

Resource Chart for Evaluating/Creating Public Library Policy Statements

- An excellent policy statement is brief.
- An effective policy statement describes why the library does something.
- An excellent policy statement is written from the customer's point of view.
- An excellent policy statement has been approved by the library's governing authority.

From page 214 of *Creating Policies for Results* (citation below).

"Library policies are the building blocks of public library service to the community. They provide the foundation upon which library staff members build the actual day-by-day procedures. Every public library should have a complete written statement of policies, which is readily available to the public. The policies should serve to implement a public library's long range and short-term plans.

From page 76 of *Kansas Public Library Handbook* (citation below).

NEKLS Accreditation Standard 7:

The library board has adopted written bylaws and policies that explicitly address the following topics. (Note: These need not be individual policies; "like" topics may be addressed together.)

Library will provide copies of all policies to NEKLS in electronic format.

Appropriate Use of Online Services & Internet Safety	Intellectual Freedom
Budget and Finance	Internet Privacy
Building/Meeting Room Use	Patron Behavior
Capital Improvements	Personnel
Children's Internet Protection Act (CIPA)	Public Services
Confidentiality of Patron & Library Records	Selection/Collection Management
Continuing Education	Surplus Property
Emergency Preparedness & Disaster Recovery	Trustee Bylaws
Equipment Use	Use of Personal Devices in Library
Gifts	KORA – Freedom of Information Officer Appointment

Note:

The topics above are arranged by category below. As the standard states, your library does not need a separate policy for each topic. However, all of the topics listed must be addressed by your library's policy statements.

Resources:

CP: *Creating Policies for Results: From Chaos to Clarity* by Sandra Nelson and June Garcia, for the Public Library Association, c. 2003.

HB: *Kansas Public Library Handbook*, available online at: <http://systems.mykansasilibrary.org/public-library-handbook/>

TM: *Kansas Public Library Trustee Manual*, available online at: <http://systems.mykansasilibrary.org/kansas-state-trustee-manual/>

Sources for Sample Policies:

NEKLS Public Library Policies Repository: <http://policies.nekls.org>

Wisconsin Public Library Policy Resources: <https://dpi.wi.gov/pld/boards-directors/policy-resources>

Connecticut State Library: <https://libguides.ctstatelibrary.org/dld/help/samples>

Kentucky Department for Libraries and Archives: <https://kdla.ky.gov/librarians/librarypolicies/Pages/default.aspx>

State Library of Iowa: <http://www.statelibraryofiowa.org/dld/k-p/Policies>

Texas State Library: <https://www.tsl.texas.gov/ld/workshops/slm/librarypolicies.html>

Mid-Hudson Library System (NY): <https://midhudson.org/topics/director-resources/policies/>

Note:

The pages listed below are usually the first page of a section. We recommend that you consult the entire section as you think about a particular topic.

(Continued on next page.)

	page(s) in CP	page(s) in HB	page(s) in TM	other resources/notes
Administration				
Budget and Finance	139, 144	11, 30, 31, 33, 44	17, 28, 32, 34, 90	See also page citations for Gifts topic.
Capital Improvements	143	16,73	36	
Surplus Property				
Gifts	140	29, 34, 36, 37, 38	34	
Personnel	153, 154, 175	25, 27, 29 (2 entries), 33, 62, 66, 93	24	CP p. 154 covers Inclement Weather
Continuing Education				
KORA: Freedom of Information Officer Appointment		17, 71	18	K.S.A. 45-215 et seq. A Citizen's Guide to Koma-Kora https://ag.ks.gov/docs/default-source/publications/a-citizens-guide-to-koma-ko-ra.pdf
Trustee Bylaws		14, 95	5-12, 20, 57	See Sample Bylaws in TM p. 57 or in HB p. 95 (same text in both)

	page(s) in CP	page(s) in HB	page(s) in TMI	other resources/notes
Library Service to the Public				
Public Services	156, 160-174, 176-179, 184-194	8, 20, 35, 43, 52	39	http://www.ala.org/aboutala/offices/oif/LBOR-FTR-statement-pamphlet
Intellectual Freedom	142	17, 52, 71	53	http://www.ala.org/aboutala/offices/oif/LBOR-FTR-statement-pamphlet The topic Handling Materials Challenges could also be covered under Selection/Collection Management.
Internet Privacy	180, 182	18		See also page citations for Intellectual Freedom and CIPA.
Children's Internet Protection Act (CIPA)		19, 47		
Selection/Collection Management	142	52		

(Continued on next page.)

	page(s) in CP	page(s) in HB	page(s) in TMI	other resources/notes
Patrons' Use of Library Resources				
Patron Behavior	158, 159	63		
Building/Meeting Room Use	145			
Equipment Use	145			
Appropriate Use of Online Services & Internet Safety	180, 182			See also page citations for Internet Privacy.
Use of Personal Devices in Library				See page citations for Internet Privacy.