



**Ontario Public Library Guidelines  
Monitoring and Accreditation Council**

[www.ontariopubliclibraryguidelines.ca](http://www.ontariopubliclibraryguidelines.ca)

## **Does your library adopt any municipal policies as their own?**

Greetings Public Library CEOs:

Over the past months Ontario Public Library Guidelines Monitoring and Accreditation Council (Guidelines Council) peer auditors in the field have reported back many service standard strengths. They have also however, reported back areas of concern, particularly regarding Ontario's Occupational Health and Safety Act (OHSA) and the Accessibility for Ontarians with Disabilities Act (AODA).

Some libraries' policies and procedures may not yet be fully compliant from the legislator and lead ministry perspective, in particular policies for prevention of Violence and Harassment in the Workplace, safety when working alone, and AODA. All OHSA related policies must be reviewed annually. All OHSA and AODA related policies must mention the library specifically, this requirement can particularly impact libraries who have adopted any of their municipal OHSA and AODA policies as their own.

We would like to encourage library CEOs, management, and boards to review their policies, procedures, and practices regularly to ensure legislative compliance. We recommend that any library board that has adopted policies directly from their municipality ensure that those policies specifically address public library building, staff, board and other elements relating to their site-specific operations as appropriate based on the policy at hand. As one example, in a library's prevention of violence policy including working alone, please ensure the policy addresses elements such as staff who may work alone on a library floor, program area, section of the library, or on a particular shift.

The Guidelines Council would like to take the opportunity to remind public libraries of the importance of ensuring the legislative compliance of their policies. The current legislative requirements are reflected in our guidelines. As you know, CEOs need to keep informed of legislative changes and our guidelines can provide a tool to assist with keeping up to date. Governments and their ministries update, clarify and change small elements of legislation and regulations.

If you have concerns that your library may not have policies or procedures in place that address OHSA and AODA areas including Violence in the Workplace and Harassment in the Workplace, safety when working alone, please consider contacting Ontario Library Service staff for assistance, consult the Ministry of Labour about the OHSA, other ministries about their acts, and review the Guidelines Council's latest guidelines to assist you.

It is our sincere hope that our current Guidelines continue to assist your public library in developing and delivering enhanced services to your community.

Sincerely,

The Ontario Public Library Guidelines Monitoring and Accreditation Council.

For more information  
[www.ontariopubliclibraryguidelines.ca](http://www.ontariopubliclibraryguidelines.ca)  
Ontario Library Service – North 1-800-461-6348  
Southern Ontario Library Service 1-800-387-5765