

MINUTES (Approved March 23, 2006)

**Ontario Public Library Guidelines and Accreditation Council
Teleconference Meeting, February 14, 2006, 2:00 PM**

Present:

Margaret Williams - Chair (AMPLO), John Slater (OLS-N), Rod Sawyer (MC), Elise Cole (OLA), Peggy Malcolm (SOLS), Yolande LaPointe (ASPLO), Margaret Rule (ARUPLO)

Regrets: Leanne Clendening (SDC), Nancy Leindecker (North Ont.)

1. Welcome/Call to order

The meeting began at 2:15 PM.

2. Approval of agenda

Motion 4-06: Rod Sawyer / Yolande LaPointe

"That the draft agenda be approved as read."

CARRIED

3. Minutes of January 11, 2006

Motion 5-06: Yolande LaPointe / Rod Sawyer

"That the minutes of January 11, 2006 be approved as read."

CARRIED

4. Minutes of face-to-face meeting of February 3, 2006

Motion 6-06: Elise Cole /Yolande LaPointe

"That the minutes of February 3, 2006 be approved as amended."

CARRIED

Rod will produce the approved draft.

5. Matters Arising

a) OLA Super Conference Public Library Awards Ceremony (Report)

Those attending the ceremony described some confusion on the part of the representatives of the County of Prince Edward and East Ferris libraries who did not come forward when called. They were called up again afterwards and did receive their certificates. The confusion was attributed to changes made to this year's ceremony.

The following suggestions were made to improve the process for next year:

- We need to inform ourselves of any planned changes to the ceremony
- The chair should have the names of the library representatives picking up the certificates
- Library representatives should be asked to come forward individually
- Library representatives need to be informed of how the ceremony is to unfold

b) Face-to-face meeting at OLA Conference (Report)

The following members attended the meeting held at Joe Badali's Restaurant on Front Street, Toronto on Friday, February 3rd at 12:00 Noon to 2:00 PM: Margaret Williams, Margaret Rule, Leanne Clendening, Yolande LaPointe, Nancy Leindecker, Elise Cole and Rod Sawyer.

Also attending was Laurey Gillies, CEO of SOLS.

Minutes of the meeting were taken by Rod.

The main issue for discussion was the motion by SDC to transfer the OPL Guidelines Council's reporting relationship to FOPL. The following concerns were discussed:

- 1) While the OPL Guidelines Council has representation from the wide Ontario public library community and has reported to SDC, an umbrella organization representing all public libraries in Ontario, not all public libraries are members of FOPL.
- 2) Do members of the Guidelines Council have to come from FOPL member libraries?
- 3) Will FOPL support the accreditation of libraries which are not FOPL members?
- 4) If ASPLO, AMPLO or ARUPLO dissolve in future, what impact will this have on appointments to Council? Would representatives be appointed by the various caucuses of FOPL?

The following motion was passed at the meeting:

"We recommend that the Ontario Public Library Guidelines Monitoring and Accreditation Council report to the Ontario Library Service, with the Ontario Library Service agencies to work together with the Ontario Public Library Guidelines Monitoring and Accreditation Council to work out appropriate terms of reference."

The Chair, Margaret Williams, will send a letter to the Chair of FOPL, Jane Horrocks (with copies to the CEOs of SOLS and OLS-North), to inform her of Council's discussions.

It was noted that FOPL's next meeting is scheduled for February 28th.

c) Draft revised Section 3.3 of the Checklist, "Access to information"

John presented a draft revision of section 3.3, based on changes agreed to at the last meeting. This section now reads as:

3.3 Access to Information

*Information is only useful to the extent that it can be located and retrieved. The more effective and convenient the access provided by the library to its various information resources, the more useful that information becomes to the library's community. **Well-trained staff members are essential for training and assisting users in how to successfully access the information they require.***

