



# POLICY

VS.

# PROCEDURE

Why & what	How & best practices
Broad course of action	Specific courses of action
More philosophical	More technical
Guidance to determine present and future decisions	Developed to carry out policy
Reflects values, mission and roles of the library and/or its parent institution	Ditto
Developed by board with input from director and staff	Developed by director and staff
Requires board action to change	Changed by director with staff
Basis for procedures but not detailed course of action	Detailed courses of action to carry out policies
Protects rights and assures fair treatment of all patrons and staff members	Ditto
Develop before needed	Ditto
Review annually	Review continually
Relate to Oregon Revised Statutes & your city's ordinances	Relate to Policy and/or Oregon and city law

## Essential Public Library Policies:

- ✓ Patron Privacy
- ✓ Collection Development including Request for Consideration
- ✓ Public Records Request
- ✓ Records Management including Records Retention Schedules
- ✓ Conduct/Behavior in the Library for visitors and staff
- ✓ Meeting Room Use
- ✓ Non-Discrimination
- ✓ Contracting
- ✓ Volunteers
- ✓ Board By-Laws
- ✓ Grievance Process

*\*\*Check with your city's policies and ordinances – some of these policies are under their authority. For example, if they already have a Records Management Policy – make sure the library's documents are included in the retention schedule.*

## What Makes a Good Policy?

- ✓ Complies with the law
- ✓ Promotes the best interest of all members of the community
- ✓ Consistent with the library's mission
- ✓ Fair to all and respectful of individual rights and individual differences
- ✓ Promotes positive public image for library
- ✓ All library staff members can explain it and its purpose
- ✓ All library staff members enforce it consistently

## Four Tests of a Legally-Enforceable Policy:

- ✓ Must comply with current statutes and court cases
- ✓ Must be reasonable (and all penalties reasonable)
- ✓ Must be clear – not ambiguous or vague
- ✓ Must be applied without discrimination

## Resources for Public Library Policies:

*CLIC – Colorado Library Consortium – Public Library Policy Collection*

<https://www.clicweb.org/extras/innovations-initiatives/publiclibrarypolicycollection/>

*Josephine Community Library District – Policies (these are policies for a district, but many can be used in a city library)*

<https://josephinelibrary.org/about/jcld-policies/>

*Hood River County Library District – Policies (these are policies for a district, but many can be used in a city library)*

<https://hoodriverlibrary.org/about/policies/>

*Creating Policies for Results Workforms - from Sandra Nelson and June Garcia, Creating Policies for Results: From Chaos to Clarity. American Library Association, 2003.*

[https://www.elearnlibraries.com/workforms/creating\\_policies\\_for\\_results.html](https://www.elearnlibraries.com/workforms/creating_policies_for_results.html)

*Public Library Association – Policy Samples*

<http://www.ala.org/pla/resources/tools/directors-managers-administrators/policies>

*OWLS – Sample Library Policies for the Small Library*

<https://www.owlsworld.org/l4l/sample-library-policies-small-public-library>