



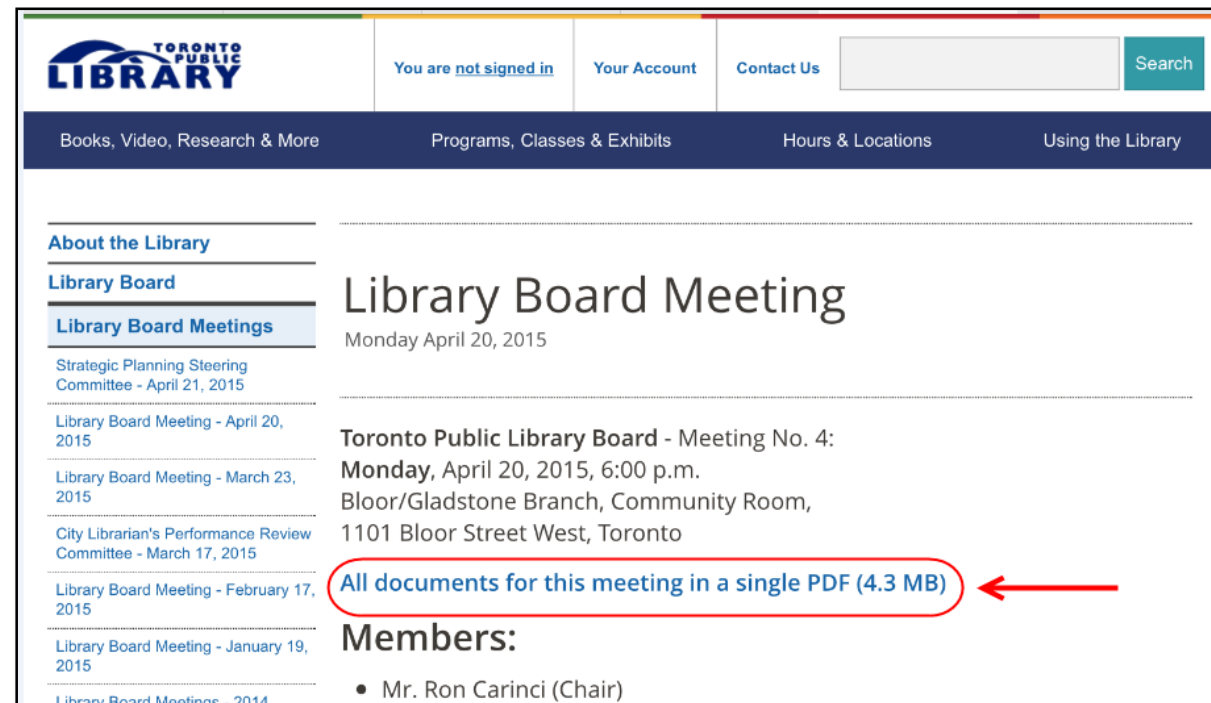
Paperless Board Meetings via Consolidated PDF

How to Navigate and Annotate PDF Files on an iPad

PDF Expert – iPad

1. Getting the PDF File onto the Tablet
2. Viewing the Table of Contents/Bookmarks
3. Highlighting Text
4. Adding Typewritten Notes
5. Adding Handwritten Notes
6. Accessing saved Board packages
7. Navigating to Your Annotations and Personal Bookmarks

