

Training Outline for Policies

Definition and types:

Policies are used to guide the library's actions in specific areas and to provide a rationale for specific procedures. Types of policies include:

- collection development/selection
- gifts
- meeting space use
- displays
- posting and advertising
- distribution of free materials
- acceptable use of Internet

Exercise:

In small groups, review one of the library's policies. If the policy is long, assign different sections to each group. Or, review a group of shorter policies, with each small group reviewing a separate policy. In either case, consult the list of suggested policy components that are appropriate for the policy under review. Consider the following questions:

Questions for managers:

- When was the last review of the policy under discussion?
- Do we have policies where we need them?
- Have policies been updated to reflect changes in technology?

Questions for staff:

- Do I know how to find the policy under review?
- How is my job affected by the policy? What do I have to know?
- What if the policy doesn't apply to my area of the library?

Group discussion:

1. How do policies differ from procedures?
 - policies state principles, while procedures state process
 - policies are for public consumption, while procedures are for internal guidance
2. Are policies the same as laws?
 - policies govern the organization and have been adopted by the proper authority
3. What if I disagree with a policy?
 - discuss the appropriate channels for change

Supporting documents:

- local library policies
- standards for policies and guidelines for policy creation from the IF handbook