

Terrace Bay Public Library – Community Information Policy

Board Motion number: 08 -15 Date of review: January 22, 2008

Date of original motion: Sept 8, 2004 Chair's signature _____

The Public Library provides the following information to its clients once the Municipality has updated the information annually. Historically, the Recreation Departments has provided the list of service organizations and the Municipality has provided the rest of the information pertaining to Terrace Bay. Other sources of information originate with the Ministry of Culture, Ministry of Health, other provincial agencies and with federal agencies of the government.

1. The information in these documents intended for public use is a follows:
 - Minutes of Council meetings
 - Minutes of school board meetings
 - Service organizations
 - Emergency contacts and emergency measures
 - Health and safety: health alerts and public health notices
 - Home safety
 - University and college calendars
 - Government services pamphlets

2. The library receives the information from the municipality, from government agencies and from educational institutions. The library provides the documents for our clients upon request. Library staff has been trained to assist the public when using the SERVICE ONTARIO /SERVICE CANADA websites.

3. The library maintains a public service bulletin board, a rack for pamphlets and uses the local television information channel for public service announcements when necessary.