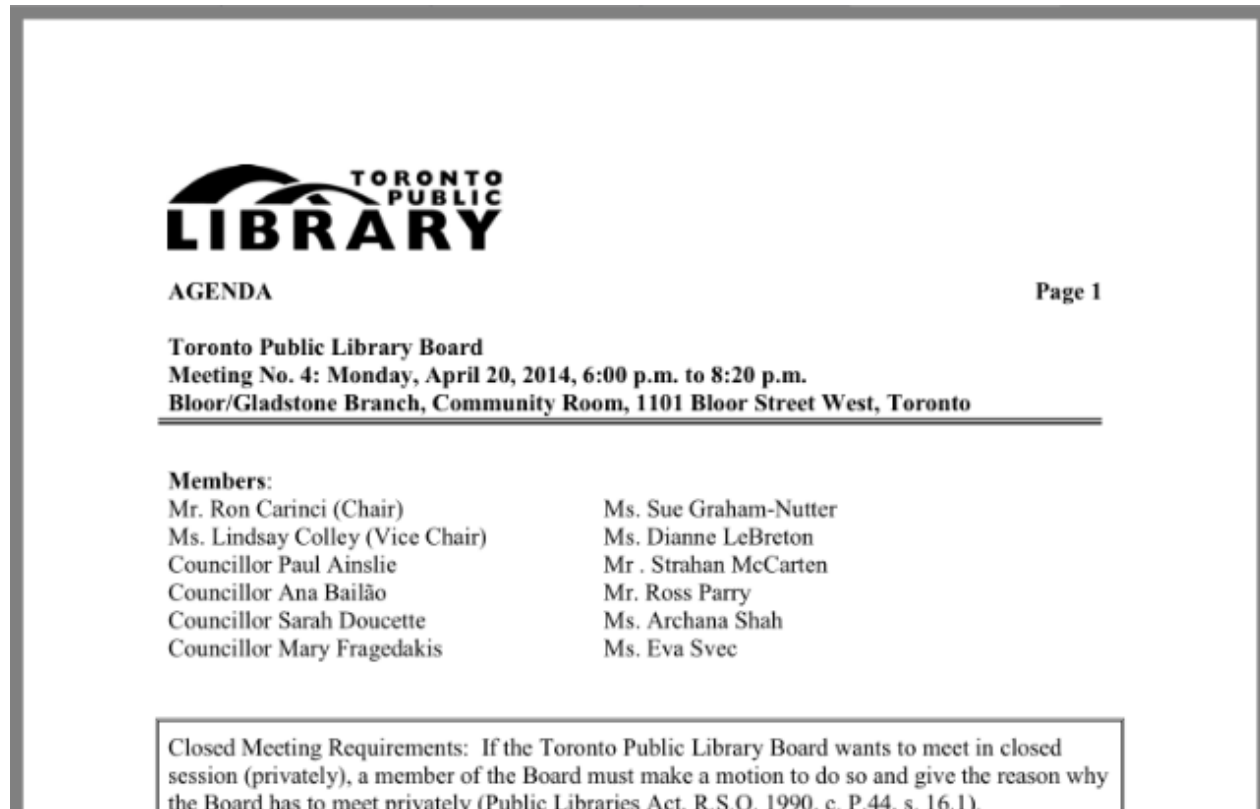
1. Getting the PDF File onto the Tablet




The screenshot shows the Toronto Public Library website interface. At the top left is the library logo. To its right are links for "You are not signed in", "Your Account", and "Contact Us", followed by a search bar with a "Search" button. Below this is a navigation bar with categories: "Books, Video, Research & More", "Programs, Classes & Exhibits", "Hours & Locations", and "Using the Library".

The main content area is titled "Library Board Meeting" for "Monday April 20, 2015". On the left sidebar, under "About the Library" and "Library Board", the "Library Board Meetings" section is active. It lists several meetings, with "Library Board Meeting - April 20, 2015" selected. The main content area for this meeting provides details: "Toronto Public Library Board - Meeting No. 4: Monday, April 20, 2015, 6:00 p.m. Bloor/Gladstone Branch, Community Room, 1101 Bloor Street West, Toronto". A link is provided: "All documents for this meeting in a single PDF (4.3 MB)", which is circled in red with a red arrow pointing to it. Below this, the "Members:" section lists "Mr. Ron Carinci (Chair)".

1. Getting the PDF File onto the Tablet (cont'd)

A screenshot of a PDF document titled "AGENDA" for the Toronto Public Library Board. The document includes the library logo, the meeting title "Toronto Public Library Board Meeting No. 4: Monday, April 20, 2014, 6:00 p.m. to 8:20 p.m.", the location "Bloor/Gladstone Branch, Community Room, 1101 Bloor Street West, Toronto", and a list of members. A footer box contains information about closed meeting requirements.

The logo for the Toronto Public Library, featuring a stylized black and white graphic of a building or waves above the text "TORONTO PUBLIC LIBRARY" in a bold, sans-serif font.

