

## INDEX OF POLICIES & REVIEW SCHEDULE

<b>A. Introduction and Policy Manual Administration</b>		<b>Review Date</b>
A.1	Introduction to the Manual	2029
A.2	Policy Document Format	2029
<b>B. Governance</b>		
B.1	BC Library System Overview	2025
B.2	Board Governance and Assessment	2025
B.3	Board Development and Operations	2025
B.4	Role of Officers	2025
B.5	Committees	2025
B.6	New Board Trustee Orientation	2025
B.7	Conflict of Interest	2029
B.8	Confidentiality	2029
B.9	Code of Conduct	2029
B.10	Risk Management	2026
B.11	Planning – Strategic, Annual Operating and Calendar of Significant Activities	2025
B.12	Whistle Blower	2029
<b>C. Financial Management</b>		
C.1	Financial Operations	2025
C.2	Expense Reimbursement	2025
C.3	Budget Process	2025
C.4	Insurance	2025
C.5	Reserve Fund	2025
C.6	Fixed Asset Disposal	2025
C.7	Public Libraries Reporting and Accountability – Provincial	2025
C.8	Public Libraries Reporting and Accountability - Municipal	2025
<b>D. Operations</b>		
D.1	Membership	
D.2	Borrowing	
D.3	Hours of Operation	
D.4	Information Services	
D.5	Programs and Outreach	
D.6	Computer Use and Internet Access	
D.7	Copying & Printing Services	
D.8	Collection Development	
D.9	Patron Code of Conduct	
D.10	Confidentiality	
D.11	Accessibility	
<b>E. Information and Communications Management</b>		
E.1	Communications Protocol	2025
E.2	Social Media Use	2025
E.3	Complaints	2025
E.4	Annual General Meeting	2026
E.5	Records Management	2027
<b>F. Human Resources and Volunteer Management</b>		
F.1	Independent Contractors	2029
F.2	Volunteer Recruitment and Management	2029
F.3	Management of Chief Librarian	2027