

## Writing Policies

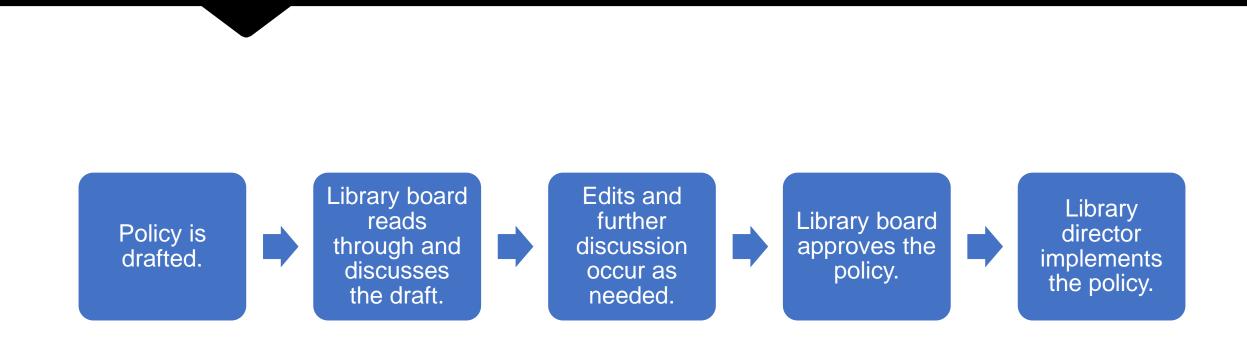
#### Before We Begin...

- This is our first conference using Microsoft Teams. Please be patient as we work through any kinks.
- If you were placed in this session in error, please hit the return button and let Cindy know which session you are meant to be in.
- Let's go learn stuff!

# What makes a good policy?

- O Concise
- O Adaptable
- O Plain Language
- O Specific
- O In line with the law
- O Separate from procedure

#### The Path Toward Policy in ND



#### Before you start writing a policy...

- Make sure it is actually needed.
- Investigate how other libraries are handling the issue.
- Consult stakeholders.

### Drafting a Policy

- O Don't reinvent the wheel!
- Include staff who will be enforcing the policy in the process.
- Define the purpose and scope of the policy.
- Identify responsibilities and procedures (but keep them separate!).
- Keep it professional.

#### Policy vs. Procedure

- Sets the what and why for library operations
- O Broad overview
- Provides a framework
- Adopted by the library board
- Can only be changed by the library board
- Reviewed every 1-3 years

- Sets how the library operates
- Very specific, step-by-step
- Written by the library director with staff input (when applicable)
- Can be changed as needed
- Reviewed and updated constantly

#### 4 Measures of Legally Enforcable Policies

- 1. Does the policy comply with current statutes?
- 2. Is the policy reasonable, including reasonable penalties?
- 3. Could there be discriminatory application of the policy?
- 4. Is the policy measurable?

Credit: New York State Library https://nyslibrary.libguides.com/publiclibrarystandards/policies

#### **External vs. Internal policies**

External: Any policy that applies to patron use of the library

Examples:

Circulation

Computer Use/Social Media

Patron Privacy (aka Patron Confidentiality)

ILL

Collection Development & Reconsideration

Internal: Any policy and procedures that applies to staff

Examples:

- Staff handbook (pay, benefits, schedules, dress code, etc.)
- Social media guidelines
- Personal use of equipment such as a copier
- Workplace safety
- Programming and events

#### **Common Library Policies**

- O Board Bylaws
- Circulation
  - May include ILL or ILL may be separate
- Collection Development & Reconsideration
  - may be one or separate policies
- Computer Use/Internet Use
- Disaster/Emergency Preparedness

- O Patron Behavior Policy
- Patron Privacy (Patron Confidentiality)
- Personnel Policy/Employee Handbook
- Programs
- Social Media
- Unattended Children and Vulnerable Adults

#### Resources

- O North Dakota State Library
- O <u>United for Libraries</u>
- Central Kansas Library System
- OWLS
- O <u>CLiC</u>

#### **Questions?**





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