
St. Marys Public Library



Policy Type: Governance Policy

Policy Number: GOV-03

Policy Title: Standard Policy Practice

Policy Approval Date: May 2019

Policy Review Date: May 2022

1. Objective

In accordance with the *Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3)* (the Act), the St. Marys Public Library (the Library) is under the management and control of the St. Marys Public Library Board (the Board). The Board has the sole authority and responsibility for establishing policies for the Library. Policies set the framework for governance and operations of the Library and the Adult Learning Centre, and provide direction to the Board and Library staff. Policies are an important tool for achieving both organizations purposes, and advancing the mission. Board members and staff are responsible for knowing, understanding and complying with the policies of the Library.

2. Policy Statement

- 2.1. This policy sets out the process that the Board follows to develop and monitor policies.
- 2.2. Policies shall be consistent in:
 - a. Language and Format;
 - b. Review and Approval process; and
 - c. Publication and Implementation.

3. Types of Policies

- 3.1. The Board has established policies which relate to three core areas of the Library:
 - a. Foundation policies which record the Board's decisions on vision, mission, and values
 - b. Governance policies which define the responsibilities and regulate the work of the Board
 - c. Operational policies which regulate the services and day-to-day operations of the library

4. Responsibilities

- 4.1. The Board:
 - a. Establishes a review schedule for existing policies which is typically a three-year schedule unless a different timeline is required by legislation. This review schedule is set in Appendix A and may be updated without Board approval as policies follow their approved schedule;
 - b. Ensures that policies comply with the Act and all applicable legislation; and
 - c. Is the final approval body for all Library policies.

4.2. The Policy Committee:

- a. Reviews existing Library policies in accordance with the review schedule or earlier at the recommendation of the CEO;
- b. Drafts new policies for consideration by the Board;
- c. Recommends the consolidation or withdrawal of policies to the Board; and
- d. Ensures all policies follow the consistent format set in Section 5 of this policy.

4.3. The CEO:

- a. Provides advice and assistance to the Board and to the Policy Committee in the policy development process;
- b. Provides all policy changes, in draft, at least seven days prior to the next scheduled Board meeting;
- c. Recommends an early review of certain policies to the Policy Committee should extenuating circumstances or emerging risks warrant it;
- d. Distributes and communicates policies to the Board, staff and users of the Library, as outlined in Section 6 of this policy; and
- e. Maintains a database of current and historical policies, tracking major revisions, consolidations and withdrawals of policies.

5. Policy Format

5.1. Policies shall follow a consistent format that:

- a. Employ a user-focused tone and are accessible;
- b. Are written in a “plain language”, avoiding jargon and use of unusual phrasing and words, where possible;
- c. Assign policy titles that reflect the purpose and content of the policy; and
- d. Are short and simple.

6. Policy Distribution

6.1. Following Board approval of a policy, the CEO:

- a. Updates the header of the policy to include the date of approval and the date of the next scheduled review;
- b. Updates the website and Appendix A: Policy Review Schedule, appended to this policy;
- c. Ensures that all Board members and Library staff have access to the policy, have reviewed the policy and are made aware of any changes;
- d. Saves an electronic document in a PDF or other read-only format in an accessible manner and maintains a record of the history of each policy;
- e. Ensures applicable Library procedures are changed if necessary to support the policy directives; and
- f. Adds the policy to the Board Policy binder.

7. Related Documents

Public Libraries Act, R.S.O.1990, c. P44

St. Marys Public Library. Policy Review Schedule - Appendix A

8. History

Date of Latest Board Approval: October 2015

Date(s) of Revision(s): December 2012, March 2012

Date of next scheduled review: October 2018

Appendix A: Policy Review Schedule

Policies are generally reviewed every three years.

Policy Title	Date of Last Revision	Next Scheduled Revision
Appendix-Board Town Relationship Policy	September 2008	Overdue
Mission	June 2014	June 2017
Vision	June 2014	June 2017
Values	June 2014	June 2017
Standard Policy Practices	May 2019	May 2022
Accessibility	October 2016	October 2019
Advocacy	April 2016	April 2019
Board Development	March 2014	March 2017
Children's Services	April 2014	April 2017
Circulation and Services	October 2015	October 2018
Collection Development	October 2015	October 2018
Community Information	April 2015	April 2018
Hiring	December 2011	December 2014
Library and Political Elections	May 2018	May 2021
Local History	April 2015	April 2018
Planning	October 2015	October 2018
Privacy and Access to Information	April 2016	April 2019
Programming	October 2015	October 2018
Public Internet Use	April 2016	April 2019
Reference and Information	March 2014	March 2017
Rules of Conduct	April 2016	April 2019
Safety and Emergencies	April 2016	April 2019
Staff Code of Conduct	March 2014	March 2017
Technology Development	March 2014	March 2017
Teen Services	April 2014	April 2017
Volunteer	November 2013	November 2016

Notes:

The Employee Code of Ethics was reviewed and renamed the Staff Code of Conduct in March 2014. The Multimedia Use Policy was withdrawn in April 2014 because it is now included in the Circulation and Services Policy.