AGENDA Page 1

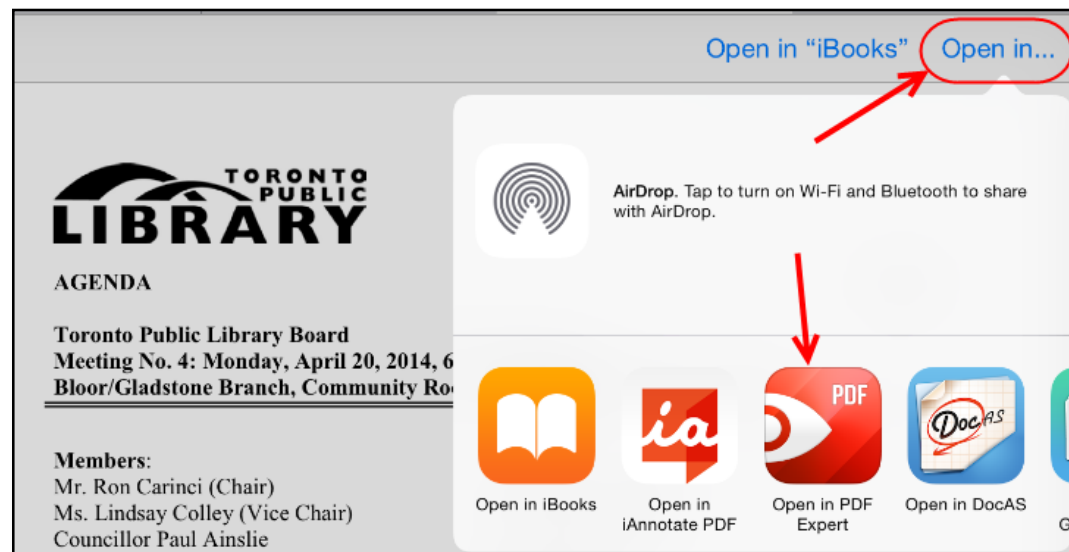
Toronto Public Library Board
Meeting No. 4: Monday, April 20, 2014, 6:00 p.m. to 8:20 p.m.
Bloor/Gladstone Branch, Community Room, 1101 Bloor Street West, Toronto

Members:

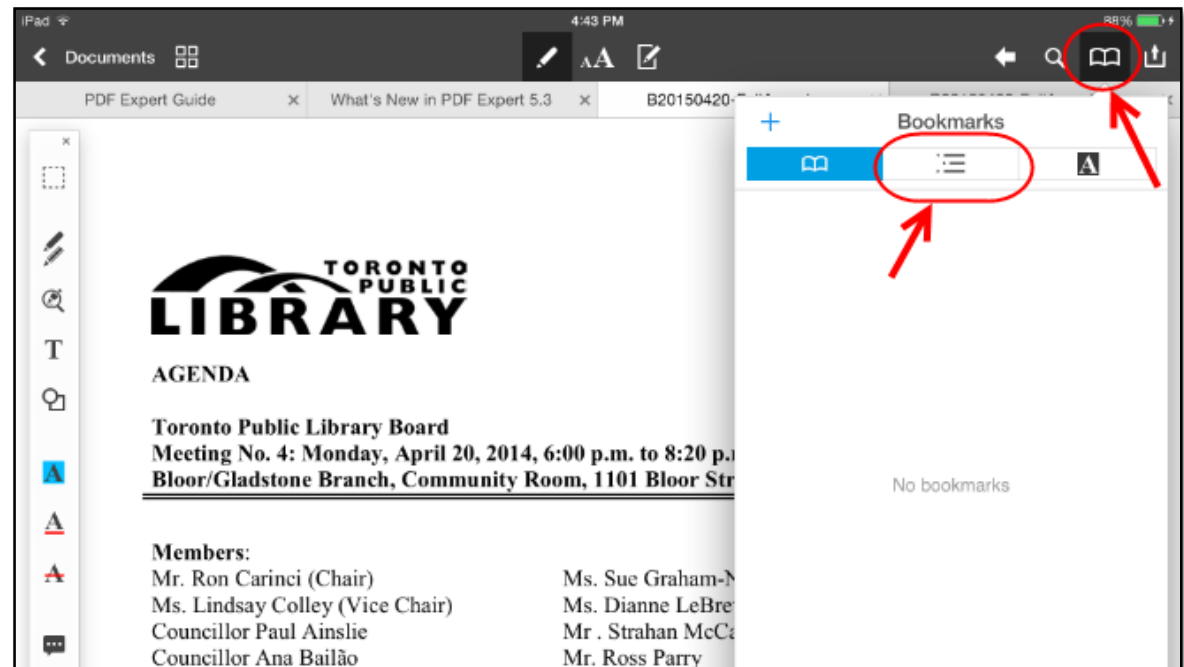
Mr. Ron Carinci (Chair)	Ms. Sue Graham-Nutter
Ms. Lindsay Colley (Vice Chair)	Ms. Dianne LeBreton
Councillor Paul Ainslie	Mr. Strahan McCarten
Councillor Ana Bailão	Mr. Ross Parry
Councillor Sarah Doucette	Ms. Archana Shah
Councillor Mary Fragedakis	Ms. Eva Svec

Closed Meeting Requirements: If the Toronto Public Library Board wants to meet in closed session (privately), a member of the Board must make a motion to do so and give the reason why the Board has to meet privately (Public Libraries Act, R.S.O. 1990, c. P.44, s. 16.1).

