

Federation of Ontario Public Libraries

SECTION 2: GOVERNANCE FRAMEWORK

POLICY: .2 - Terms of Reference of Committees/Task Forces

g) Ontario Public Library Guidelines Monitoring and Accreditation Council

Approved by the Federation Board of Directors: 23 September 2009
Effective Date: 23 September 2009

Revised Terms of Reference for the Ontario Public Library Guidelines Monitoring and Accreditation Council

NAME

Ontario Public Library Guidelines Monitoring and Accreditation Council /
Conseil de l'agrément et du contrôle des Lignes directrices pour les bibliothèques publiques de l'Ontario

MEMBERSHIP

A representative of each of the following categories as recommended by Council and approved by the Federation of Ontario Public Library Board (Federation): Francophone, Rural, First Nation, Northern, Large / Urban, Small / Medium, the Programs and Services Branch of the Ministry of Culture, OLA (OPLA), OLS-North, SOLS and the Federation.

A quorum shall be a simple majority of appointed members.

Membership in the Federation is not required.

REPORTS TO

The Board of Directors of the Federation of Ontario Public Libraries

PURPOSE

All Ontarians, regardless of where in Ontario they live and work, have a right to public library service that meets basic, widely accepted norms of library practice and service. The Guidelines offer a method for libraries throughout the province to meet basic service levels and to develop and grow to meet the ever-changing needs of their communities.

1. To implement the Ontario Public Library Guidelines, by selecting audit teams to conduct peer audits of public libraries in Ontario on request and reporting the results.

2. To accredit public libraries as appropriate upon consideration of audit team reports and recommendations.
- 3 To monitor the continuing effectiveness of the Ontario Public Library Guidelines as a useful peer audit tool.
- 4 To revise the Ontario Public Library Guidelines as required.
5. To publish the Guidelines in English and in French.

MEETINGS

As often as necessary, meetings are held by electronic means such as teleconference. Meetings will be arranged by Council and funded by the Federation.

OFFICERS

1. The Council shall select from among its members a Chair and a Vice Chair, who shall serve concurrent two-year terms. The Chair shall preside at all meetings of the Council, sign correspondence on behalf of the Council and otherwise carry out such duties as are customary in such office. The Vice-Chair shall preside at any meeting at which the Chair is not present and shall carry out such other duties of the Chair as may be necessitated by the absence of the Chair.
2. No person shall serve more than two consecutive two-year terms in any one office.

ADMINISTRATIVE SUPPORT AND SIMILAR SERVICES

Administrative support, including reasonable copying and mailing costs, will be provided by the Federation.

SPECIAL PROJECT FUNDING

Specific projects, such as the publishing of revised versions of the Guidelines, marketing and similar activities, may be funded by any or all of the following: the Ministry of Culture; other governmental ministries and agencies both federal and provincial; private sector partners; advertising and the sale of other products; and contributions from the organizations represented on the Council; as agreed upon by Council and endorsed by the Federation.

FUNDING OF PEER AUDITS

1. Peer audits shall be funded by fees levied upon libraries being audited.
(See Appendix "A", Fee Schedule.)
2. As a general principle, fees should be kept low, so as not to be a barrier to participation in the program. In particular, without compromising the integrity of the peer audit process, the Council will keep in mind the fact that geographic proximity of audit team members will help keep costs at a minimum. The peer audit process should be cost recovery.
3. Cost items to be taken into account are:
 - a) Expenses for the audit team, including transportation to the site(s); accommodation if the location warrants it; and meals for the period of the peer audit.
 - b) An honorarium for each member of the audit team not being remunerated by his/her employer.
4. These fees shall be recommended by the Council but shall not become effective until endorsed by the Federation. Fees shall not be changed more than once per year and may vary from library to library by size of population served, number of branches or any such similar factor.

