BERMUDA GOVERNMENT

MINISTRY OF EDUCATION AND WORKFORCE DEVELOPMENT

PATI Information Statement

Name of Public Authority: Bermuda National Library Committee

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 Committee and how accessible information may be obtained regarding the decision-making processes and operations of the Committee.

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

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

The Minister shall by notice in the Gazette appoint annually a committee to be called the Bermuda National Library Committee which shall consist of such number of persons being not less than five nor more than eight as the Minister may determine:

Two of the members of the Committee shall be persons selected by the Corporation, but so that the selection by the Corporation for that purpose of any person who is not a member of the Corporation shall be subject to the approval of that person by the Minister.

Any person appointed to be a member of the Bermuda National Library Committee shall hold office during the Minister's pleasure and unless his appointment is earlier terminated it shall be deemed to terminate one year from the date upon which such appointment took effect.

There shall be a Chairman and a Deputy Chairman of the Bermuda National Library Committee each of whom shall be appointed by the Minister from among the members of the Bermuda National Library Committee and each of whom shall hold office as such during the Minister's pleasure:

Provided that the Bermuda National Library Committee shall be deemed to be properly constituted notwithstanding that there is a vacancy in the office of Chairman or Deputy Chairman or of any member.

Fees shall be paid to members of the Bermuda National Library Committee in accordance with the Government Authorities (Fees) Act 1971 [*title 14 item 6*].

Legislation

The Bermuda National Library Committee directly operates under the following legislation:

1. *Bermuda National Library Act 1946*
2. *Bermuda National Library Regulations 1992*

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

Functions

The functions of the Committee are to advise the Minister regarding any of the following matters—

a. the promotion and expansion of the Bermuda National Library;
b. the capacity of the Bermuda National Library to acquire documents or other materials to be held as part of the Library collection;
c. the state of the Bermuda National Library, including its premises and its collections;
d. the management, control and preservation of the Bermuda National Library premises; and
e. the policies related to the temporary loan or use of, or access to, documents and other library materials maintained for the purposes of public enjoyment and research.

At any meeting of the Bermuda National Library Committee the Minister may preside over the meeting if, acting in his discretion, he decides to do so but unless the Minister so decides the meeting shall be presided over by—

a) the Chairman; or
b) in the absence of the Chairman, the Deputy Chairman; or
c) in the absence of both the Chairman and the Deputy Chairman, such member of the Bermuda National Library Committee as the members present elect to act as Chairman at that meeting.

Every question or matter to be determined by the Bermuda National Library Committee at any meeting shall be decided by a majority of the votes of the members present and voting on the question or matter:

Provided that in the event of an equal division of votes the person presiding at the meeting may, if he thinks fit, give a second or casting vote.

Section B: 2) Obligations under PATI Act [s5(1)b]

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

Advice to the Minister

Minister may consult Committee

In the exercise of his powers and duties under the *Bermuda National Library Act 1946* and any other enactment which relates to the Bermuda National Library the Minister may consult with or take the advice of the Bermuda National Library Committee from time to time as he shall think fit, but notwithstanding that the Minister has consulted or taken the advice of the Bermuda National Library Committee on any matter, he may act in his discretion on such matter.

Section D: Records and documents held [s5(1)d]
Policy files – Minutes of Committee meetings.
Section E: Administration (all public access) manuals [s5(1)e]
Section F: Decision-making Documents [s5(1)f]
Decisions are made in accordance to the guidelines outlined in the *Bermuda National Library Act (1946).*
Section G: The Information Officer [s5(1)g]
For Public Access To Information queries, please contact: Patrice A. Carvell pcarvell@gov.bm (441) 299-0034 or Ellen J Hollis ejhollis@gov.bm (441) 299-0028
Section H: Any Other Information [s5(1)h]

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

Bermuda National Library Hours

Adult Library
13 Queen Street, Hamilton HM 11, Bermuda

8:30 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

Youth Services
74 Church Street, Hamilton HM 12, Bermuda

Monday Closed
9:00 a.m.-5:00 p.m. Tuesday 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: library@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: Nov 20, 2017

Locations of Information Statement:

Bermuda National Library:
13 Queen Street
Hamilton HM 11
Bermuda

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

Sign and Date: C. Joanne Bergman 20 Nov 2017