



BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: FN-03 Title: Inclusion, Diversity, Equity and Accessibility (IDEA) Board Approval Date: February 10, 2026	Category: Operational Policy Replacing: Inclusion, Diversity, Equity and Accessibility (IDEA) (2023) Year of next review: 2028
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PURPOSE:

The purpose of this policy is to affirm the key commitments of the Bracebridge Library in cultivating and preserving a culture of inclusion, diversity, equity and accessibility (IDEA). As stewards of Inclusion, Diversity, Equity and Accessibility, the Library strives to create a respectful and welcoming environment to all, and this policy provides a framework within which to implement and measure the success of these commitments.

POLICY STATEMENT:

The employees and volunteers of the Bracebridge Library are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of our culture, reputation, and achievements.

The Library is committed to supporting the dignity of all employees and users of the Library regardless of heritage, disability, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities and other characteristics that make individuals unique. The Library is committed to valuing and supporting individual differences to create and foster an environment in which individuals can participate, maximize their contributions and achieve their full potential.

The Library is committed to continuous improvement in taking steps towards a more inclusive, diverse, and equitable workplace.

DEFINITIONS:

Inclusion is the act of creating environments and spaces in which any individual or group feels welcomed, valued, respected, supported and can fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

Diversity - the range of human differences, including but not limited to race, ancestry, place of origin, citizenship, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, mental ability, education and political beliefs. .

Equity- Definitions of equity vary but all focus on the ideals of justice and fairness. Whereas equality means providing everyone with the same number of resources regardless of whether everyone needs them, equity is when resources are shared based on what each person needs to adequately level the playing field.

Accessibility - the design of products, devices, services, or environments for people who experience disabilities.

Section 1: Declaration

The Library is committed to fostering an environment which makes inclusion, diversity, equity and accessibility a priority in planning and decision making for staffing, collections, services, and spaces. Our staff training will include accessibility, anti-racism, and cultural awareness training.

The Library endorses the *CFLA Position Statement of Diversity and Inclusion* prepared by the Canadian Federation of Library Associations which reads:

“The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country’s identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada’s libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.”

Section 2: Collections

The Library will endeavor to provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats as feasible, from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available.

Section 3: Services and Programming

To develop and deliver services and programs, we work with our community to develop inclusive consultation and engagement processes and to develop services in appropriate ways. We will seek to understand how diverse community groups define and describe

themselves and we will listen to and learn from communities rather than relying on indirect sources.

The Library welcomes the exhibit of displays and provision of programs and services that reflect and fit within the community, such as displays during religious holidays and culturally significant dates, etc. in the spirit of inclusion, diversity, equity, and accessibility. All displays shall conform to Policy OP-15 Community Information and Display Space.

Section 4: Spaces

The Library will provide welcoming spaces for all. All Library spaces will be inclusive with areas free of bias, such as gender neutral, universal washroom facilities, collection arrangement, etc.

PREVIOUS REVISIONS: FN-03: Inclusion, Diversity, Equity and Accessibility (IDEA) (2023)

RELATED DOCUMENTS: Canadian Federation of Library Associations (CFLA), Position Statement on Diversity, Ontario Public Library Guidelines, 2022 Edition, Ontario Human Rights Code, R.S.O. 1990, Accessibility for Ontarians with Disabilities Act (AODA), FN-04: Respect and Acknowledgement Declaration, OP-09: Collection Development, OP-10: Accessible & General Customer Service, OP-11: Patron Code of Conduct, OP-15: Community Information &

Display Space, OP-16: Programming, OP-19: Room Rentals, OP-36: Privacy, Confidentiality, Access to Information and Electronic Messages,