

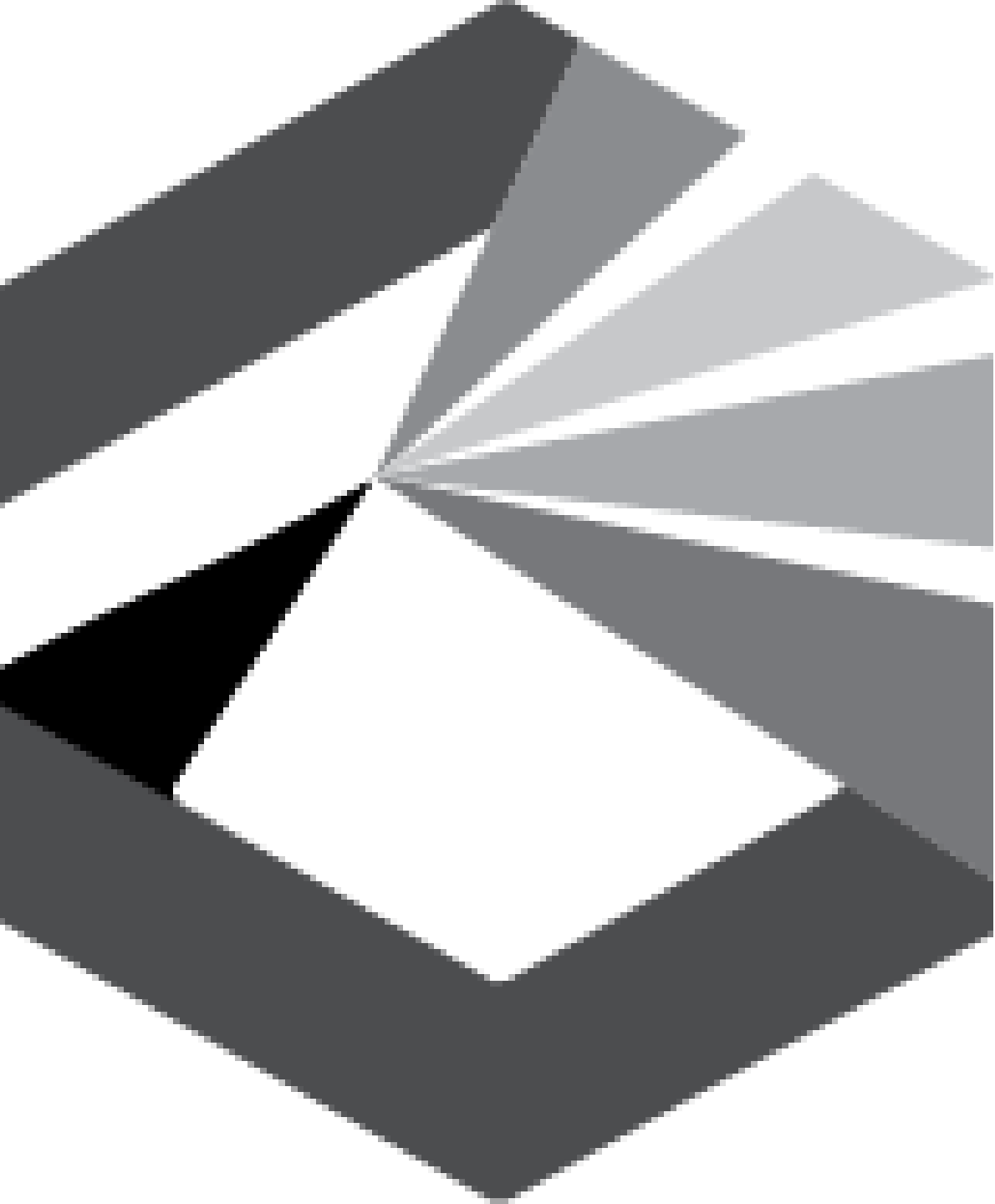
Hosted by
Pam Henley



Statewide Consulting
Librarian



MSL Learn Webinar Series
Policy Development and Review
October 10, 2023



Today's Agenda

Policy Review

Why have policies?

- Translate service priorities into actions
- Allow staff to perform jobs effectively
- Ensure equal treatment for all
- Educate public
- Provide legal support

Good Policies

- Reflect library priorities – balancing library resources and patron wants and needs
- Are current, comprehensive and consistent
- User-friendly, easy to access
- Comply with local, state and federal regulations
- Are reviewed regularly

Policy Development

- Determine priority – is there an issue more pressing than others?
- Keep library goals and community needs in mind
- Brainstorm various responses, what are the consequences of each?
- Identify current practice and best practice

More points to consider

- Involve staff
- Consult groups affected
- Consider language and terms used
- Write procedures based on staff input and best practice information
- Review and ask again: Do we need this?

Board Approval

Include a statement on how this supports library mission and values. Consider:

- Is the policy legal?
- Is it clear and concise?
- Is it reasonable and measurable?
- Is it equitable?

After approval

- Communicate
 - internal
 - external
- Monitor implementation
 - are there issues?

Policy vs Procedure

- Policies are “philosophical” in nature, dealing more with how library staff may respond in a situation.
- Procedures are "practical" - a list that spells out step by step what a library staff member needs to do in a situation.
- These are usually kept separate, as procedures may change but the policy remains the same

Resources for development

- Use census data to learn about your community
- Borrow from others!

Questions?





Information and News Sources

- [MSL Website](#)
- [MSL Newsletters](#)
- [MSL Help Desk](#)
- [ASPeN Events Calendar](#)
- [MSL Learn](#)
- [MSL YouTube Channel](#)
- [Email/call any MSL staff member](#)

MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist
- Access new recordings
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MSL Learn Webinar Series

Tiny Tech Session
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MSL Evaluation Survey



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