

Section	Governance and Administration	Section # :	1
Sub-Section:	Policy	Sub-Section #	1.2
Topic	Process for Policy Development	Policy # :	1.2.1

Policy

The Selwyn Public Library Board has adopted the Ontario Public Library Guidelines (OPLG) as the framework for all policy development.

The Board recognizes that good policy is the cornerstone of a proactive and effective library system. Good policy, and effective policy review ensure consistent library service and continuity of governance.

The Board and CEO/Chief Librarian are responsible for establishing; and ensuring an ongoing review of all policy of the Selwyn Library system.

Procedure

1. All policy of the Selwyn Library System shall be reviewed and approved by the full Library Board, with administrative support from the CEO/Chief Librarian.
2. At the start of each calendar year, the CEO/Chief Librarian recommends the policy review and development timeline for the year, based on:
 - i) Policy that has already been adopted and is scheduled for review,
 - ii) Policy that is noted as mandatory in the OPLG, but is lacking in the Selwyn Public Library policy manual, and
 - iii) Policy that has been determined as lacking in relation to the plans and projects of the Board in the upcoming year.
3. The Board shall review the CEO's suggested policy review and development framework and proposed timelines for the year. Following the Board's consideration, a comprehensive list shall be compiled, and a report from the CEO/Chief Librarian shall be presented to the Board outlining proposed timelines.
4. Having regard for current Library system projects and available resources, the Board shall confirm a schedule for the policies to be reviewed and/or developed for the year.
5. The CEO/Chief Librarian shall present draft policy with recommended amendments along with the financial impact of the policy, in written format, to Board members at the regular monthly meeting. Board members are expected to analyze and review the CEO/Chief Librarian's recommendations and debate possible policy implications, revising policy as deemed necessary prior to Board approval.
6. Once approved, the CEO/Chief Librarian shall establish procedures for implementing policies and ensure that the policy manuals are updated and accessible at each branch.
7. A policy review schedule shall be developed ensuring all policy is reviewed during the term of each Board as required by the Ontario Public Library Guidelines.

History:		
Date of Original Board Motion:	May 27, 2011	2011.25
Date of Amendments: (if any)	March 24, 2015	2015.22
	April 23, 2019	2019.028
Date of Next Review:	2023	
Attachments:	Template	