



## REPORT TO THE LIBRARY BOARD

MEETING DATE: NOVEMBER 25 2010

Session:	Public Session
Subject:	Policy Review
Prepared By:	Margaret Mitchell, Susanna Hubbard Krimmer
Presented By:	Margaret Mitchell
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

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### Recommendation

**It is recommended that the Board approve the following policies, as found in the Board Policy Manual (September 2010) with no revisions, as part of its cyclical review process:**

- M-01 **Intellectual Freedom**
- M-02 **Diversity (City of London)**
- M-03 **Race Relations (City of London)**

The re-formatted versions are included in Appendix 1 of this report and should be inserted in the Board's policy binders in place of the existing version, upon approval by the Board.

### Background

#### Intellectual Freedom

The Canadian Library Association's *Statement of Intellectual Freedom* is a collective commitment by Canadian libraries to ensure access to the broadest possible range of information, ideas and works of imagination in any medium and regardless of frontiers. Originally developed in 1974 and modified in 1985, this *Statement* is based on the principles of the *Canadian Bill of Rights* and the *Canadian Charter of Rights and Freedoms*. The Library's *Vision, Mission, Value Promise and Service Excellence Model* are built on this policy statement.

It is recommended that the London Public Library continue to acknowledge and support the *Statement of Intellectual Freedom* and that this policy remain in effect until review in 2014.

### **Diversity (City of London) and Race Relations (City of London)**

The City of London issued these policies in 2000 and mandated the local Boards and Commissions to adopt them. The Library has been advised that the City is not anticipating any revisions to these policies at this time.

London Public Library, through its services, facilities and programs, works hard to demonstrate its commitment to universal access, inclusiveness and diversity. Over the past two years, the Library has been developing policies and procedures to ensure that employment practices are consistent with the principles of the Diversity and Race Relations policies. The new *Strategic Plan, 2010-2013*, includes strategies to work towards the increased diversity of our workforce and the Library Board.

It is recommended that these two policies remain in effect until review in 2014, unless otherwise directed by the City of London.

### **Next Steps**

Upon approval, Board policies will be updated to reflect a new review date of November 2014, based on the established four year review cycle.

In December 2010, the following policy will be reviewed:

Health and Safety Policy Commitment

**Title of Policy: Intellectual Freedom**  
**Policy Type: Means**  
**Policy No.: M-01**

**Effective Date: January 17, 2007**

**Review Date: November, 2010**

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**PURPOSE :**

The purpose of this policy is to provide broad direction on the access to intellectual content in collections, programs and services offered in the London Public Library.

**DEFINITIONS**

***Intellectual freedom:*** Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

*(American Library Association)*

**POLICY STATEMENT**

1. Intellectual freedom is a core value of the London Public Library.
2. The London Public Library endorses the Canadian Library Association's Statement on Intellectual Freedom, see below.
3. The Library is committed to achieving a balance between intellectual freedom and supporting parents and guardians in their responsibility to monitor children's use of and access to materials and the Internet
4. The Library will offer balance and choice for customers in the provision of collections and Internet services.
5. The Library will act in accordance with the municipal by laws, the laws of the Province of Ontario and the laws of Canada.

**Canadian Library Association Statement on Intellectual Freedom**

*CLA approved November 18, 1985*

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may

**Title of Policy: Intellectual Freedom**  
**Policy Type: Means**  
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consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

**INQUIRIES**

CEO & Chief Librarian

**DOCUMENT CONTROL:**

Approved: January 17, 2007

Reviewed:

**LONDON PUBLIC LIBRARY  
POLICY**



**Title of Policy: Diversity (City of London)**

**Policy Category: Means**

**Policy No.: M-02**

**Effective Date: February 21, 2007**

**Review Date: November, 2010**

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**PURPOSE :**

The purpose of this policy to indicate that London Public Library supports and is compliant with terms of the Diversity Policy for the City of London.

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**POLICY STATEMENT:**

It is the policy of the London Public Library to adopt the Diversity Policy of the City of London and its appendices as it is updated from time to time.

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**BACKGROUND:**

Adoption mandated by Council: October 2000.

See attached.

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**Inquiries:**

CEO & Chief Librarian

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**DOCUMENT CONTROL:**

Approved: Library Board L00/95.5

Reviewed: February 21, 2007 L07/12.4

**Title of Policy: Diversity (City of London)**

**Policy Category: Means**

**Policy No.: M-02**

**Effective Date: February 21, 2007**

**Review Date: November, 2010**

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## **16(31) DIVERSITY POLICY FOR THE CITY OF LONDON**

That the Diversity Policy for the City of London be established as set out in **Appendix 16(31A)**.

