

Policies and Procedures

Policy Name: French Translation Policy & Guidelines	
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FRENCH TRANSLATION POLICY & GUIDELINES

INTRODUCTION:

The Ontario Library Association (OLA) maintains a commitment to integrating, developing, and supporting French-language programs in Ontario. While OLA is not officially a bilingual association, OLA advocates for and supports the delivery of French library services and programs in our province.

OLA consists of seven divisions, which include l'Association des bibliothèques de l'Ontario-Francophone (ABO-Franco). This division supports the professional development and advocacy needs for French-language library programs and services in Ontario. OLA is also the parent organization of the Forest of Reading program, which consists of three French reading programs (Le prix Tamarac, Le prix Peuplier and Le prix Mélèze) for children. The Forest of Reading has an entire day of French programming within the Forest of Reading Festival, in Toronto, featuring French authors, activities and programs.

Translating OLA documents would help to serve our francophone community.

PURPOSE:

Through translating specific content, OLA can ensure access to programs and services of the association that are relevant to ABO-Franco members and participants in the French Forest of Reading programs. Staff resources and translation costs can be appropriately allocated to OLA's French language programs and services.

POLICY STATEMENTS:

While OLA offers some programs and services in French, the association is not bilingual. To enhance member satisfaction and expectations, OLA must communicate this distinction to relevant audiences where necessary.

PROCEDURES:

Translated French content must be specifically relevant to a French audience. The audience of translated materials can be anyone who is interested in French language programs and services of OLA. This can include:

- Current and prospective members of the Ontario Library Association
- Current and prospective volunteers for OLA programs. This can include council positions, event volunteers and conference planners
- Registrants and participants of the French Forest of Reading program. This includes children (francophone and French-language learners, parents or guardians, teachers and library staff. This may also include French publishers, authors and illustrators
- French-language media who are interested in producing media on OLA's programs or regarding Ontario's libraries

Documents that need to be considered for translation can include:

- Longstanding documents: These include policies, bylaws and strategic planning documents that assist prospective, new and current ABO-Franco council members with regular operations. A longstanding document should only be translated if it is not up for renewal/revision in the next three years.
- Important announcements: This includes job postings, volunteer opportunities and press releases intended to specifically support OLA's French services and programs. Announcements are most often time sensitive and may be communicated on our website or through email.
- French support materials: promotional content that markets programs and services offered exclusively or partially in French.