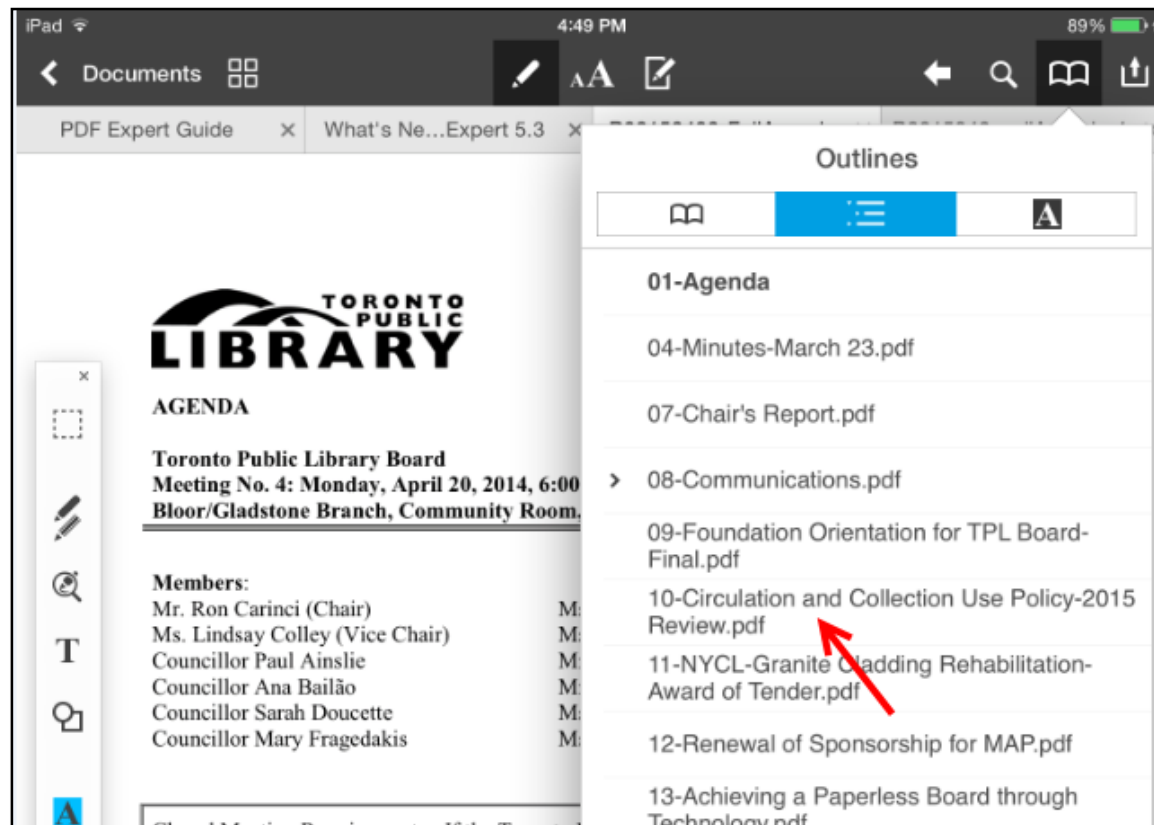
1. Getting the PDF File onto the Tablet (cont'd)



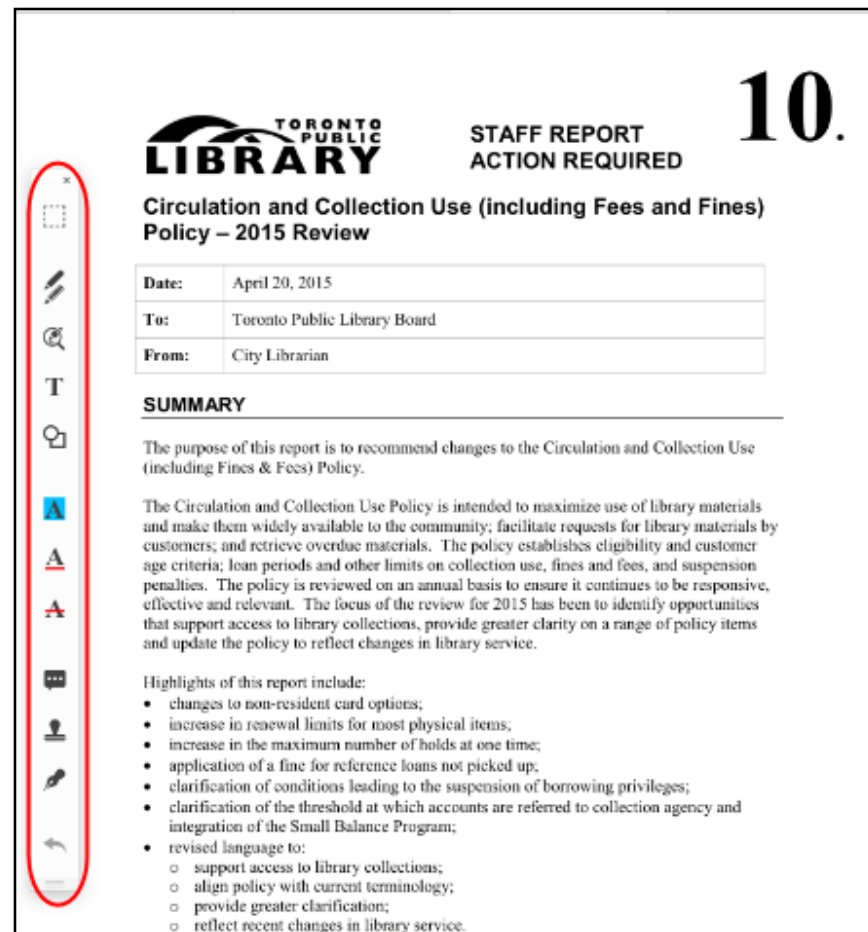
2. Viewing the Table of Contents / Bookmarks



