



**Southern  
Ontario  
Library  
Service**

**Service des  
bibliothèques  
de l'Ontario-Sud**

***Pre-audit Report Gravenhurst Public Library  
Ontario Public Library Guidelines,  
6<sup>th</sup> Edition  
Executive Summary***

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## **Introduction**

The Ontario Public Library Guidelines represent community-based norms for public libraries and public library development in Ontario. They are developed, monitored and revised by a broadly-based group, representative of the Ontario public library community - The Ontario Public Library Guidelines Monitoring and Accreditation Council

The *Guidelines* aim to assist public libraries in developing and maintaining consistently strong public library service. They provide public library boards, managers and staff and local governments with up-to-date public library guidelines on policies, resources and services.

The *Ontario Public Library Guidelines* program provides an accreditation process to recognize the achievement of public libraries that meet the program's requirements. The *Guidelines* offer voluntary standards that individual public libraries can choose to follow or exceed, regardless of whether or not they decide to pursue accreditation.

The pre-audit is one of the initial steps a library may take to begin their work on achieving accreditation. The pre-audit, is conducted by a consultant from Southern Ontario Library Service. This preliminary assessment is conducted in the same manner as an official audit, by comparing the library operations with the requirements of the Guidelines.

## **Scoring**

The Guidelines assess the library in 6 areas:

1. Governance/ Administration
2. Accessibility
3. Resources
4. Services
5. Cooperation & Partnerships
6. Use of Technology

To be accredited a library must score 80% in each of the 6 sections; meet all of the mandatory guidelines (76) and; achieve an overall score of 90%. Your pre-audit scores appear in Table 1.

## **Work Plan**

In order to facilitate the work on meeting the guidelines it is a good practice to develop a work plan. Table 2 is a draft work plan, based on the pre-audit, which lists and organizes those guidelines which that library doesn't currently meet. The board and CEO can adapt it for their use and to put timelines on the work. The "ownership" of each task is a suggestion only and can be modified based on the local needs of the library. Table 3 is a list of guidelines which the library as met, but where auditors have provided recommendations for enhancements.

*Table 1.*  
*Ontario Public Library Guidelines (6<sup>th</sup> edition)*  
**Pre - Audit Score Results - Gravenhurst Public Library**

<b>Section</b>	<b>Combined Scores</b>	<b>Total possible scores</b>	<b>% (Minimum required shown)</b>	<b>Number of mandatory statements</b>	<b>Number of mandatory statements per section</b>	<b>Achieve all mandatory statements in section?</b>
<b>Section 1 - Governance/ Administration</b>	<b>24</b>	<b>30</b>	80% (80%)	<b>18</b>	<b>24</b>	<b>No</b>
<b>Section 2 – Accessibility *</b>	<b>20</b>	<b>24</b>	83% (80%)	<b>2</b>	<b>3</b>	<b>No</b>
<b>Section 3 - Resources</b>	<b>30</b>	<b>43</b>	72% (80%)	<b>13</b>	<b>17</b>	<b>No</b>
<b>Section 4- Services</b>	<b>20</b>	<b>26</b>	77% (80%)	<b>8</b>	<b>13</b>	<b>No</b>
<b>Section 5 – Cooperation &amp; Partnerships</b>	<b>5</b>	<b>7</b>	71% (80%)	<b>1</b>	<b>3</b>	<b>No</b>
<b>Section 6 - Use of technology</b>	<b>29</b>	<b>32</b>	90% (80%)	<b>15</b>	<b>16</b>	<b>No</b>
<b>Total</b>	<b>129</b>	<b>162</b>	80 % (90%)	<b>57</b>	<b>76</b>	<b>No</b>

Table 2.

## Ontario Public Library Guidelines: Draft Work plan

This table includes a listing of the Guidelines that the library **has not achieved**. The chart can be used by the Board and the CEO to prioritize work to be done on achieving the guidelines over a manageable period of time.

