

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 Commonwealth of Massachusetts 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.
4. Because policy and procedural statements cannot anticipate all circumstances that may arise, the Director may suspend the requirements of any such statement if, in their judgement, it is in the best interest of the Library. The Director shall immediately notify the Trustees in writing of any policy suspension or part thereof, the circumstances that necessitated the suspension, and the reasons for it. Such a suspension of a policy in whole or in part shall not exceed 30 days without the approval of the Trustees.
5. 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.
6. 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.

Appendix I

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