



Communications Policy

Type of Policy	Governance
Policy	GOV 3

Purpose:

The purpose of this policy is to ensure that Callander Public Library (CPL) internal and external communications are accessible, engaging and professional. It is also to ensure that CPL's internal and external communications are well-managed.

This policy supports the Library's communications so that:

- CPL's communications are consistent with the Library's Mission Statement, Vision Statement and core values
- CPL provides useful, accurate and understandable information
- Communication strategies and requirements are an essential part of the Library's community consultation and collaboration
- Library Board Members, Employees and Volunteers understand how to meet the legislative requirements that govern communications and content, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and other legislation and related Library policies
- Library Board Members, Employees and Volunteers understand what is expected of them when using Library communications channels

Scope:

This policy refers to:

- Internal and external communications about or on behalf of (CPL)
- Communication by CPL Board Members, Employees and Volunteers
- All forms of communications, including all online forms of communication, such as social media.



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DEFINITIONS:

Communications means the interaction between two or more people or groups where information and other content is provided, sent or received.

Communications Channel means a physical transmission medium, such as print or electronic media, through which information and other content is sent or received.

Communications Platform means a tool that supports back-and-forth communication such as conversations rather than just one-way or broadcast communication.

Confidential means access is permitted only by those who have been authorized.

Employee means a person who is employed by the Library and includes all Employees, including Page and Casual staff.

Non-partisan is defined as not favoring or promoting any political party, platform or candidate.

Personal Information is defined as information which can be used to identify an individual.

Record means recorded information in any format.

These formats can include documents, business records, financial statements, personnel files, minutes, accounts, letters, emails and other forms of correspondence, memoranda, photographs, films.

Transparency means a situation in which business and financial activities are done in an open way without secrets, so that people can trust that they are fair and honest.



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Volunteer means a person who voluntarily extends his or her services to actively support the Library, and who does so without remuneration.

While **Library Board Members** volunteer their time and do not receive remuneration, for the purposes of this policy they will be referred to as Board Members as they have roles and responsibilities that are different from those of other volunteers.

POLICY STATEMENT:

Callander Public Library values the role that communications plays in:

- Engaging and consulting with the community and members of the public
- Sharing information about the Library
- Celebrating our value to the community
- Providing transparency about how the Library operates

The Library will:

- Communicate in a respectful and positive manner, reflecting the Library's values and its commitment to responsive public service
- Support intellectual freedom while protecting privacy rights
- Ensure that communication materials represent the diverse nature of the community in a fair and inclusive manner
- Make sure that communications reflect the value of accessibility and comply with accessibility legislation and standards
- Provide information in different formats so that a variety of a person's needs can be met for library services
- Use different ways and tools to communicate
- Communicate possible danger, hazard or threat, to public health and safety as needed



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- Ensure that the Library Board and all Library Employees work together to achieve clear and effective communications with the public
- Manage communications effectively, efficiently and in a financially responsible manner

Corporate Identity

CPL will maintain a clear and consistent corporate identity to help the public recognize and understand Library policies and use library programs and services.

Official Spokespersons

CPL's CEO/Chief Librarian has the responsibility for looking after the Library's communications protocols, channels and tools.

The Chair of the Callander Public Library Board and/or the CEO/Chief Librarian (CEO), or designate, will be the spokesperson when statements on behalf of Callander Public Library are required. This could include communicating Board decisions or corporate information about CPL. Corporate matters include how the Library is governed and financial matters. These spokespersons may assign other representatives to speak on certain topics as appropriate.

Employees will communicate openly and on a regular basis with members of the public about policies and library programs and services for which they have responsibility. Employees will not speak on behalf of CPL and/or the Board about corporate matters unless they have been asked to do so by the CEO.

Corporate matters include how the Library is governed, special projects, and legal, financial and personnel matters. If the employees are asked for information are asked about corporate matters or to comment on corporate matters, the employee will refer the matter to the CEO. E.g. matters concerning the new library building project. In the absence of the CEO, the



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employee will request contact information and provide it to the CEO in person, via email or telephone as soon as possible.

