

VANCOUVER PUBLIC LIBRARY

SUBJECT: Letter of Understanding  
Administration Members - Public Service Desks

---

The Vancouver Public Library and the Vancouver Public Library Staff Association, CUPE Local 391 hereby agree to the following in regards to Library Administration members working on public service desks:

1. Commencing Dec 1, 1992 the agreement will remain in full force and effect until either party gives to the other party 3 months notice in writing of its intention to terminate the agreement and, at the expiration of such notice, this agreement shall terminate and have no further force or effect. A review will be undertaken on the anniversary date of the Letter of Understanding.

2. Administration staff members will work on public service desks to gain a direct knowledge of public service issues, to be more aware of Branch and Division concerns, to gain "hands on" knowledge of procedures and processes as well as gain an awareness of collection needs.

3. The Administration member would work no more than 8 hours per month on a public service desk and would not be used as a replacement for bargaining unit staff, but would work with a regularly scheduled staff member.

4. Only Administration members with appropriate qualifications would work on reference information desks. These members would include: Director; Deputy Director; Director, Systems and Planning; Director, Youth and Community Services; and, Director, Technical Services; Regional Managers East, West and Central. All Administration members would work on circulation desks.

Signed on the 5<sup>th</sup> day of November, 1992.

  
\_\_\_\_\_  
Madeleine Aalto,  
Director, Vancouver Public Library

  
\_\_\_\_\_  
Heather Inglis  
President, CUPE Local 391.