



BERMUDA GOVERNMENT
MINISTRY OF
COMMUNITY, CULTURE & SPORTS

PATI Information Statement

Name of Public Authority: Bermuda National Library

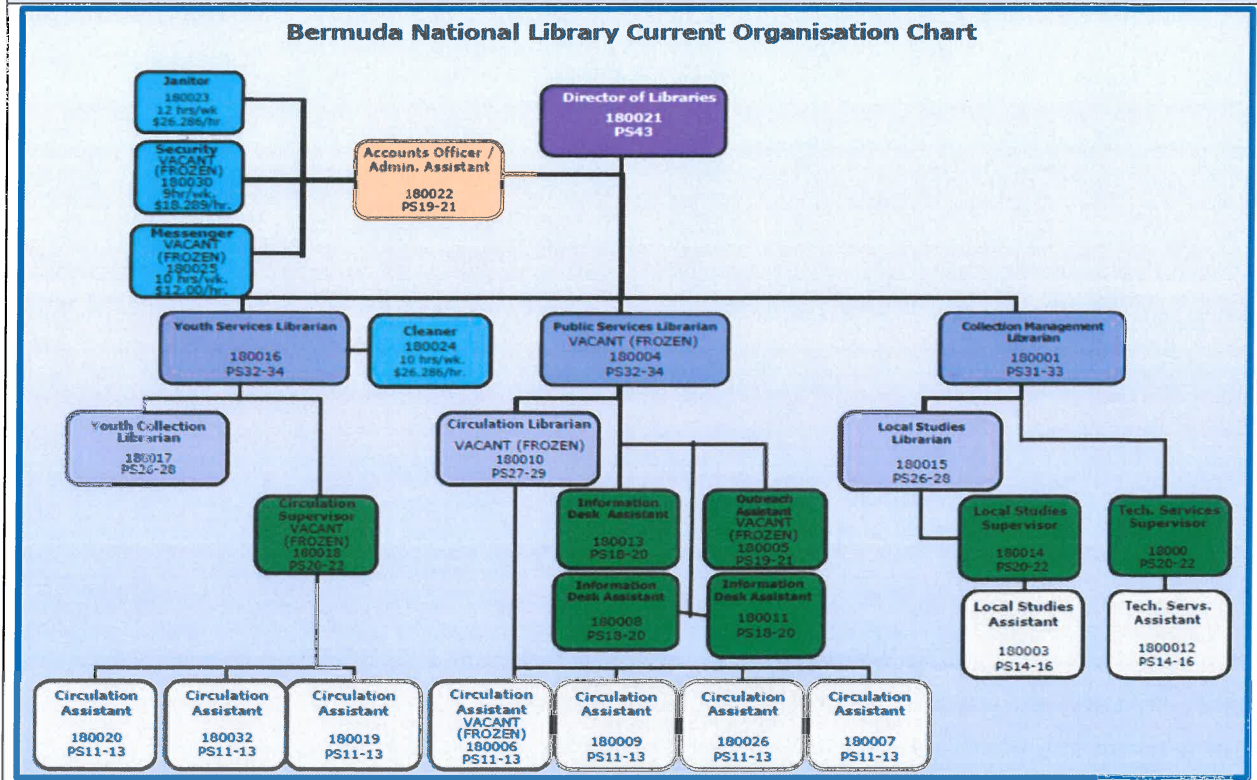
Introduction

The general purpose of the *Public Access to Information Act (2010)* is to make information (not subject to exemptions) accessible to the public in order to increase transparency and accountability about the department's administration and decision-making processes.

This information statement has been issued to provide the public with an understanding of the information generated by the Bermuda National Library and how accessible information may be obtained regarding the decision-making processes and operations of the department.

This statement summarises the functions and services of this department and the records types generated in the performance of mandated duties and managerially identified objectives.

Section A: Structure, Organization and Legislation [s5(1)a]



Legislation

The Bermuda National Library directly operates under the following legislation:

1. *Bermuda National Library Act 1946*
2. *Bermuda National Library Regulations 1992*
3. *Legal Deposit Act 2008*

Other relevant legislation includes:

4. *The Copyright (Bermuda) Order, 1962*
5. *Financial Instructions*
6. *Public Service Commission Regulations 2001*

Other relevant documents include:

7. *Govt. of Bermuda Conditions of Employment and Code of Conduct*

Section B: I) Functions, powers, duties of the Authority [s5(1)b]

Mission Statement

The Bermuda National Library guarantees patron satisfaction through the organization and dissemination of information in a professional, courteous and enthusiastic manner. We are committed to conserve and preserve the history and culture of Bermuda for present and future generations. We will provide for the current and potential educational and recreational needs of our diverse community. We pledge to do this in a nurturing environment promoting mutual respect and ensuring positive growth, enjoyment and success for all.

The scope of Bermuda National Library activities is:

Public Library Functions:

Provide materials to help fulfill the community's appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Provide general information to help meet the need for information and answers to questions on a broad array of topics related to work, school and personal life.

National Library Functions:

Collection of the national print and non-print output through legal deposit, which the National Library is empowered to do through the Legal Deposit Act 2008.

The production of the Bermuda National Bibliography.

Operating an International Standard Book Number agency.

Operating and administering a local history (Bermudiana) collection, which includes out-of-print and rare books.