2. Viewing the Table of Contents / Bookmarks (cont'd)



2. Viewing the Table of Contents / Bookmarks (cont'd)



TORONTO PUBLIC LIBRARY STAFF REPORT ACTION REQUIRED **10.**

Circulation and Collection Use (including Fees and Fines) Policy – 2015 Review

Date:	April 20, 2015
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

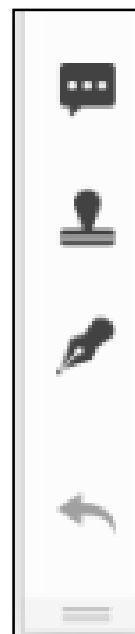
The purpose of this report is to recommend changes to the Circulation and Collection Use (including Fines & Fees) Policy.

The Circulation and Collection Use Policy is intended to maximize use of library materials and make them widely available to the community; facilitate requests for library materials by customers; and retrieve overdue materials. The policy establishes eligibility and customer age criteria; loan periods and other limits on collection use, fines and fees, and suspension penalties. The policy is reviewed on an annual basis to ensure it continues to be responsive, effective and relevant. The focus of the review for 2015 has been to identify opportunities that support access to library collections, provide greater clarity on a range of policy items and update the policy to reflect changes in library service.

Highlights of this report include:

- changes to non-resident card options;
- increase in renewal limits for most physical items;
- increase in the maximum number of holds at one time;
- application of a fine for reference loans not picked up;
- clarification of conditions leading to the suspension of borrowing privileges;
- clarification of the threshold at which accounts are referred to collection agency and integration of the Small Balance Program;
- revised language to:
 - support access to library collections;
 - align policy with current terminology;
 - provide greater clarification;
 - reflect recent changes in library service.

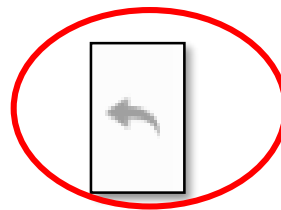
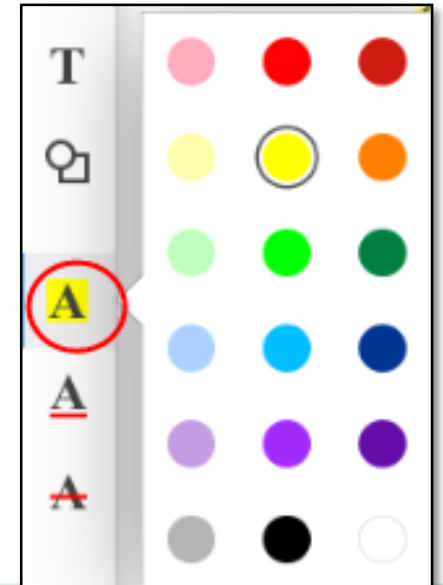
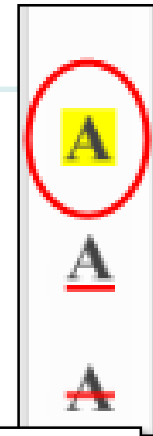
3. Highlighting Text