Volunteers will not speak on behalf of CPL and/or the Board about corporate or operational matters. Volunteers will inform the highest ranking supervisor staff on site, if they are asked for information or for comments on corporate or operational matters. That staff person shall refer the matter to the CEO. In the absence of the CEO, staff will request contact information from the person and submit it to the CEO as soon as possible. If the CEO cannot be reached the matter will be referred to the Board Chair.

Library-Owned Intellectual Content

All intellectual content created by the Library and its Board and Employees acting on behalf of the Library is owned by the Library and the Library is the copyright holder. This includes information about the Library and its services, programs and initiatives. It includes content in all formats and content posted on CPL online and social media channels. CPL content may be reproduced by others with appropriate acknowledgment and used in accordance with Canadian copyright law. Questions regarding use and acknowledgment of content will be handled by the CEO.

Accessibility

CPL works to provide “universal access” to library services for all people to the greatest extent possible. Where possible, the Library will provide access without the need for adaptation or specialized design in order to integrate services to persons with disabilities.



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In accordance with CPL's values, the Library will:

- Communicate in ways that are accessible to persons with disabilities
- Comply with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and regulations
- Be consistent with the Municipality of Callander's Accessible Customer Service Policy

CPL will:

- Provide accessible formats and communications support as quickly as possible when a person with a disability requests them
- Ensure that feedback processes, such as the Library Board delegations and public participation, are accessible. Communications support and accessible formats will be arranged upon request
- Make its website and web content accessible according to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 per AODA web content accessibility requirements
- Provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports, as soon as is possible, upon request

Access to Information and Protection of Privacy

Access to and communication of information held by the Library is governed by legislation and the CPL Access to Information and Protection of Privacy Policy.

It is the policy of the Callander Public Library that the Library will make information about the Library available to the public.



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The Library will protect the privacy of all individuals' personal information in its custody or control and will comply with the access and privacy provisions of the MFIPPA and other applicable legislation.

Spokespersons, as described above, will respect privacy rights at all times.

Inappropriate Content

Inappropriate content, as determined by the Library, will not be communicated or shared using the Library's communications channels, platforms or equipment.

Examples of inappropriate content are: information that identifies individuals without their permission, copyrighted material, negative comments about the Library or its Board Members, Employees or Volunteers, hate propaganda, discriminatory or profane language, harassing language and behaviours.

Non-Partisan Content

One of CPL's core values is to be open and welcoming to all. We strive to be non-partisan in our services, spaces and communications. To accomplish this, CPL will be non-partisan in its communications and will not:

- Support, endorse, or advocate the viewpoints or beliefs of any one candidate, political party, organization or group
- Allow the posting or distribution of election or campaign material in or around library facilities or on the website
- Participate in, or lend support to, partisan events organized for political party purposes



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Communication Regarding Personnel Matters

The Library Board or individual Board Members may receive communications which contain information about Library Employees or Volunteers. *This information may meet the definition of personal information. CPL is developing a Guideline for Communication Regarding Personnel Matters to be followed in such cases. In the meantime contact the CEO or Board Chair.*

Employees and Volunteers who receive communications which contain information about Library Employees that would meet the definition of personal information will refer the communications to the CEO.

Crisis and Emergency Communication

In the event of a crisis or emergency in which the Library is involved, CPL will communicate during and after the event. The intent of this communication is to prevent injury or loss of life, limit damage to Library assets and property, maintain public services, assist in the process of recovery, and maintain or restore public confidence in the Library.

The Chair of the Callander Public Library Board and/or the CEO/Chief Librarian, assumes the role of spokesperson for crisis or emergency communications.

Communications regarding the stewardship or reputation of the Library will also be the responsibility of those persons.

The Library will support the Municipality of Callander and its boards and commissions in any crisis or emergency communications, as required.



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Media Relations

CPL will operate and respond effectively in a 24-hour media environment. The CEO will proactively reach and inform the media about issues of importance to decision-makers and the public. CPL will engage the media using a variety of communication tools, including social media, news conferences, background or technical briefings, news releases, etc.

