



## Policy Practices

**POLICY:** It is the policy of the Norfolk Public Library (NPL) to develop and maintain a compilation of written policies and defined procedures that 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.

**DEFINITIONS:** None

**PROCEDURE:**

1. 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 meetings of the Trustees.
2. 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.
3. Policies are adopted and approved by a vote of the Board of Library Trustees, and are posted to the Library website at: <https://norfolkpl.org/about/policies/>
4. Policies are reviewed and updated annually according to a schedule (see Appendix I) maintained by the Board of Library Trustees. Policies may be reviewed, updated, and adopted off-schedule as needed.
5. Questions regarding this and the other NPL policies 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.

**REFERENCE:** None

**CANCELLATION:** This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

**APPLICABILITY:** This policy applies to all NPL trustees, staff members, and patrons.

**REVIEW DATES:**

Adopted 6/18/2014  
Reviewed and Approved 5/20/2015  
Revised and Approved 5/25/2016  
Revised and Approved 5/17/2017  
Revised and Approved 5/17/2018  
Revised and Approved 5/15/2019  
Revised and Approved 5/14/2020  
Revised and Approved 5/12/2021  
Revised and Approved 5/26/2022  
Revised and Approved 12/12/2022  
Revised and Approved 5/24/2023  
Revised and Approved 9/18/2023

## Appendix I

January	Governance Policy Incident Report Local History Collection Policy
February	Collection Development Policy Bulletin Board Policy
March	Safety/Security Procedures Safety and Security Policy Tutoring Policy
April	Scope of Service Policy
May	Policy Practices Social Media Policy
June	Privacy Policy Board of Trustees Bylaws
September	Borrowing Policy Library-Initiated Programs Policy
October	Electronic Services Policy Town of Norfolk Code of Conduct Policy Diversity, Equity, and Inclusion Statement
November	About the Board of Library Trustees 1-Pager Meeting Room Use for Non-Library Sponsored Events Policy
December	Exhibition Policy Maker Space Policy