

**TITLE:** Library Service Point Development

**POLICY:** B-2002

**COMMITTEE:** Finance and Audit

**PASSED:** February 9, 2000

**TOPIC:** Facilities

**AMENDED:** November 14, 2017

**REVIEW PERIOD:** Every 3 years.

## Policy Statement

The Edmonton Public Library (EPL) develops and maintains an integrated network of service points consisting of a central library, branches, and other outlets, such as small kiosks or lending machines, to address the library services needs of all Edmontonians. EPL's service point development model reflects the Board's vision, mission and strategic directions, including its community-led service philosophy, which seeks to increase access to library services. When developing or redeveloping library service points, EPL takes into consideration cost effectiveness and qualitative factors.

## Principles

EPL will consider the following principles in assessing the development or redevelopment of library service points.

### 1. Needs Assessment

The need for a new full service location is determined through an analysis of current and projected population in a given area of the city, as well as the proximity of other full service library sites. Planning for a new library service point generally begins once:

- a. an area's population has reached 20,000 and is projected to grow to 30,000 to 35,000 within the next five years, and,
- b. where there is not another library branch within 4 to 5 km.

Socio-economic indicators and barriers to access are further considerations in developing or redeveloping a library service point.

Small kiosks, lending and/or return machines may be established to provide targeted / interim service in unserved areas. Depending upon a community's stage of development, a service point may be established in a leased facility as a transitional or interim step to a permanent location.

## 2. Site Selection

Site selection analysis also includes an evaluation or comparison of potential locations using a set of site selection criteria. Consideration is given to commercially leased, as well as City or partner-owned sites. The site must be highly visible, close to or on premium transit routes and roadways, close to current or planned LRT and readily accessible to pedestrians. In its efforts to find the best site for a library branch EPL may engage in public consultation.

## 3. Joint Use or Co-location

EPL monitors the City of Edmonton's municipal development and transportation planning strategies to identify current and future land needs and opportunities for co-location of library service points with other municipal services, such as recreation centres or LRT stations. Although the City of Edmonton is EPL's primary partner, site decisions may also consider co-location and joint use opportunities with other public or non-profit agencies, such as schools.

## 4. Service Point Redevelopment

Just as a community evolves, so must its local service point. A service point may adjust to changing user needs through expansion or renovation; a move to a more accessible location; reduction of services; closure due to decline in population; or, consolidation of services into a larger facility. The authority to permanently close a library branch rests with the Board of Trustees

## Definitions

Library Service Point: includes library branches, small temporary library locations (e.g. eplGO sites), lending and/or return machines.

Neighbourhood: "residential area with mix of housing types with convenience-type commercial facilities and, where appropriate, schools or park facilities" (Way We Grow, City of Edmonton).

Premium Transit: "refers to express service transit routes with a limited number of stops that connect major destinations and transit interchange points, and is characterized by high service frequencies, higher than average system speed, and improved service reliability" (The Way We Move Transportation Master Plan, City of Edmonton).

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## Legislative and Policy Authorities

- [Alberta Libraries Act - Chapter L-11](#)
- [City of Edmonton Bylaw 12540 - Edmonton Public Library Board](#)
- [Municipal Government Act \(R.S.A. 2000 and Regulations\)](#)