

Policies Review Policy Sherwood Public Library

POLICY

Sherwood Public Library Policies will be regularly reviewed in order to maintain a set of relevant and current policies and procedures that guide the work and services provided.

REGULATIONS

A review of all Policy documents will be conducted at least once every three years under the direction of the Library Manager.

The Library Manager will coordinate the review schedule for existing policies. All proposed changes to Sherwood Public Library Policy documents should be submitted to the Library Manager for inclusion in the review process.

Library Advisory Board members will have an opportunity to review proposed changes to the Policy and Regulation sections of a Policy document, to provide recommendation for changes, and to vote on their consultative recommendation. Final approval of Policies rests with City and Library Administration.

The Library Manager will set an implementation date for any changes made to Policies.

The Library Manager may alter the Procedures, Background or Guideline sections of a Policy document.

PROCEDURES

1. The Library Manager sets a schedule of Policy documents to be reviewed during the year and includes Policies for review with Library Advisory Board meeting materials and on agendas.
2. The Library Manager will seek input for any needed changes from Library Department Heads and City Administration, as needed.
3. Recommended changes to a Policy will be made using Microsoft Word's Track Changes feature.
4. Upon approval of the reviewed policy, the Library Manager will update the policy with the review date and any approved changes, communicate changes to Library staff, upload the document to the Library website, and file the policy according to records retention schedules.

NOTE: All WCCLS policies are reviewed through countywide committees.

HISTORY

Drafted 4/15/2016

Reviewed by Library Advisory Board on 4/20/2016

Approved by Library Administration on 5/18/2016