

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: City of 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. Policy Structure

- 2.1. All policies will begin with a statement of purpose.
- 2.2. 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.
- 2.3. Bylaws will not have a policy number or title.
- 2.4. All policies will use the outline format of 1., 1.1, 1.1.1.
- 2.5. If necessary, 1. will be a listing of definitions.

3. All policies will be consistent with the Board's vision and mission statements, 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.

4. Initial suggestions for policy development may come from staff, trustees, Board standing committees, and members of the community. 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.

5. The Library Manager is responsible for advising the Board on all proposed policies' compliance with applicable legislation and regulation.

Approved by: _____
Board Chair
Date Approved: May 28th, 2018

6. 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.

7. Approved Policies:
 - 7.1. Approved policies shall
 - 7.1.1. be given a number and title.
 - 7.1.2. be signed by the Board Chair
 - 7.1.3. indicate the date of approval.
 - 7.1.4. be included in the Master Policy Handbook
 - 7.1.5. be accessible to the public
 - 7.1.6. be submitted to Public Library Services Branch
 - 7.2. The Master Policy Handbook shall be updated on a continual basis. Users are advised that parts of the handbook may be under revision.
 - 7.3. The Library Manager is responsible to ensure the implementation of approved policies.

8. The Board Development and Policy Standing Committee is responsible to ensure that all policies are reviewed a minimum of every three years.

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Board Chair
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