

Pahkisimon Nuyeᑭáh Library System POLICY CONSULTATION AND TRAINING

STATEMENT OF INTENT

The Pahkisimon Nuyeᑭáh Library System believes that provision of expert advice by consultants is an essential service for member library personnel and library boards, providing a professional educational resource as outlined in the Mission Statement. Consultation serves as a communication link among libraries and between libraries and headquarters, and as a way to empower local library staff and boards to resolve problems and complete projects.

CONDITIONS

Consulting staff are primarily the Director, the Assistant Director, the Teacher-Librarian, the Library Consultant, and the Circulation Customer Service Consultant, but other staff may be asked to provide information from their areas of expertise.

Consultation may take the form of visits, telephone conversations, meetings, workshops or correspondence.

Consultation will take a team approach among the consultants, member library personnel, local board members, educational authority library consultants, principals, and the local PNLS trustee, with regards to the provision and improvement of library services at the local and System levels.

Each member library will be contacted a minimum of once a year by a member of the headquarters consulting staff. Visits will be made upon request or if a need is identified by the consultant.

Workbees will be undertaken by consulting staff if the local library personnel and/or Education Authority Library Consultant are present to participate in the work and to learn by that participation. Local volunteers will be requested to assist in the task, and other PNLS staff members may be asked to assist as well.

Consultants are responsible for the orientation of new library personnel to the PNLS services and procedures and the Saskatchewan Provincial Library and Literacy Office's services and procedures, and for instructing all library personnel in recommended procedures and practices.

Consultants will attend local board meetings only at the invitation of the local board. However, consultants may request an invitation.

Consultants are responsible for orienting local board members, principals and staff to the Pahlkisimon Nuyeqáh Library System. They work with local libraries to ensure understanding of the roles and responsibilities of boards, principals and library personnel, the Public Library Act and Regulations, and the Pahlkisimon Nuyeqáh Library System's policies.

Consultants may make recommendations and suggestions, but not demands, except in those cases where provincial or System programs are affected.

Costs of training of local library staff in procedures required by the System or Saskatchewan Provincial Library and Literacy Office will be borne by the System.

Costs of training local library staff, boards, principals or teachers in library procedures may be borne by the local library or school board.

PROCEDURES

Consultants are responsible for developing and maintaining their own schedules, and for contacting other consultants in regards to their expected destinations and projects.

Consultants will advise library personnel in advance of scheduled visits and try to group other visits at the same time.

If finances allow, PNLS staff will organize at least one conference per year for member library staff, and/or member library trustees, generally in the fall.

Consultants will prepare written reports of consulting and related activities for the Director after each visit, and a copy will be inserted into their community files. A letter outlining the project and/or visit report will be sent to the library personnel, the local public library board chairperson, the principal, the PNLS trustee, and any appropriate library consultant.

Created by the Executive Committee: 03 September 2000

Reviewed by the Services & Standards Committee: 02 October 2015

Reviewed by the Executive Committee: 03 October 2015

Approved by the Board: 09 April 2016

Chairperson

Date