

MANAGEMENT REPORT



Date: Tuesday, February 18, 2016
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Meeting date: Thursday, February 25, 2016
To: Library Board
From: Jacqueline van Dyk, Director of Library Services

Subject: **OPERATING POLICY UPDATE – MOTION REQUIRED**

SUMMARY

The Board's Policy Manual presently includes the policy **7.5 WORK PLACEMENT REQUESTS** which we are bringing forward in the new policy format with its new policy numbering. This furthers the Library Board's policy refresh work of 2015/16. Elements of this new policy format are: the header/footer and policy numbering, creation of a Management Guideline, and the Responsibilities and Purpose statements.

The library regularly entertains requests for student placement. For example, in Spring of 2016 we will be hosting a library technician practicum student from Langara. These are always enriching experiences, both for the students and for the library staff working with them.

This policy update includes a new reference to the required criminal reference check. The new management guideline lists criteria managers will use to evaluate proposed placements, and it also clarifies the aim of placements for high school aged students.

A copy of the existing policy is attached for comparison purposes.

PURPOSE

This report is for decision.

RECOMMENDATIONS

The Library Board is asked to pass the following motion:

THAT policy B-OP-18 STUDENT WORK PLACEMENT be approved and adopted AND that current policy 7.5 Work Placement Requests be removed.

FINAL REMARKS

Completing the Library Board's policy refresh project is a stated goal of the Library Board.



POLICY: STUDENT WORK PLACEMENT

POLICY #: B-OP-18

COMMITTEE:	Library Board	PASSED:	August 2000
TOPIC:	Operating Policies	AMENDED:	[2016]
		REVIEW PERIOD:	As required.

PURPOSE

This policy acknowledges that the Library can play a role to assist students from institutions within the community in gaining valuable work experience.

POLICY

The Library supports the temporary placement of students who are seeking to gain work experience within the community.

Requests from agencies, for example, the North Vancouver School District, Capilano University, Langara College and University of British Columbia, seeking to provide a work experience for one of their students shall be evaluated by a Library Manager.

The Library Manager will accommodate requests for student placement according to established criteria, and in order of request.

Students must complete a Criminal Record Check before commencing their placement.

Students granted a student work placement shall perform Library duties on a volunteer basis.

All potential placements require approval of the Director of Library Services.

RESPONSIBILITY

The Board is responsible for maintaining this Policy.

The Director of Library Services is responsible for administering this Policy.

MANAGEMENT GUIDELINES FOR STUDENT WORK PLACEMENT

COMMITTEE:	Strategic Leadership Team	PASSED:	August 2000
TOPIC:	Operating Policies	AMENDED:	[2016]
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

General Criteria for Evaluating the Suitability of Work Experience or Practicum Placement

Managers shall consider the suitability of a student work placement according to these criteria:

- Qualifications, suitability and interests of the student
- Length and date of the proposed placement
- Staff available at the Library for supervising and guiding the work
- Previous placement commitments
- Suitable projects
- Availability of workspace

Placement Requests for Youth

The Library targets its youth volunteer opportunities at students in Grades 10, 11 and 12 who need to accumulate volunteer hours to complete their graduation requirements.

All requests for youth placement shall be evaluated and approved by the Manager responsible for children's and youth services. If the request is approved, the student shall be referred to a Children's Librarian to arrange assignments, supervision and schedules.

Work hours shall only be scheduled when a Children's Librarian is available to supervise.

The number of approved placements may be limited by the Manager due to availability of staff and previous commitments for other placements.

Criminal Record Checks for Students of Co-ops and Work Experience Programs

If the student's time at the library is part of their educational program, the required criminal record check will be paid for by the Library. The process of administering criminal record checks is the responsibility of the Human Resources Assistant.

~~7.5~~ WORK PLACEMENT REQUESTS

The Library is often approached by agencies such as the School District, Capilano College or YMCA to provide a work experience placement for one of their students for varying lengths of time. These requests should be evaluated by a Branch Manager in relation to qualifications of the student, length of proposed placement, work and staff time available in the Library; and previous commitments to other groups. The Director of Library Services will then give final approval for a placement. As a community resource the Library will provide work experience positions when possible and in order of request. One placement per year would be adequate, but others could be considered if work and staff time permit.

~~.1~~ Community Service Placement Requests in Branch Children's Departments (Approved by Library Board August, 2000)

The Library makes the effort to accommodate requests for student community service placements because it provides us with another opportunity to reach out to the larger community. Community Service students should be at least 12 years old (some exceptions may be made at the Branch Manager's discretion after consultation with the Branch Children's Librarian). All requests are evaluated and approved by the Branch Manager and, if the request is approved, the student is referred to the Branch Children's Librarian to arrange assignments and schedules. Hours will only be scheduled when the Branch Children's Librarian is available to supervise in the Children's Department. The number of approved placements may be limited by the Branch Manager due to availability of staff and previous commitments for other placements.

- To be replaced by B-OP-18 Student Work Placement