AUDIT TEAMS AND PEER AUDIT PROCESS

1. Any public library in Ontario may request a peer audit.
2. On receiving a request for a peer audit and receipt of the fee, the Council will seek two people to act as audit team members. In the case of a multi-branch system, more members may be added to the audit team.
3. At least one member of each team shall have an MLS degree or an equivalent graduate degree from an accredited school of library science. At least one member of each team shall have held the post of Chief Executive Officer or a position with considerable discretionary authority within their organization.
4. Team members shall be practicing staff members of a public or county library or of the Ontario Library Service, within the province of Ontario, or shall have been such within the two years prior to appointment.
5. In selecting the audit team, the Council shall bear in mind the following factors:
 - a) One of the audit team members shall represent the audited library's peers, in terms of size, geography, etc.
 - b) The second team member shall bring a different perspective upon the audit.
 - c) Once sufficient libraries have been audited to make this practicable, at least one of the auditors shall be from an accredited library.

6. Peer audits may be carried out in English or French, as requested by the library being peer audited.
7. The team will negotiate times for the peer audit, reporting and other such items directly with the library being peer audited.
8. The peer audit shall be conducted using the version of the Guidelines in effect when the request for the peer audit was made, and in accordance with the latest version of any instructions approved by the Council which are intended to ensure consistency among audit teams.

PEER AUDIT REPORTS

The audit team shall, following completion of the peer audit, report in the following fashion:

a. Local Report

1. Provide the library with a general report indicating the results, both overall and in specific areas.
2. Provide the library with a statement as to whether the library is to be recommended to the Council for accreditation or not as per the following standards for accreditation:
 - 2.1 Each question in the Guidelines shall be scored 1 point for successful achievement.
 - 2.2 In order to be recommended for accreditation a library must meet all mandatory guidelines, achieve no less than a 90% score of total possible points and must achieve no less than an 80% score in any of the major divisions of the Guidelines.
 - 2.3 Should the library being peer audited demonstrate to the audit team's satisfaction that any particular question is not relevant to the library's local situation because of the presence of a local institution, organization or service, this question may be omitted in calculating the above percentage.
3. If the library is substantially in compliance with the guidelines the report may indicate which items require attention and set down a timetable within which these items may be upgraded to the appropriate standard without there being a need for another full peer audit.
4. If the library is not to be recommended for accreditation, provide information as to where the library may get assistance in helping it to meet the Guidelines in future.

b. Report to the Council

1. Provide confirmation that the peer audit has been completed.
2. Provide a recommendation that the library be accredited or not be accredited. Details of the peer audit report are to remain confidential to the members of the Council unless the library specifically gives written permission for them to be divulged.

ACCREDITATION PROCESS

1. Upon receipt of a peer audit report recommending accreditation or re-accreditation, Council will review, and may approve, the recommendation.
2. Where Council approves a peer audit team's recommendation, Council will formally recognize the library as an Accredited Ontario Public Library and notify the Federation Board.
3. The Federation Board will authorize all awards of accreditation or re-accreditation on the recommendation of the Council.
4. An Accredited Ontario Public Library will receive an accreditation certificate and such promotional items as Council may make available. The Minister of Culture will be invited to sign the certificate. The certificate will be co-signed by the Chair of the Federation Board.
5. Accreditation will be valid for five years.

RE-ACCREDITATION PROCESS

1. To maintain its status as an Accredited Ontario Public Library, a library is required to undertake a peer audit every five years.
2. In addition to obtaining the minimum score required for accreditation, the library will be expected to have taken some steps towards addressing any shortcomings raised in the previous peer audit report.

APPENDIX “A” Fee Schedule

Fees

A fee of \$150 per day to cover the cost of an audit team of two persons will be charged. Experience has shown one day to be adequate for a library which has properly prepared itself for peer audit. Under certain circumstances (e.g. if there are multiple locations to be peer audited), an additional day or days may be required. This fee is inclusive and no additional charges would be levied for transportation costs, accommodation, meals, honoraria or any other costs.

Honorarium

Where applicable, an honorarium of \$50.00 per day will be covered by the daily fee.