	Guideline	Time Frame	Ownership
<b>Section 1 Governance/ Administration</b>	1.1.5 Terms of Reference for Officers and Committees (Mandatory)		Board
	1.1.6 Evaluation of CEO (Mandatory)		Board
	1.2.1 Written Policy Process (Mandatory)		Board
	1.2.3 Policy Review Schedule (Mandatory)		Board
	1.3.1 Planning Policy (Mandatory)		Board
	1.5.1 Advocacy Policy (Mandatory)		Board
<b>Section 2 Accessibility</b>	2.2.1 Open hours - Public Need		Board
	2.3.1 Accessibility Plan (Mandatory)		CEO
	2.5.3 Accessing Electronic Collections		Staff
	2.8.2 Interior Signage		Staff
<b>Section 3 Resources</b>	3.1.1 Personnel Policy (Mandatory)		Board
	3.1.6 (a) Staffing assessment		CEO
	3.2.1 Content and Size of Collection		Staff
	3.2.3 Intellectual Freedom (Mandatory)		Board
	3.2.4 Collection plan		Staff
	3.2.5 Collection maintenance procedures		Staff
	3.2.10 Inventory		Staff
	3.2.11 Labeling of collection items		Staff
	3.3.1 Space		CEO
	3.3.2 Areas of the library		CEO
	3.3.7 Shelving capacity		Staff
	3.3.9 User Space (seating)		Staff
3.4.5 Working alone policy (Mandatory)		Board	
<b>Section 4 Services</b>	4.3.1 Reference and information service staff training (Mandatory)		CEO
	4.3.2 Reference and Information policy (Mandatory)		Board
	4.3.5 Monitoring of service		Staff
	4.5.1 Children's Services policy (Mandatory)		Board
	4.6.1 Young Adults' policy (Mandatory)		Board
	4.10.1 Local history policy (Mandatory)		Board
<b>Section 5 Co-operation and Partnerships</b>	5.1.3 Resource Sharing policy (Mandatory)		Board
	5.2.3 Volunteers Policy (Mandatory)		Board
<b>Section 6 Use of technology</b>	6.1.4 Staff Use of Technology policy (Mandatory)		Board
	6.3.1 Inventory		Staff
	6.4.2 Integrated Library System (ILS) Records		Staff

Table 3.

## Ontario Public Library Guidelines: Auditor Recommendations

This table includes a listing of the Guidelines that the library has met, but where the auditor has made a recommendation. The chart can be used by the Board and the CEO to prioritize work to be done on achieving the guidelines over a manageable period of time.

	<b>Guideline</b>	<b>Time Frame</b>	<b>Ownership</b>
<b>Section 1 Governance/ Administration</b>	1.1.7 Organization of the board – Board Bylaws		Board
	1.2.2 Policy – Distribution		CEO
	1.3.8 Planning – Performance measurement indicators and statistics		CEO
	1.5.3 Advocacy – Meetings with council		Board
<b>Section 2 Accessibility</b>	2.3.4 Physical access for persons with disability – Clear access		CEO
	2.3.8 Physical access for persons with disability – Assistive technology		Staff
	2.3.9 Physical access for persons with disability – Website		Staff
	2.6.2 Service to the housebound or institutionalized people – Remote access to library services		Staff
	2.7.1 Exterior signage – Visibility		CEO
	2.7.3 Exterior signage – Directional signs		CEO
<b>Section 3 Resources</b>	3.1.5 Staff – Salary scales		CEO
	3.3.3 Facilities – Public use areas		CEO
	3.4.1 Safety, security and emergencies – Policy		Board
	3.4.7 Safety, security and emergencies – Workplace violence		Board
<b>Section 4 Services</b>	4.8.3 Programming – Formal process		Staff
<b>Section 5 Co-operation and Partnerships</b>	<i>No recommendations for Section 5</i>		
<b>Section 6 Use of technology</b>	6.5.3 Library web sites and web-based services – Library collections		Staff
	6.5.5 Library web sites and web-based services – Online reference and information inquiries		Staff
	6.5.6 Library web sites and web-based services – Web sites for specific user groups		Staff