Hazelton, B.C., V0J 1Y0  
Library Director: Tara Williston  
Phone: 250-842-5961  
[hdpldirector@citywest.ca](mailto:hdpldirector@citywest.ca)  
[www.hazeltonlibrary.bc.ca](http://www.hazeltonlibrary.bc.ca)

**Houston Public Library**  
P.O. Box 840  
Houston, B.C., V0J 1Z0  
Library Director: Toni McKilligan  
Phone: 250-845-2256  
[admin@houstonlibrary.ca](mailto:admin@houstonlibrary.ca)  
<http://library.houston.ca>

**Kitimat Public Library**  
940 Wakashan Avenue  
Kitimat, B.C., V8C 2G3  
Library Director: Virginia Charron  
Phone: 250-632-8985  
[ask@kitimatpubliclibrary.org](mailto:ask@kitimatpubliclibrary.org)  
[www.kitimatpubliclibrary.org](http://www.kitimatpubliclibrary.org)

**Prince Rupert Public Library**  
101 6th Ave West  
Prince Rupert, B.C., V8J 1Y9  
Chief Librarian: Joe Zelwietro  
Phone: 250-627-1345  
[info@princerupertlibrary.ca](mailto:info@princerupertlibrary.ca)  
[www.princerupertlibrary.ca](http://www.princerupertlibrary.ca)

**Smithers Public Library**  
3817 Alfred Ave. Box 55  
Smithers, B.C., V0J 2N0  
Phone: 250-847-3043  
Library Director: Wendy Wright  
[contact@smitherslibrary.ca](mailto:contact@smitherslibrary.ca)  
[www.smitherslibrary.ca](http://www.smitherslibrary.ca)

**Stewart Public Library**  
P.O. Box 546  
Stewart, B.C., V0T 1W0  
Community Librarian: Galina Durant  
Phone: 250-636-2380  
[stewartpubliclibrary@gmail.com](mailto:stewartpubliclibrary@gmail.com)  
[www.stewart.bclibrary.ca](http://www.stewart.bclibrary.ca)

**Terrace Public Library**  
4610 Park Avenue  
Terrace, B.C., V8G 4A2  
Phone: 250-638-8177  
Library Director: David Tremblay  
[dtremblay@terracelibrary.ca](mailto:dtremblay@terracelibrary.ca)  
[www.terracelibrary.ca](http://www.terracelibrary.ca)

#### ***NWCC Campus Library Locations***

**NWCC Hazelton Campus**  
4815 Swannell Drive  
Hazelton, B.C., V0Y1Y0  
Phone: 250-842-5291  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**NWCC Houston Campus**  
3221 14th Street  
Houston, B.C., V0J 1Z0  
Phone: 250-845-7266  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**NWCC Kitimat Campus**  
606 Mountainview Square  
Kitimat, B.C., V8C 2N2  
Phone: 250-632-4766  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**NWCC Prince Rupert Campus**  
353 5th Street  
Prince Rupert, B.C., V8J 3L6  
Phone: 250-624-6054  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**NWCC Smithers Campus**  
P.O. Box 3606  
Smithers, B.C., V0J 2N0  
Phone: 250-847-4461  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**NWCC Terrace**  
5331 McConnell Avenue  
Terrace, B.C., V8G 4X2  
Phone: 250-635-6511  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**NWLF Director**  
Lauren Wolf  
432 Third Street  
New Westminster, BC V3L 2S2  
Phone: 1-800-276-1804  
[director@NWLF.ca](mailto:director@NWLF.ca)  
[www.NWLF.ca](http://www.NWLF.ca)

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## **POLICY MANUAL**

## **2. CIRCULATION**

### **2.1 Circulation of Materials**

Loan periods and loan limits for items borrowed are subject to policies set by the library from which the materials have been borrowed. (Ref. section 2.2)