ADOPTED NOVEMBER 15, 1999

### **16(31A) Appendix to Diversity Policy for the City of London**

#### **DIVERSITY POLICY FOR THE CITY OF LONDON**

##### **Policy STATEMENT**

The City of London and its citizens value diversity and the personal, cultural, social, and economic benefits it brings to the community. As such, the London community enables all people to have equal rights, opportunities, and access for their benefit and well-being including, but not limited to, the domains of employment, education, health, accommodation, and leisure.

The City of London and its citizens also recognize the human and economic costs associated with discrimination on the basis of individual or cultural differences. As such, the London community does not condone any form of discrimination or harassment. We endorse and embrace both the Canadian Charter of Rights and Freedoms and Ontario's Human Rights Code, which Code prohibits discriminatory practices because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender ("sex"), sexual orientation, age, record of offences, marital status, family status, receipt of public assistance, or disability ("handicap").

##### **WHY Diversity?**

When we understand and accept diversity, we lower barriers and achieve important benefits.

- When we encourage the full and active participation of every person, we are drawing on the diverse life experiences and points of view of our fellow citizens. This leads to more innovative solutions.
- When we promote London as a diverse city that is welcoming of all people, the city is more competitive in the global marketplace and more attractive as a destination for visitors and new residents. This benefits our economy.
- When we respect, value, and nurture diversity as an exciting and integral part of our collective experience and identity we can strengthen and create a safe, healthy, and vibrant community. This benefits our society.

**Title of Policy: Diversity (City of London)**

**Policy Category: Means**

**Policy No.: M-02**

**Effective Date: February 21, 2007**

**Review Date: November, 2010**

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In order to enjoy the benefits of a diverse community, we need to address barriers that impede equal participation, work toward the elimination of bias, prejudice and discrimination (which can be intentional, unintentional or systemic) and promote the awareness of the value of diversity.

### **VALUING Diversity**

- We can pursue more inclusive strategies for members of the community by recognizing the barriers and discrimination faced by all people.
- We can maximize the potential of each person by promoting an environment of equality within the community and within the Corporation for all people.

### **What will The CORPORATION of the City of London do?**

Recognizing that The Corporation of the City of London (including its agencies, boards, commissions, and advisory committees) plays a role in leadership and education in the community, the Corporation is committed to:

- Promoting the Diversity Policy both internally and for the community of the City of London;
- Ensuring that organizations and individuals have access to this policy;
- Encouraging and recognizing excellence in corporate and community citizenship in the area of diversity;
- encouraging public and private organizations to respect and adhere to the objectives of this policy; and
- leading by example.

### **What can ORGANIZATIONS in the community do?**

Recognizing that The Corporation of the City of London, organizations, businesses, and community agencies (including businesses and organizations that provide services, supplies or products, to, or on behalf of The Corporation of the City of London) set the tone for the community, the Corporation will do the following and encourage other organizations to do so:

- ensure that this policy is widely communicated and that all employees, and others to whom the policy applies, understand its intent;
- ensure that existing policies and practices, including employment policies, are built upon non-discriminatory bases such as merit; that future policies and practices meet the objectives of this policy; and that revisions are communicated to the entire organization;
- review current practices to ensure that every person is treated without discrimination and to eliminate barriers in accessing goods and services;
- seek opportunities to involve people of diverse backgrounds in the design, use and evaluation of goods and services;

**Title of Policy: Diversity (City of London)**

**Policy Category: Means**

**Policy No.: M-02**

**Effective Date: February 21, 2007**

**Review Date: November, 2010**

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- provide training and involve staff and volunteers in activities designed to promote an awareness, acceptance, and celebration of diversity;
- establish mechanisms to ensure that discrimination and harassment are not encouraged or tolerated;
- monitor organizational compliance with this policy; and
- lead by example.

### **What can you as an INDIVIDUAL do?**

Recognizing that social change begins with individual change, you can, as a resident or visitor to the City of London:

- evaluate your own actions and preconceived ideas about individuals and groups;
- educate yourself, volunteer your time, and participate in activities which will broaden your experience and understanding of diversity;
- encourage and support the development of programs and projects that promote harmony;
- advocate both the elimination of discrimination and the celebration of diversity within your own workplace or community;
- challenge discrimination when you experience it or are aware of its existence; and
- lead by example.

**LONDON PUBLIC LIBRARY  
POLICY**



**Title of Policy: Race Relations Policy (City of London)**

**Policy Category: Means**

**Policy No.: M-03**

**Effective Date: February 21, 2007**

**Review Date: November, 2010**

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**PURPOSE :**

The purpose of this policy to indicate that London Public Library supports and is compliant with terms of the Race Relations Policy for the City of London.

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**POLICY STATEMENT:**

It is the policy of the London Public Library to adopt the Race Relations Policy of the City of London and its appendices as it is updated from time to time.

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**BACKGROUND:**

Adoption mandated by Council. October 2000.  
See attached policy.

