

POLICY TITLE: Policies

ADOPTION/LAST REVISION: Adopted 10/11/94; revised 5/18/2018

- A. Definition: A policy is a consistent guide to be followed under a given set of circumstances. It is a guide to thinking, and not necessarily a guide to specific action. While rules and procedures tell you what is to be done, a policy is an overall guide setting up boundaries that supply the general limits and direction in which managerial action will take place.
- B. Duties: The Library Board, as the statutory governing power, has a responsibility to adopt policies to guide the library director and staff in the operation of the library. It is the Director's responsibility to interpret and carry out the policies adopted by the Library Board and to establish administrative rules and procedures for the day-to-day operation of the library.
- C. New Policies: New policies are formulated as the need arises and are brought to the Library Policy Committee for discussion. Upon recommendation of the Policy Committee, all new policies, and those with significant changes, are brought to the Board for a first reading at one Board meeting and then a second reading and action at the following Board meeting.
- D. Policy Review: In order to keep all policies current, recommended changes to existing policies should be brought to the Policy Committee as they arise. However, all policies should be reviewed by the Board at least once every three years. If no major changes are required, the review process can be accomplished at a single meeting unless the Board otherwise decides to hold over action.
- E. Manual: All policies will be placed in the Library's Policy/Procedure Manual and, at a minimum, will be available for inspection on the Library's website. The policy procedure/manual does not in any way constitute an employment contract, and the Library reserves the right to amend this manual at any time subject only to the approval of the Library Board of Trustees.