

**Purpose:** The purpose of this policy is to create a procedure for the development, organization, and review of Board policies to ensure that policies are pertinent to the operations of the library.

**1. Definitions:**

- 1.1. Act: *Libraries Act RSA 2000, C.L-II.*
  - 1.2. Board: Brooks Library Board
  - 1.3. Policy: A guideline approved by the Board on which to base the day-to-day operational decisions of the library management. The term also encompasses bylaws made mandatory under the Act.
  - 1.4. Framework Policies: Policies made mandatory under the Act and the Libraries Regulations.
2. All policies will be consistent with the Board's vision and mission statements, Plan of Service, and framework policies. The Board will establish policies encompassing actions of the Board and staff as well as situations that take place on a recurring and consistent basis.
  3. Initial suggestions for policy development may come from staff, trustees, Board standing committees, members of the community, and the City of Brooks Library Board Policy Handbook. Policies drafted by Board Standing Committees will come directly to the Board for approval. Any other draft policies will be submitted to the Board Development and Policy Committee for review.
  4. All policies and changes to them shall be approved by means of a motion at a Board meeting and recorded in the minutes of that meeting.
  5. All approved policies shall be given a number and title. Policies shall be signed by the Board Chair indicating the date of approval. Copies of the approved policy shall be included in the Master Policy Handbook and on the Brooks Public Library website.
  6. Requests for policy development, amendment, and review may be made by a member of the Board, the staff or the public.
    - 6.1. Requests for policy development or review will be referred to the appropriate Board committee.

Approved by: \_\_\_\_\_

Board Chair

Date Approved: May 29, 2013

Replaces Policy Approved: 2004/04/23

- 6.2. The Board Development and Policy Standing Committee is responsible to ensure that all policies are reviewed a minimum of every three years.
- 6.3. All policies will be reviewed by the Head Librarian for compliance with the Act and Libraries Regulations, the *Freedom of Information and Protection of Privacy Act, RSA 2000, C.F-25*, and the framework policies of the Board before submission to Public Library Services Branch.

**7. Approved Policies:**

- 7.1. Approved policies will be made accessible to the public.
- 7.2. Approved policies will be included in the policy manual which is updated on a continual basis as policies are updated. Users are advised that parts of this manual may be under revision at the time of consultation.
- 7.3. The Head Librarian is responsible to ensure the implementation of approved policies.

**8. Policy Structure:**

- 8.1. All policies will begin with a statement of purpose.
- 8.2. Headings for all policies will contain the policy title, number and category. Footers include Board Chair signature, date of approval, and if a policy is being replaced, a previous policy number.
- 8.3. Bylaws will not have a policy number or title.
- 8.4. All policies will use the outline format of 1., 1.1, 1.1.1.
- 8.5. If necessary, 1. will be a listing of definitions.

Approved by: \_\_\_\_\_

Board Chair

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