

# Development and Review of Policy

## Purpose

In accordance with the Public Libraries Act, R.S.O. 1990, c. P44, s. 3(3), Burlington Public Library operates under the responsibility and control of the Burlington Public Library Board. The Board is responsible to ensure that the Library has effective policies in place for the governance and operations of the 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 Burlington Public Library policies.

## Statement of Policy

Burlington Public Library Board policies reflect the values, purposes, and guidelines to be used by the Burlington Public Library Board and the library staff in conducting and planning the business and activities of the Library and of the Burlington Public Library Board.

## Goals and Characteristics

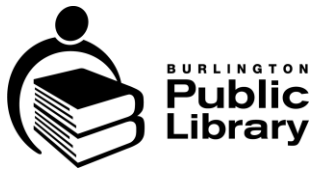
Each policy will be defined to ensure that:

- the Burlington Public Library Board clearly supports the Library's mission, values, and service in this community and the library's strategic plan
- decisions will conform to the requirements of the *Public Libraries Act*, the City of Burlington By-Law related to the Library, all other relevant legislation and be within the spirit of policies of the City of Burlington
- a regular schedule is established to review, revise, reconfirm or abandon existing policies

## Roles and Responsibilities

The Burlington Public Library Board is responsible for all governance policies at Burlington Public Library.

The Chief Executive Officer and the Library's Senior Leadership Team are responsible for all operational policies.



The Chief Executive Officer and the Library's Senior Leadership Team are responsible for making all policies accessible to the public and for implementing all policies, developing all associated operating procedures, and training.

## Policy Development and Review Process

The need to develop new policy or to review/amend/revise existing policy may be identified in several ways:

- through the regular policy review
- through the strategic planning process
- through the budgeting process
- through specific events or experiences including revised or new legislation
- through inquiries or challenges posed by library customers

The request to develop new policy or to review/revise/reconfirm/abandon existing policy may be identified by:

- the regular review of policies in every term of the Board
- notice of motion by any individual Board Member
- recommendation of a Burlington Public Library Board Committee or Task Force
- recommendation of the Chief Executive Officer and/or the Library Leadership Team

## Burlington Public Library Policy Manual

All policies of the Burlington Public Library Board will be included in the Burlington Public Library Policy Manual which will be distributed to the following:

- publicly accessible electronic version posted on the Burlington Public Library web page.
- electronic version posted on the library staff intranet
  - Effective Date: December 1, 2023
  - Projected Review Date: 2026
  - Motion #/Date: #16-19 Feb. 18, 2016, #23-61 Oct. 26, 2023
  - Amended Dates: October 26, 2023
  - Associated Documents: