

## Bonfield Public Library Board: Policy Review Schedule

Policy Document	Date of Original Policy	Date of Review	2021	2022	2023	2024
Accessible Customer Service	June 1, 2009	May 13, 2019				
Anti-Spam Policy	April 7, 2014	Nov. 7, 2016				
Bonfield Public Library By-Law	May 12, 1998	Dec. 5, 2016				
Capital Replacement Plan	February 10, 2016	Feb. 10, 2016				
Circulation Policy	June 2009	Feb. 7, 2022		√		
Collection Procedure	January 2004	Dec. 5, 2016				
Employee Contract	June 2009	June 6, 2016				
Exam Proctoring	N/A	Feb. 6, 2017				
Facebook Policy	November 7, 2011	Nov. 7, 2016				
Fax, Photocopying, Laminating and Disc Repair	September 9, 2009	Dec. 5, 2016				
Information Service Policy	June 25, 1999	Dec. 5, 2016				
Job Descriptions	June 2009	Feb. 7, 2022		√		
Meeting the Requirements of the AODA Regulations	April 7, 2014	Oct. 3, 2016				
CPIC & Offence Declaration	June 6, 2016	June 6, 2016			√	
Office Policy	June 2009	Feb. 7, 2022		√		
Performance Evaluation Form	June 2009	Feb. 7, 2022		√		
Personnel Policy	June 2009	Feb. 7, 2022	√	√		
Photo Release Form	June 2009	Dec. 5, 2016				
Political Election Policy	April 7, 2014	April 4, 2022		√		
Procurement By-Law	December 6, 2004	Dec. 5, 2016				
Public Access Computers Acceptable Use Agreement	April, 2010	Dec. 5, 2016				
Remuneration and Expenses	June 1, 2009	Feb. 7, 2022		√		
Strategic Plan	June 1, 2009	Feb. 6, 2017				
Tangible Capital Assets Inventory	January, 2014	Feb. 7, 2022		√		
Technology Plan	December, 2016	Feb. 7, 2022		√		√
The Board Code of Conduct Policy	April 7, 2014	June 6, 2016				
The Employee Code of Conduct Policy	April 7, 2014	June 6, 2016				
The Health and Safety Policy	May 5, 2014	Nov. 7, 2016			√	
Unattended Children Policy	May 31, 2006	Nov. 7, 2016				
Launchpad Lending Policy	N/A	April 3, 2017				
Workplace Violence and Harassment Policy	September 10, 2012	Nov. 7, 2016			√	
Rod & Tackle Share Program	March 2, 2020	Aug. 25, 2021	√			
Safe Work Procedure	October 5, 2020					
Re-Opening Plan Phase 3	October 5, 2020	Feb. 7, 2022		√		
Passwords	December 22, 2020	June 28, 2021				
Safety Plan	July 6, 2021					

*A copy of the Public Libraries Act, R.S.O. 1990, c. P.44 can be obtained through the E-laws/legislation section of the Ontario government website at <https://www.ontario.ca/laws/regulation/900976>*