*Policy approved: May 9, 2009*

*Policy revised: November 25, 2015*

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## **POLICY MANUAL**

### **2.2 Loan Limits & Age for Adult Memberships**

	<b>Hazelton</b>	<b>Houston</b>	<b>Kitimat</b>	<b>Rupert</b>	<b>Smithers</b>	<b>Stewart</b>	<b>Terrace</b>	<b>NWCC</b>
<b>Books</b>	21 days	21 days	21 days	21 days	21 days	21 days	28 days	* note
<b>Holiday Books</b>	21 days	14 days	n/a	21 days	21 days	7 days	14 days	
<b>New Books</b>	n/a	n/a	n/a	n/a	n/a	14 days	14 days	
<b>Magazines</b>	21 days	n/a	n/a	21 days	21 days	n/a	28 days	
<b>DVDs</b>	7 days	7 days	3 days	7 days	21 days	7 days	3 days/ 7 days	
<b>Videos</b>	7 days	n/a	n/a	7 days	n/a	7 days	n/a	
<b>CD / Music</b>	n/a	n/a	n/a	21 days	21 days	n/a	14 days	
<b>CD ROMs</b>	n/a	n/a	n/a	n/a	21 days	n/a	n/a	
<b>Audio Books</b>	21 days	7 days	21 days	21 days	21 days	n/a	28 days	
<b>Age of Adult Memberships</b>	18	14	16	Grade 8	16	15	15	

\*Note: NWCC loan periods vary depending on the type and status of the material. Check the specific campus library websites at [www.nwcc.bc.ca](http://www.nwcc.bc.ca). See section 1.4 for campus contact information.

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### **2.3 Interlibrary Loans**

Requests for interlibrary loans should be made at a patron's home library and will be subject to the policies of that library.

*Policy approved: May 9, 2009*

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### **2.4 Renewals**

Library materials can be renewed if there are no holds or reserves on them by another patron. The number of times materials can be renewed and the types of materials that can be renewed are at the discretion of the library from which the material was borrowed.

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### **2.5 Lost or Damaged Materials**

Patrons may pay for any charges at any NWLF library. When lost or damaged material has been paid, the library where the material originated must be notified if the patron has been sent to collections.

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*Policy revised: November 25, 2015*

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### **2.6 Collection of Fines**

Patrons with fines of \$5.00 or more are not permitted to take out library material. When borrowing from their home library local policy will prevail. Fines may be paid down to below \$5.00 or in its entirety at any Federation library and subsequently all membership privileges will be immediately reinstated.

Fines in excess of \$5.00 must be recorded as Federation fine revenue (fines under \$5.00 need not be tracked for Federation purposes). A reconciliation of Federation fine revenue will be conducted by each Federation Library Director and reported to the Federation Director prior to the Federation fiscal year end (presently December 31st of each year).

Where an item is overdue more than 90 days and the fine is in excess of \$5.00, it must be returned to any Federation library and the fine paid before any further library material can be checked out. Collecting libraries shall retain fines on the lending library's behalf.

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*Policy revised: November 25, 2015*

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### **3. TRAVEL**

#### **3.1 Travel Policy**

The NWLF will compensate travel and accommodation to the annual NWLF fall conference for a Library Director, two trustees from each library board, and staff from each NWLF library. The NWLF will also compensate approved travel for librarians, staff and Trustees to authorized meetings and conferences other than the fall conference.

The rate for travel by vehicle is \$0.50 per kilometre. Libraries will arrange for the most economical means of transportation. Mileage will be calculated using the distances set out in the chart below.

Receipts are necessary for everything other than meals and mileage.

Meal allowances for breakfast, lunch and dinner while on travel are provided at the following rates: Breakfast: \$15.00 Lunch: \$15.00 Dinner: \$30.00, or \$60 per day. A meal allowance will not be paid out when a meal is provided.