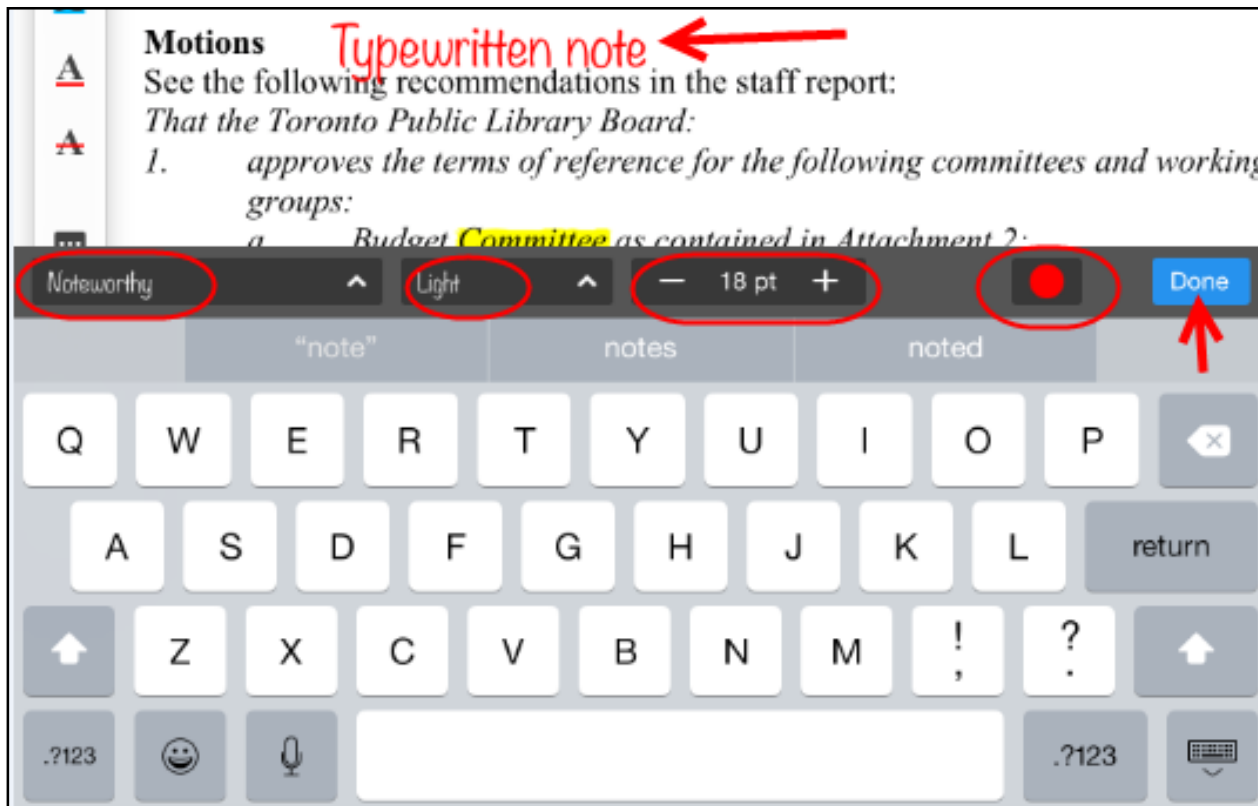
3. Highlighting Text (cont'd)

groups:

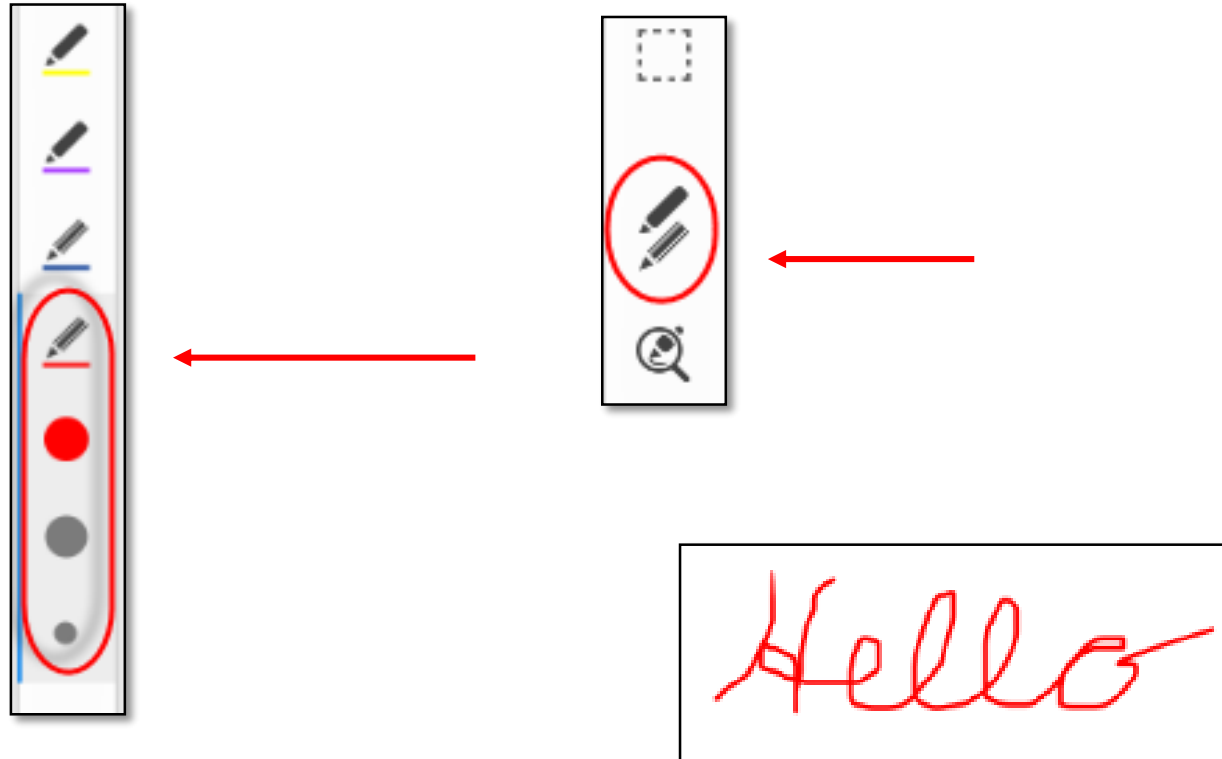
- a. Budget **Committee** as contained in Attachment 2;
- b. Employee and Labour Relations Committee as contained in Attachment 3;
- c. **Strategic Planning Steering Committee** as contained in Attachment 4;
- d. Advertising Review Working Group as contained in Attachment 5;



