Our mission is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.
What is the purpose of Library Policies?

- **Govern** the operations of a public library
- **Establish** consistent rules of behavior
- **Insure** the efficient running of the library
More purposes of Library Policies?

- **Protect** the community’s investment
- **Support** the mission and goals of the libraries
- **Provide** equal access to materials and services for all patrons
Who is Responsible for Library Policies?

Library Board of Trustees

The Library Board has the legal responsibility of formally adopting and approving all library policies.
Library Director Implements Policy

- Library Director
  - Educates and informs
    - New/Updated Library Policy
      - Staff
      - Public
Public Library Policy Checklist

Public Service, or User-Related Policies

- Eligibility for borrowing and services
  - Proof of residency
  - Acceptable identification

See Public Library Policy Checklist from 2014 Tennessee Standards for Non-Metropolitan Public Libraries for more information
Public Library Policy Checklist...cont.

Public Service, or User-Related Policies

- Circulation policy
  - Check-out limits
  - Fines and fees

- Reference policy
  - Virtual and online reference
  - Face to Face reference

See Public Library Policy Checklist from 2014 Tennessee Standards for Non-Metropolitan Public Libraries for more information
Public Service, or User-Related Policies

- Technology and Internet Use Policies
  - Safety and security
  - Access and usage
Considerations for Writing Library Policies:

- Policy subject/topic
- Is the Policy needed?
- Who will be affected by this Policy?
- How will Policy be implemented and/or enforced?
More Considerations

- How is the Policy’s usefulness/effectiveness to be evaluated?
- Is the Policy written in a clear precise language?
- What are the effective and review dates of the Policy?
Adopted Library Policy

Important Dates:

- Date of approval/adooption
- Date the policy goes into effect
- Date to be reviewed
Sample Policy: Unattended Children

When are Policies needed at the Library?
Library Policies: Legal Considerations

Policies should comply with Federal, State, and Local laws.

- Reasonable and fair penalties or fees
- Non-discriminatory and applied equally
More Legal Considerations

- Policy results should be measurable
- Fair treatment and protection of individual rights

SOURCE: http://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668_69405_18689-54454--,00.html
Ellen Richardson, September 1994
Life Cycle of a Library Policy

1. Propose new or revised policy
2. Need for stated policy established
3. Data & model policy gathered
4. Input from board, community & staff
5. Appraisal of impact of proposed policy
6. Approval & adoption of policy
7. Procedures developed & staff trained
8. Monitor implementation of policy
9. Evaluate effectiveness of policy
10. Library mission, goals & objectives