<b>Library</b>	<b>Hazelton</b>	<b>Houston</b>	<b>Kitimat</b>	<b>Rupert</b>	<b>Smithers</b>	<b>Stewart</b>	<b>Terrace</b>
<b>Hazelton</b>	xxxxx	270	412	578	150	508	280
<b>Houston</b>	270	xxxxx	670	834	130	792	536
<b>Kitimat</b>	412	670	xxxxx	410	536	748	146
<b>Rupert</b>	578	834	410	xxxxx	706	926	294
<b>Smithers</b>	150	130	536	706	xxxxx	664	410
<b>Stewart</b>	508	792	748	926	664	xxxxx	632
<b>Terrace</b>	280	536	146	294	410	632	xxxxx

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*Revised: November 25, 2015*

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### **4. Reserve Funds**

#### **4.1 Emergency Reserve Fund Policy**

Due to the unpredictable nature of the Federation's revenue stream, the NWLF will maintain an Emergency Reserve Fund in the event of a delay of receipt or discontinuation of the annual operating grant. In either of these eventualities, the Fund will be used to meet obligations to our member libraries, to fulfill program and project grant commitments, and to ensure an orderly shutdown of the Federation if required. The Emergency Reserve Fund will be held in a cashable term deposit in an amount sufficient to operate the Federation for six months. The Board will direct the Federation Director to use Emergency Reserves if needed and confirm that the use is consistent with the purpose of the reserves.

The Federation Director is responsible for ensuring that the Emergency Reserve funds are maintained and used only as described in this policy. This policy will be reviewed annually by the Federation Director and the Treasurer, who will recommend any changes to the Board of Directors.

#### **4.2 Excess Reserve Fund Policy**

Excess reserves will be used to fund one project or program per year, based on strategic priorities.

Excess reserves will be held in a high-interest savings account. Annual use of the Fund will be determined by the Federation Director after consultation with the Library Directors and review by the Board.

The Federation Director is responsible for ensuring that the Excess Reserve Funds are maintained and used only as described in this policy. This policy will be reviewed annually by the Federation Director and the LDAG, who will recommend any changes to the Board of Directors.

*Policy approved: June 17, 2015*

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### **5 Federation Readings Program**

#### **5.1 Tour Guidelines**

The North Coast Library Federation offers partial funding to authors and performers to offset the travel costs of public performances in our libraries. The objective of the program is to increase community engagement with the library, particularly among underserved populations.

#### **Deadlines**

*For tours taking place between March 1 and June 31, the application deadline is January 15.*

*For tours taking place between September 1 and November 30, the application deadline is June 1.*

#### **Eligibility**

Grants are available to Canadian authors or performers. Activities eligible for funding include public readings and performances within the North Coast Library Federation only. Applicants cannot request funds for the same costs that are funded through any other program. Please note that meeting the eligibility criteria does not guarantee a grant.

#### **Grant Amount**

The eligible costs are meals, accommodation and travel expenses of touring authors or performers. The funding level will depend on the total number of eligible requests that are approved, and as a consequence applicants may not receive the full amount they request.

Eligible costs include:

- A maximum of \$125 for one night hotel per library (with receipt)
- A maximum of \$67.50 per day for meals (with receipts) excluding alcohol
- Honorarium: to be negotiated
- Mileage at \$.50 per kilometer based on the chart below

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<b>Library</b>	Hazelton	Houston	Kitimat	Prince Rupert	Smithers	Stewart	Terrace
Hazelton	xxxx	135	206	289	75	254	140
Houston	135	xxxx	335	417	65	396	268
Kitimat	206	335	xxxx	205	268	374	73
Prince Rupert	289	417	205	xxxx	353	463	147
Smithers	75	65	268	353	xxxx	332	205
Stewart	254	396	374	463	332	xxxx	316
Terrace	140	268	73	147	205	316	xxxx

### **Assessment Criteria**

A committee of the Federation will review all applications and make a final determination of the successful candidate(s). The committee will base its review of applications on:

- Subject matter consistent with the needs and interests of North Coast communities;
- Report on previous readings or performances
- Proposed tour as indicated on the application form

### **Assessment Process**

Applications will be assessed by a committee of the NWLF. The applicant will be informed of the result of their application within one month of the application deadline.

If an application is successful, the terms and conditions of the grant will be contained in a grant letter. The NWLF will reimburse all or part of the tour costs after any conditions provided with the grant letter have been satisfied.

### **Further Information**

Lauren Wolf  
Director, Northwest Library Federation  
[director@NWLF.ca](mailto:director@NWLF.ca)  
1-800-276-1804 or 604-802-7996

*Policy approved: November 25, 2015*