3.3.1	Online public access catalogue - The library provides access to the items and information in its collection by means of an online public access catalogue (OPAC) containing MARC-compatible records. (See Appendix B, p. ?, <i>Guidelines for Rural/Urban Public Library Systems, "Integrated Library System"</i> .)	M Y <input type="checkbox"/> N <input type="checkbox"/>
3.3.2	Web catalogue – The library catalogue is searchable through the World Wide Web.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.3.3	Maintenance of catalogue - The accuracy, currency and relevance of the contents of the catalogue are maintained through a regular and on-going program of adding new records and removing records relating to materials that have been permanently withdrawn from the collection.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.3.4	Inventory - An inventory of the library's collection, ensuring that the catalogue accurately reflects the contents of the collection, is carried out on a regular basis and is completed at least once every three years.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.3.5	Labelling - Items in the collection are labelled in a way that facilitates ease of access by the public and staff (e.g. with labelling that indicates: the location of the item on the shelf, including classification code; target audience - adult, young adult, juvenile, pre-reader; in the case of fiction, genre; format - large print; and language).	Y <input type="checkbox"/> N <input type="checkbox"/>
3.3.6	Arrangement - Items in the collection are arranged in a logical and well ordered sequence, allowing for convenient browsing and quick retrieval by the public and staff.	Y <input type="checkbox"/> N <input type="checkbox"/>
3.3.7	Electronic reference resources - The library provides access to at least one current electronic reference resource (e.g. Canadian Encyclopedia, Canadian News Stand, EBSCOhost)	Y <input type="checkbox"/> N <input type="checkbox"/>

<p>3.3.8</p> <p>3.3.9</p>	<p><i>Encyclopedia, Canadian News Stand, EBSCOhost, LookSmart, NetLibrary, NoveList, Repère</i>), and promotes this service (e.g. through appropriate signage, brochures, the library’s web site, etc.)</p> <p>Links to World Wide Web-based information sources - The library provides access to selected, evaluated and organized links to reliable and current information sources on the Web (e.g. to other community organizations, online directories, employment resources, genealogy resources, government information, Internet guides, search engines, health resources, etc.)</p> <p>Acceptable Internet use policy - Where a library provides public access to the Internet, the library board has established and adopted written policy which addresses such issues as: the reasons why the library provides Internet access; Internet use guidelines; use by children; privacy and confidentiality; filtering software; staff assistance; training; and use of e-mail.</p>	<p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p>
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Motion 7-06: John Slater / Elise Cole

"That, in the Fourth Edition of the OPL Guidelines Checklist, section 3.3 be amended as shown."

CARRIED

d) Review of Section 3.4 (Facilities) and 3.5 (Technology)

This section was reviewed and the following changes agreed upon:

Introduction: Add the following sentence, "For guidelines that address the issue of access for users with disabilities, see section 2.3."

3.4.3 Change the heading from "Activities" to "Public use areas". Remove the words, "(See Appendix D)".

3.4.4 Remove the words "humidity" and "and protection of materials".

3.4.5 Replace the words "on reading surfaces" with "in all areas" and add the following examples, "(e.g. in book stack areas, general reading and staff areas, reading tables and carrels)".

3.4.6 Replace the word "surrounding" with "parking". Replace "lit" with "illuminated".

3.4.12 Add to examples, "evacuation procedures to assist people with disabilities".

3.4.13 Add to examples, "emergency lighting".

John will bring a draft of the proposed changes to the next meeting.

Add a new section, “3.6 Safety and Security”, to include

- 3.4.6 Exterior lighting (to be renumbered)
- 3.4.12 Emergency procedures (to be renumbered)
- 3.4.13 Emergency facilities (to be renumbered)
- a guideline on the issue of supervision (clear lines of sight, adequate staff)
- a guideline on working alone.
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John and Rod will draft the proposed new section.

Sections to be reviewed at the next meeting: 4.1 Lending of library materials and 4.2 Reference and information service.

[NOTE: Margaret Rule left the meeting at 3:01 PM]

e) Accessibility sub-committee (Report)

Cynthia Archer, library sector contact on the Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standards Board, will be meeting with the Directorate on February 20th, after which time she will have a better idea of what will be expected of public libraries.

Elise has been approved by OPLA as public library representative to provide input to Cynthia.

f) Joint AMPLO/ARUPLO meeting (Report)

The report was deferred to the next meeting.

6. Other Business

a) OPL Guidelines for First Nation public libraries

John noted that he will be doing a workshop at the First Nation libraries conference in May on the OPL Guidelines and will be looking for input from the FN library community on the issue of how the Guidelines can best be used in the First Nation library context.

Given the large differences in governance structure between First Nation and municipal public libraries, it was agreed that a separate, companion document dealing specifically with First Nation libraries would be desirable, as it would be more flexible and would not delay the publication of the Fourth Edition.

b) Notification of libraries due for re-accreditation

The accreditations for Brockville and Iroquois Falls public libraries are due to expire on January 16, 2007.

Letters from the Chair will be sent to remind and encourage them to become re-accredited. John will send the letters and sign them on Margaret's behalf.

7. Next Meeting

The next teleconference meeting has been scheduled for **Thursday, March 23rd, 2006 at 2:00 pm.**