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**INQUIRIES:**

CEO & Chief Librarian

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**DOCUMENT CONTROL:**

Approved: Library Board L00/95.5

Reviewed: February 21, 2007 L07/12.4

**Title of Policy:** Race Relations Policy (City of London)

**Policy Category:** Means

**Policy No.:** M-03

**Effective Date:** February 21, 2007

**Review Date:** November, 2010

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## **16(30) CITY OF LONDON RACE RELATIONS POLICY**

That the City of London Race Relations Policy be established as set out in **Appendix 16(30A)**.

ADOPTED NOVEMBER 3, 1997 [18(29) AUG 1999]

## **16(30A) Appendix to City of London Race Relations Policy**

### **LONDON RACE RELATIONS POLICY**

#### **STATEMENT**

There is no room for Racism in London. The people of the City of London believe in the dignity and worth of every person and are committed to making this a reality. To this end, each person has the right to live, work, receive services, and participate fully in an environment free of discrimination and harassment based on race.

#### **CHALLENGES**

Racism is alive in our community....let's stop it!! Racism is a learned behaviour. It can be blatant, subtle or hidden, and is often denied. If we don't stop racism, it will destroy us and the community in which we live.

Our challenges are to:

- recognize racist attitudes and behaviours
- recognize attitudes and behaviours that encourage racism
- unlearn racism
- unite against racism
- eliminate racism

#### **PURPOSE**

The purpose of this Policy is:

To promote the City of London as a city that is welcoming of all people;

- To strengthen city-wide awareness of the existence of racism in London, in order that we can eliminate it; and
- To provide an evolving community model, which provides the framework for all Londoners to work together to achieve the Strategic Directions of this Policy.

**Title of Policy: Race Relations Policy (City of London)**

**Policy Category: Means**

**Policy No.: M-03**

**Effective Date: February 21, 2007**

**Review Date: November, 2010**

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## **SCOPE**

For the purpose of this Policy, the term RACE shall include: race, ancestry, place of origin, colour, ethnic origin, citizenship and creed (religion), in accordance with the prohibited grounds of the Ontario Human Rights Code, as well as language, accent and dress.

This Policy applies to the Corporation of the City of London, including its Advisory Committees, Agencies, Boards and Commissions and provides expressed values for:

- individuals of the city of London; and,
- the community of the city of London including its agencies, organizations and businesses;
- enabling the entire community to work toward the elimination of racism.

## **STRATEGIC DIRECTIONS**

The London Community including individuals, and the Corporation of the City of London, will work toward enhancing the achievement of the following:

### **CORPORATION**

1. **Develop an Implementation Plan for this Policy** by taking the lead, providing the required resources, and by making it a priority to work in partnership with individuals and the community to realize the intent of this Policy for the elimination of racial discrimination and harassment.
2. **Promote mutual Awareness, Inclusion, Understanding and Appreciation of all people** so that everyone, regardless of race, can have a full and meaningful participation in our community.
3. **Develop and Implement Race Relations Communication and Public Education Strategies** designed to identify and raise awareness of the existence of racism and eliminate all racial barriers.
4. **Ensure that Employment Policies and Practices** are free of racially discriminatory barriers in the workplace.
5. **Enhance The Training, and Education of Staff and Volunteers** to provide them with the skills, and awareness about attitudes, policies, procedures, and practices that may or may not be intentionally discriminatory, but have the impact of being discriminatory, to more effectively provide services to various racial communities.
6. **Involve Londoners in Planning for, Accessing, Providing, and Evaluating Services** which are respectful of the needs of our various racial communities.

**Title of Policy: Race Relations Policy (City of London)**

**Policy Category: Means**

**Policy No.: M-03**

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7. **Establish Mechanisms to Ensure that Racial Discrimination and Racial Harassment are not Encouraged or Tolerated**, which could apply both internally and externally to any person, business or organization that deals with the Corporation of the City of London.

### **INDIVIDUALS/COMMUNITY**

1. **Support the Development of an Implementation Plan for this Policy** by working in partnership with the Corporation, individuals and the community to realize the intent of this Policy for the elimination of racial discrimination and harassment.
2. **Promote mutual Awareness, Inclusion, Understanding and Appreciation of all people** so that everyone, regardless of race, can have a full and meaningful participation in our community.
3. **Develop & Implement Race Relations Communication and Public Education Strategies** designed to identify and to raise awareness of the existence of racism and eliminate all racial barriers.
4. **Ensure that Employment Policies and Practices** are free of racially discriminatory barriers in the workplace.
5. **Enhance The Training, and Education of Staff and Volunteers** to provide them with the skills, and awareness about attitudes, policies, procedures, and practices that may or may not be intentionally discriminatory, but have the impact of being discriminatory, to more effectively provide services to various racial communities.
6. **Participate in Planning For, Accessing, Providing, and Evaluating Services** which are respectful of the needs of our various racial communities.
7. **Endeavor to Establish Mechanisms to Ensure that Racial Discrimination and Racial Harassment are not Encouraged or Tolerated**, which could apply both internally and externally.