Trillium Public Library

Policy Type:	**Governance**	Policy Number:	**GOV-04**
Policy Title:	**Policy Development**	Initial Policy Approval Date:	**June 2014**
		Last Review/Revision Date:	**June 2023**
		Year of Next Review:	**2027**

In accordance with the ***Public Libraries Act, R.S.O. 1990, c. P44***, s. 3(3), the Trillium Public Library is under the 'management and control of the library board'.   The library board has the sole authority and responsibility for establishing policy. Policies set the framework for the governance and operations of the library and provide direction to library board and employees. From that framework, the CEO or designated employees can develop procedures and plans for the library operations. Board members and employees are responsible for knowing, understanding, and complying with Trillium Public Library policies.

Section 1: Types of Policies

1.   The work of the library is guided by policies in five main areas:

   a)   Foundation policies which record the board's decisions on mission, vision, and values
   b)   Board bylaws which establish the organizational structure of the library board and how it does business
   c)   Governance policies which define the responsibilities and regulate the work of the library board
   d)   Human Resources policies which guide relations with the staff.
   e)   Operational policies which regulate the services and day-to-day operations of the library

2.   The library policy documents will include policies related to volunteers and to fundraising.

Section 2: Responsibilities

1.   The initiative to develop a new policy or to revise an existing policy may come from several sources:

   a)   the Chief Executive Officer or library staff
   b)   a member of the library board
   c)   the council
   d)   government through legislative requirements
   e)   a member of the community

2.   The Library CEO will develop new policies as needed or draft revisions to existing policies for Board approval **(see Note #2)**

GOV-04 Policy Development (continued)

Section 2: Responsibilities (continued)

3.   The library board is responsible for the monitoring of policies and will:

   a)   establish a schedule to review existing policies to ensure that all policies are reviewed at a minimum every four years or as required by legislation (e.g. Occupational Health and Safety policies require annual review)
   b)   ensure that policies comply with the *Public Libraries Act* as well as any applicable municipal bylaws, provincial or federal legislation

4.   The library board is responsible for approval of all library policies and will:

   a)   receive all policy changes, in draft, seven days prior to the next scheduled board meeting
   b)   approve all policies at a duly constituted board meeting. **(see Note #3)**

Section 3: Policy Distribution

1.   All policies should be documented in a standard format; with descriptive title, numbered according to policy type and include the date of approval and the date of the next review.

2.   A signed master copy of each approved policy to be housed in the CEO's office.

3.   A print copy of the full suite of policies for the Trillium Public Library will be available at each library location for easy reference *(Alternately, you could specify a library intranet/drive)*

4.   Each Board member should have access to the full suite of policies for the Trillium Public Library *(SPECIFY if they get a print version, USB drive or via a library Intranet/drive)*

5.   The current version of all foundational (e.g., Intellectual Freedom, Diversity) and operational policies (e.g. Internet use, membership, circulation, collection use, online and social media, programming, rules of conduct) for the Trillium Public Library will be posted on the library's website.

Section 4: Consolidation and Rescinding of Policies

1.   **Consolidation**: Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones. In a general review of the library policies, it is possible that two or more policies may be consolidated into one updated policy. The tracking of consolidated policies should be noted on the schedule of policies to ensure completeness.

2.   **Rescinding**: As necessary, a policy may be revoked, repealed, or cancelled from the suite of Trillium Public Library policies. The rescinding of an approved policy should only be done with board approval and its removal should be noted on the schedule of policies.

Related Documents:
   Public Libraries Act, R.S.O.1990, c. P44

✎ **Editor's Notes**: (for information and the text is not to be included in your own library policy)

Note #1 - The Ontario Public Library Guidelines has a mandatory guideline which reads:

> "2.1 – **Written Policy Process** - Written policies are available to guide all areas of library operations and services and are approved by the governing body as required by legislation and governance policy.".

This OPLG Guideline does not **require a policy** on the development of policy, it asks for **a written process**. This policy (GOV-04) represents one way to write down how policies are developed. Another way is to include the policy development process as a preamble or introduction to your policy manual/deck. We have provided a sample within the Introduction to these sample Trillium policies as posted on the policy section of the OLS website. You can choose which way to write it BUT you do not need both the preamble/ introduction and the "policy on policy development" – just choose one or the other.

This Ontario Public Library Guideline usually prompts two issues – one about "responsibility" and one about "how to write the process". We have covered these in Notes 2 and 3 below.

Note #2 – Different libraries use different methods to develop library policies. In some libraries, initial drafting of policies is the responsibility of the library CEO whereas other libraries assign this task to a Board Policy Committee (often combined with Policy and Planning or perhaps a Policy and Governance Committee). In library board with a committee structure, the policy committee could be a standing committee (perhaps assigned at the beginning of a term) or an ad hoc committee (which meets for a short time to go through specific library policies). **This sample was written as if the CEO drafted (but you can alter that if your development process is different)**

Note #3 - In most libraries, all policies would come to the attention of the appointed Library Board for review and approval by a Board Motion. Some Ontario libraries use the Governance Model (for example, the Carver Policy Governance Model). In those instances, the board would pass a specific policy which would then give responsibility for the creation and approval of certain operational policies to the Chief Executive Officer or to a Management Team. In these situations where the Carver Model is used, for example, the development and review of all operational policies would be done by the library management and **not** by the Library Board. Whichever governance structure/model is followed, the written process for developing policy process should reflect the choice made by the library. **This sample policy was written as if the Library Board approved all library policies (but you can alter that if your approval structure is different)**