



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

**CATEGORY:** Board By-law #3

**POLICY REPLACING:** Request for Board Documentation October 1993

**SUBJECT:** Transparency

**BOARD APPROVAL DATE:** May 13, 2014

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**RATIONALE:**

Because the Library is a public institution, the public has a right to access the pertinent documentation that is a product of the Library Board's governance.

**POLICY STATEMENT:**

The current minutes and pertinent policies of the Bracebridge Public Library Board will be available to any member of the general public via the Library website. Requests for information not on the website may be directed to the Reference Department. If the document exists, staff may provide a copy to the requestor. The Staff will advise the requestor when the materials are ready. The requestor is then responsible for picking up the materials. Original Library documents will not leave the premises, or be removed from their binders by anyone other than the CEO or Reference staff.

**PREVIOUS REVISIONS:**

Requests for Board Documentation Policy October 18, 1993