



## **Policy Practices**

5/25/2016

### **Introduction**

Operation of the Norfolk Public Library is governed by policies adopted by the Board of Library Trustees. Policies connect the mission of the Library to individual conduct, clarify organizational expectations, support compliance with rules, laws and regulations, mitigate risk, and enhance productivity and efficiency of Library operations.

### **Applicability**

Policies apply to all individuals and entities using Library resources.

### **Policy Development**

Policies are developed jointly by the Board of Library Trustees and the Library Director according to generally accepted practices for public libraries, and state and Federal statutes and regulations. Library staff and the public may formally comment on existing and proposed policies at regularly scheduled open meetings of the Board of Library Trustees.

### **Policy Review**

Proposed new policies are reviewed by the Board of Library Trustees at regularly scheduled open meetings. In an emergency, the Board may announce and convene an off-schedule meeting to discuss, update and/or adopt policy.

### **Policy Adoption and Publication**

Policies are adopted by vote of the Board of Library Trustees, and are posted to the Library website at: [http://library.virtualnorfolk.org/Public\\_Documents/NPL\\_Trustees/trustees](http://library.virtualnorfolk.org/Public_Documents/NPL_Trustees/trustees)

### **Annual Review and Update**

Policies are reviewed and updated annually according to a schedule maintained by the Board of Library Trustees. Policies may be reviewed, updated and adopted off-schedule as needed.

### **Questions Regarding This Policy**

Questions regarding this policy may be directed to the Board of Library Trustees via the Library Director, or during the public comment section of regularly-scheduled meetings of the Board of Library Trustees.



Board of Library Trustees  
**Schedule of Document Reviews**  
5/25/2016

January	Governance Policy Incident Report
February	Collection Development Policy
March	Safety/Security Procedures Tutoring Policy
April	Scope of Service Policy Policy Practices Application to Access Surveillance Images
May	Safety and Security Policy
June	
September	Borrowing Policy
October	Electronic Services Policy
November	About the Board of Library Trustees 1-Pager Meeting Room Use for Non-Library Sponsored Events Policy
December	

6/18/14  
Reviewed and Approved 5/20/15  
Revised and Approved 5/25/16