CPL will respond to information or interview requests from the media. Media enquiries will be answered promptly, whenever possible, to meet publication deadlines. Employees may be designated by the CEO to speak to the media about services and programs they are familiar with and for which they have responsibility. Such communication will be done in collaboration with the CEO.

Advertising

CPL will advertise its programs, services and initiatives in non-library communications channels and publications.

CPL may, at its own discretion, publish advertisements in its print publications from a public sector, non-profit, private-sector or non-government source.

CPL will not sell or provide advertising space or time, on the CPL web site or social media to any person, other organization or entity outside of the Library.

CPL will avoid the appearance of providing marketing support or an unfair competitive advantage to any person, organization or entity outside of the Library and Municipal services.

Communications Management

9/13

Communications Policy
Adoption or Last Revision: March 16, 2016
Motion: # 16-03-07
Review Date: March 16, 2018



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Gathering and providing information of importance to the public and other Library stakeholders requires professional tools and resources, and effective, accountable management. The CEO is accountable for communications management.

The Library Communications Committee may provide some communication planning documents to assist with specific projects. These completed documents will be reviewed at a regular meeting of the Library Board before they become approved working documents. All such documents will adhere to the Communications Policy.

Internal and external communication requirements will be identified and met when planning, managing or reviewing policies, programs, services or initiatives.

Responsible use of public funds to obtain maximum value for taxpayer investments is a requirement in all communication activities.

Technological Innovation and New Media

CPL will implement strategies to ensure that technology and new media advance the Library's ability to connect with the public in efficient and practical ways. The CEO shall be accountable for the integration of communications with technology and new media and will work with the employee assigned to social media/technology innovation.

Partnerships and Collaborative Arrangements



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Communication requirements will be taken into account when planning, negotiating or implementing a partnership or other collaborative arrangement. Joint activities or initiatives will be communicated in a manner that is fair and equitable to all parties.

Agreements governing collaborative arrangements will establish the communication roles and responsibilities of the parties involved.

Environmental Stewardship

CPL will be environmentally responsible by conserving energy and using energy and other resources, e.g. paper efficiently in the management and delivery of Library communications and the marketing of Library services and initiatives, where possible and feasible.

Risk Management

Communication, in person, in print and online will be clear, consistent and positive. CPL's corporate values, image, assets, and interests shall be protected and used to maximum effect.

Online and social media channels are dynamic and interactive. They have both opportunities and risks. Online messages have the potential to harm the image and brand of the Callander Public Library. To ensure positive and proactive communications and to prevent incidents or problems that may occur when communicating online, this policy, along **with the soon to be completed *Charter of Library Use*** and its associated policies, govern communications by members of the public using the Library's communications channels, platforms or equipment. CPL will also have in place guidelines and training for Board Members and Employees.

The Library does not accept any responsibility for any content that appears on its online and social media channels that was not created by the Callander Public Library Board or its Employees.



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Accountability

The CEO/Chief Librarian is responsible for ensuring that:

- Communications priorities and requirements are met
- Callander Public Library is compliant with legislation governing communications
- Communications reflect Library values, policies, and priorities
- That official communications are fully integrated into strategic and business planning.

CPL's CEO is accountable for managing the communications function, meeting all communications priorities and requirements and adhering to policy directives and guidelines.

BACKGROUND:

INQUIRIES:

Board Chair
CEO/Chief Librarian

RELATED DOCUMENTS:

12/13	Communications Policy Adoption or Last Revision: March 16, 2016 Motion: # 16-03-07 Review Date: March 16, 2018
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Canadian Charter of Rights and Freedoms

Copyright Act and Regulations and other legislation governing intellectual content

Criminal Code of Canada

Accessibility For Ontarians With Disabilities Act (2005) and Ontario Regulation 191/11(Including Part II Communications Standards)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and its regulations

Canadian Anti-Spam Law (CASL)

Public Libraries Act, R.S.O. 1990

Canadian Library Association Statement on Intellectual Freedom Ontario

Library Association Statement on Intellectual Rights