



COMSEWOGUE PUBLIC LIBRARY

Policy Creation Policy

Policy Statement:

Comsewogue Public Library policies will be:

- formulated in a common format that is direct and comprehensive;
- formally approved by the Library Board of Trustees;
- maintained centrally and accessible to all interested parties;
- linked electronically to procedures / forms for implementing the policy;
- kept current;
- promulgated on the Library's website and, as appropriate, displayed within the Library.

Administrative procedures, as stated, will be used to implement policies.

Internal policies that apply to the operations of individual units or departments are not to conflict with Library-wide policy, but may be more restrictive.

Definitions:

Administrative Procedure: An administrative procedure is a guideline or series of interrelated steps taken to implement a policy.

Library administrative procedures will:

- identify and link to the applicable Library policy;
- be written in a common format that is direct and comprehensive;
- be reviewed and updated as necessary to ensure agreement with the most recent relevant adopted policy;
- require formal approval by Library administration, including, as appropriate, by the Library Board.

Policy Initiator: The Policy Initiator is a Library employee who identifies a Library-level issue; has jurisdiction over the subject matter of the policy; and develops a policy proposal.

Stakeholders: Stakeholders are Library employees and/or community members who are affected by the Library policy being developed.

Policy Administrator: The Policy Administrator is the Associate Administrator who manages the policy process.

Location:

To ensure available access to Library policies, the Comsewogue Public Library will maintain a current list of approved versions of all general Library policies on the 'About' page of the Library's website (<http://www.cplib.org>).

All personnel policies will be available in the Library's Employee Handbook.

Online policies will be maintained through the efforts of the Technical Support Department and/or the Administration Office.

Original and/or master versions of Library policies will be stored in the Library network under Administration Office control. A paper copy will be maintained in the Policies & Procedures manual located in the Administration Office.

Policy Creation:

The Policy Initiator(s) may identify a Library-level issue; develop a policy proposal; and submit said policy proposal to the Director for review and comment.

If the policy obtains the Director's endorsement, a draft will be created and reviewed by the Policy Initiator(s).

Following review and feedback by the Initiator(s) and possible revision, a proposed policy may be submitted by the Director to the Library Board for its consideration. If a policy is adopted by the Library Board, the policy will be distributed to appropriate Library staff and posted electronically, as appropriate.

If the policy is not approved by the Library Board, the review-submission process may or may not continue, pursuant to the Board's determination, until the policy is approved, tabled or dismissed by the Board.