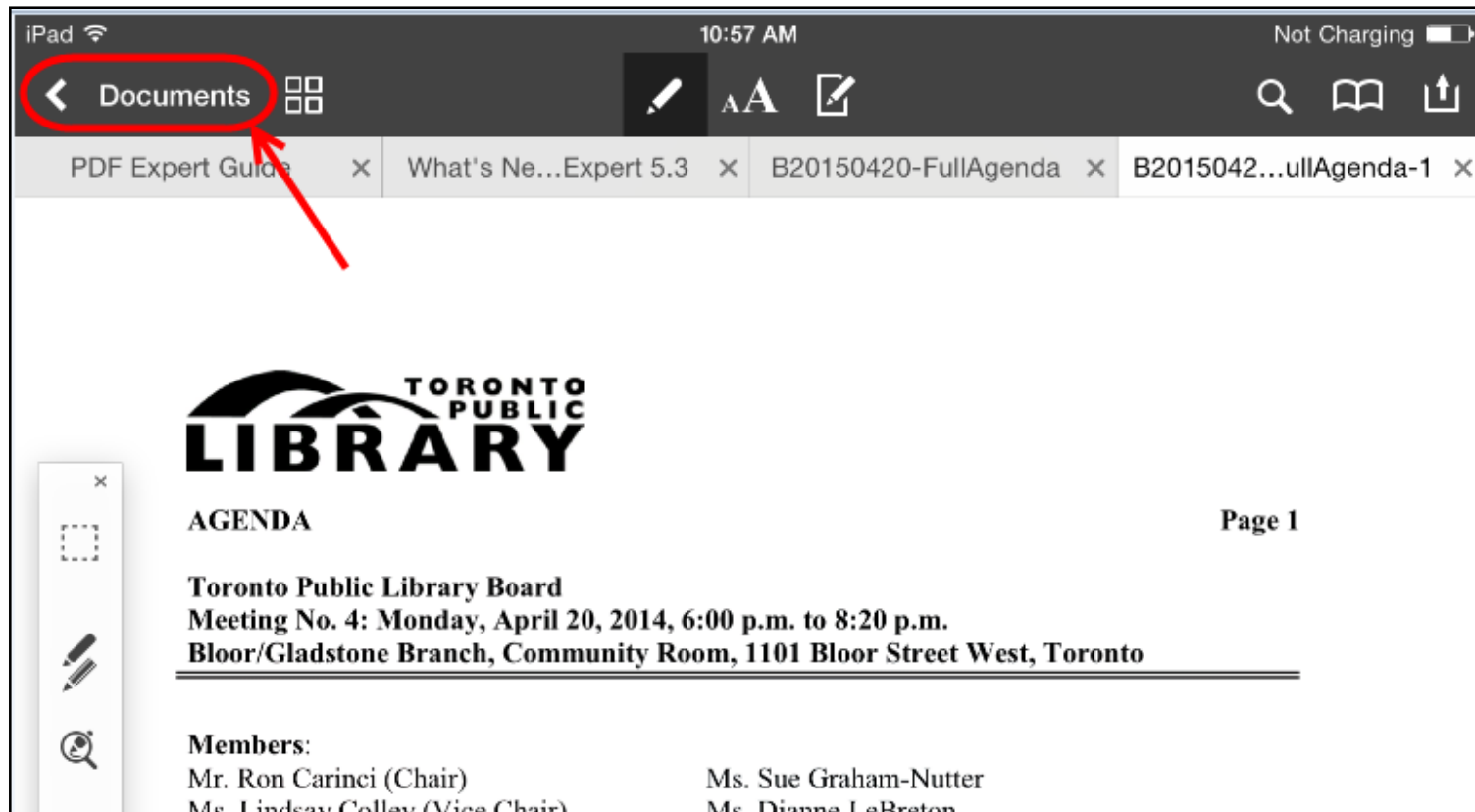
4. Adding Typewritten Notes



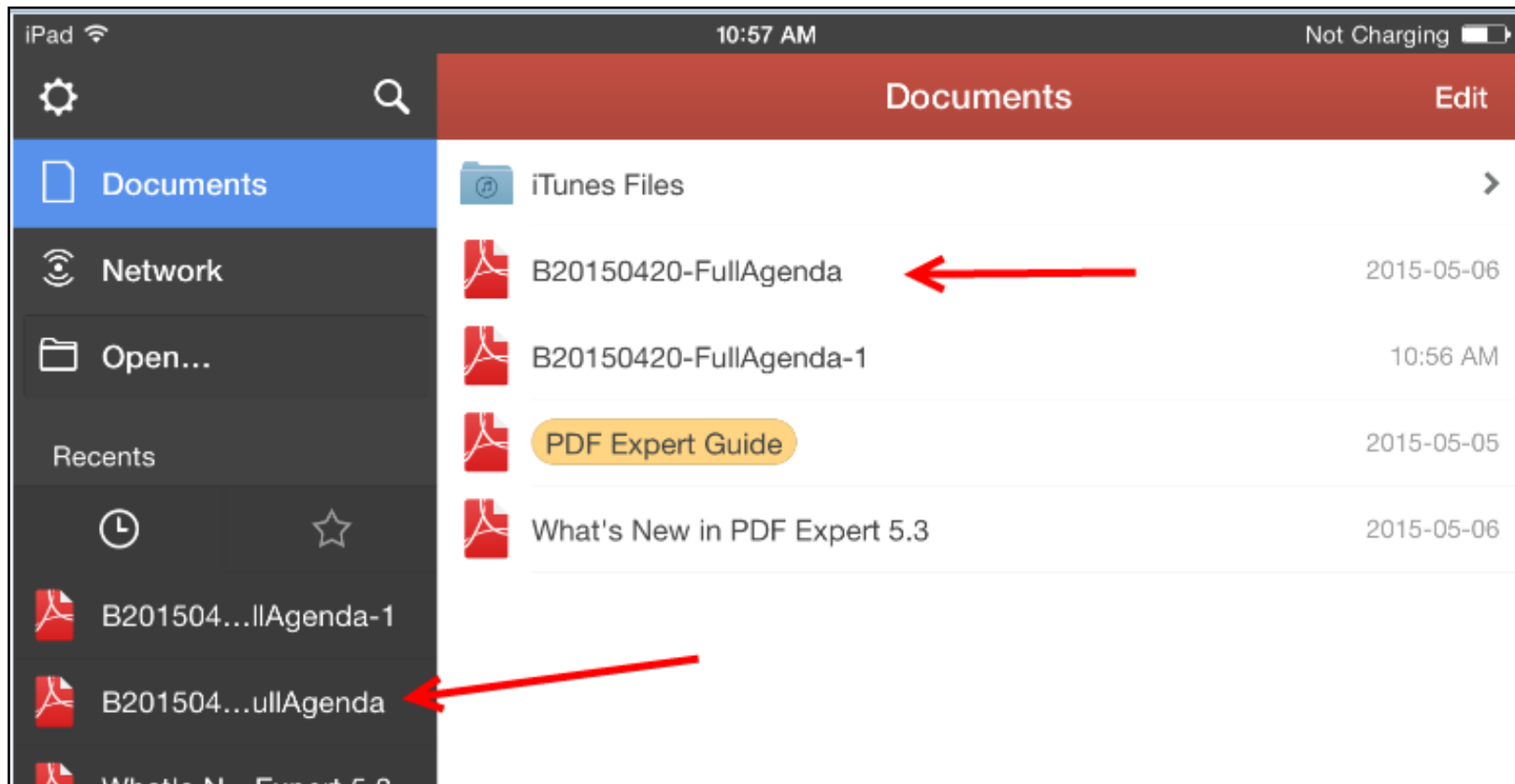
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7. Navigating to Your Annotations and Personal Bookmarks

