



Policy Development

In accordance with the **Public Libraries Act, R.S.O. 1990, c. P44**, s. 3(3), the Guelph Public Library is under the responsibility and control of the library board. The library board is responsible for ensuring that the library has effective policies in place for the governance and operations of the library.

Policies set the framework for the governance and operations of the library and provide direction to library board and employees. The policies are the tool for achieving the library's purpose and advancing the mission. Board members and employees are responsible for knowing, understanding and complying with the policies of the Guelph Public Library.

This policy outlines the framework and processes that will be followed for the creation and approval of a new policy and the review of all policies. The goal of this policy is to ensure consistent and effective outcomes in the creation and maintenance of all Guelph Public Library policies.

1 Types of Policies

- 1.1 The work of the library is guided by policies in five main areas:
 - a. Foundation policies, which record the board's decisions on vision, mission, and values
 - b. Board bylaws, which establish the organizational structure of the library board and how it does business
 - c. Governance policies, which define the responsibilities and regulate the work of the library board
 - d. Human Resources policies, which guide relations with the staff
 - e. Operational policies, which regulate the services and day-to-day operations of the library

2 Responsibilities

- 2.1 The Guelph Public Library Board is responsible for all governance policies at the Guelph Public Library.
- 2.2 The Chief Executive Officer is responsible for all operational policies.
- 2.3 The Chief Executive Officer is responsible for making all relevant policies accessible to the public and for implementing all policies, developing associated operating procedures, and training.
- 2.4 The initiative to develop a new policy or to revise an existing policy can come from several sources:
 - a. Chief Executive Officer and staff
 - b. member of the board
 - c. Guelph City Council
 - d. provincial government
 - e. member of the public
- 2.5 The need to develop new policy or to review/amend/revise existing policy may be identified in several ways:
 - a. Through the regular policy review
 - b. Through the strategic planning process
 - c. Through the budgeting process
 - d. Through specific events or experiences including revised or new legislation
 - e. Through inquiries or challenges posed by library customers or staff

3 Policy Distribution

- 3.1 All policies should be documented in a standard format; numbered according to policy type and include the date of approval and the date of the next review.
 - a. Approved policies will be stored in the Guelph Public Library Policy Manual.
 - b. All board members and employees will have access to the policy manual.
 - c. All policies will be posted on the library's website, where appropriate.
 - d. An operational policies status report that covers new and revised policies will be provided to the board on a yearly basis.

4 Consolidation of Policies

- 4.1 Wherever practical, related information will be contained in the same policy. When new circumstances require additional policy development, the goal will be to update existing policies without adding new ones. In a general review of the library policies, it is possible that two or more policies may be consolidated into one updated policy. The tracking of consolidated policies should be noted on the schedule of policies to ensure completeness.

5 Related Documents

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