

Library Boards are governing boards. They are accountable under the Libraries Act and Regulations and other applicable legislation to their appointing Councils. Library regulations are specific about the requirements for bylaws, policies, and reporting.

LIBRARIES ACT & REGULATION, 2008

- Boards have all normal powers of corporations, limited only by this legislation.
- Knowing the *Act* and *Regulation* are vital to effective library governance.

Learn more about the *Libraries Act* and *Regulation* online:

- <http://www.albertalibraries.ca/standards/>
- <http://www.librarytrustees.ab.ca/trustee-learning/grow-as-a-chair/meeting-policy-and-by-law-requirements>

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

Requires library boards to have:

- a **FOIP bylaw**: establishes who is responsible for ensuring FOIP compliance.
- a **records retention policy**: states which records need to be kept, for how long and in what condition, and how records will be disposed of afterward.
- a **Personal Information Bank (PIB) policy**: sets out what personal information can be contained in library records.

Learn more about FOIP online:

- <http://www.servicealberta.ca/foip/documents/faq-Public-Libraries.pdf>

LIBRARY BOARD BYLAWS

Under *Act* and *Regulation*, library board must pass bylaws with terms and conditions under which:

- public may be admitted to building,
- library property may be used or borrowed by public,
- borrowing privileges may be suspended or forfeited, and
- any fees are to be paid by public.

LIBRARY POLICIES

- Cover all other areas of governance.
- Articulate the goals and objectives, and mission of your particular public library.
- Developed in four areas: framework governance, board self-governance, operational, and advocacy.

Learn more about public library legislation and structure online:

- <http://www.albertalibraries.ca/structure-of-alberta-library-service/>