Section B: 2) Obligations under Public Access To Information Act [s5(1)b]

To prepare an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the Public Access To Information Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Exemptions

The Public Access To Information Act 2010 [part 4] provides that certain information held by public authorities will be covered by exemptions and cannot or may not be disclosed upon request because of the harm that disclosure is likely to cause. Harm generally refers to substantial damage to a particular interest, and must also be real, likely and significant.

The exemptions relate to records pertaining to the following areas:

- Health or safety, where disclosure would endanger the physical or mental health or the safety of an individual;
- Personal information, subject to certain instances where disclosure may be allowed;
- Commercial information, for example trade secrets or contractual negotiations;
- Information received in confidence;
- Cabinet documents, including official records of deliberations or decisions;
- Ministerial responsibility, where disclosure of records could undermine free and frank discussion and advice between Ministers, or between Ministers and public officers, in the course of their public duties;
- Deliberations of public authorities, where disclosure could undermine free and frank discussion and advice during the course of the deliberative process;
- Operations of public authorities, where disclosure could prejudice the effectiveness of operations of public authorities e.g., with respect to negotiating positions and industrial relations, or in relation to examinations, investigations, inquiries or audits conducted by public

authorities;

- Records for which disclosure could have an adverse effect on the financial and economic interests of Bermuda;
- National security, defense, and international relations;
- Governor's responsibilities and communications with the United Kingdom;
- Law enforcement records for which disclosure of certain types of information would prejudice law enforcement efforts or would endanger a person's life or safety;
- Legal professional privilege, where disclosure of records would be exempt from production in legal proceedings on the basis of legal professional privilege;
- Records for which disclosure would be in contempt of court or a breach of parliamentary privilege; and
- Disclosure prohibited by other legislation.

Section C: Services and Programmes [s5(1)c]

Administration

Administration has overall management responsibility for the Library. They are responsible for setting policy to direct and support programmes and activities to accomplish the Library's mission.

Adult Services

Adult Services is the lending library for persons over the age of 14. Users are allowed to take books and other materials off the premises temporarily; there is also a non-circulating reference collection. The primary focus is on popular materials such as popular fiction and movies, as well as educational and nonfiction materials of interest to the general public; computer and internet access are also often offered. An Outreach Service provides home delivery of books to seniors in private residences and rest homes.

Collection Management

Collection Management is responsible for administering the Bermudiana and Legal Deposit collections, digitisation of Bermuda materials, issuing ISBNs to Bermuda publishers, and for acquiring and cataloguing adult materials. Collection Management also produces a number of publications to assist the public to use the Bermudiana Collection. All of these publications are available free of charge in print format or as PDF files via the Library's website.

Youth Services

Youth Services is the lending library for persons under the age of 18. Users are allowed to take books and other materials off the premises temporarily; there is also a non-circulating reference collection. Youth Services also provides other services, such as storytelling for infants, toddlers, and children; movie days, family story nights, etc. One of the most popular programmes offered is the summer reading programme.

Section D: Records and documents held [s5(1)d]

Administration files – Includes human resources; financial; buildings & properties; asset register of all major equipment held by the Bermuda National Library; safety & health; and correspondence files.

Policy files – Includes files related to the drafting of cabinet memoranda; parliamentary questions; ministerial statements; legislation & regulations; policies & procedures and committee meetings.

Technical files – Includes files related to programming, publications, public relations, and digitisation, and automation files.

Institution and Organisations files – Includes files related to local and international professional library organisations.

Section E: Administration (all public access) manuals [s5(1)e]

Staff work to international standards and consult the guidelines and directives established by organisations such as the Chartered Institute of Library and Information Professionals (CLIP) and the American Library Association (ALA).

Section F: Decision-making Documents [s5(1)f]

Decisions are made in accordance to the guidelines outlined in the *Bermuda National Library Act (1946)*, legislation and directives relevant to all departments and ministries, and through the advice and recommendations given through the Minister responsible for the Department.

Section G: The Information Officer [s5(1)g]

For Public Access To Information queries, please contact:

Patrice A. Carvell
pcarvell@gov.bm
(441) 296-1297 ext. 229
or
Ellen J Hollis
ejhollis@gov.bm
(441) 296-1297 ext. 223

Section H: Any Other Information [s5(1)h]

Many of our documents are published electronically and can be downloaded in PDF format from the Library's website www.bnl.bm.

The Bermuda National Library will provide guidance on making a PATI application and will provide the necessary application forms on its website.

Section I: Any Other Information To be Provided? [s5(1)i]

Hours

Adult Library

13 Queen Street, Hamilton HM 11, Bermuda

8:30 a.m.-6:00 p.m. Monday to Thursday

10:00 a.m.-5:00 p.m. Friday

9:00 a.m.-5:00 p.m. Saturday

Sunday Closed

Youth Services

74 Church Street, Hamilton HM 12, Bermuda

9:00 a.m.-5:00 p.m. Monday to Thursday

10:00 a.m.-5:00 p.m. Friday

9:00 a.m.-5:00 p.m. Saturday

Sunday Closed

E-mail queries: libraryinfo@gov.bm

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: March 27, 2015

Locations of Information Statement:

Bermuda National Library:
13 Queen Street
Hamilton HM 11
Bermuda

- The Bermuda Archives
- Available electronically
- Website for Bermuda National Library: www.bnl.bm
- A published notice in the Gazette indicating the places where the information statement is available for the public
- With the Information Commissioner.

Sign and Date:



27 March 2015