

OPERATING POLICIES
PALATINE PUBLIC LIBRARY DISTRICT

1 – Policy Development

The formulation and adoption of written policies constitute the basic plan by which the Board of Library Trustees (the Board) exercises its leadership in the operation of the Library District. In the absence of pertinent policy, the Director has the authority to take appropriate action consistent with the Board's philosophy. Decisions will be subject to review by the Board. (Adopted 12-11-85; Reapproved 8-10-08; Reapproved 3-9-11; Revised 3-13-13, Effective 3-13-13; Reapproved 3-11-15; Revised 5-10-17, Effective 6-1-17)

1-1 Policy Drafting

Proposals for new policies, or the revision or repeal of existing policies, may be initiated in writing by any trustee, staff member, or resident of the Library District. All proposals are referred to the Board or committee of the Board for consideration. The Policy Committee is appointed to consider and draft policy recommendations for presentation to the Board. In formulating policy, Board and Staff will consider the "Guidelines for Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities" (Appendix 1A), as adopted by the American Library Association Intellectual Freedom Committee. The Policy Committee seeks and considers staff, trustee, and patron input in formulating proposed policy. (Adopted 12-12-73; Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Revised 3-13-13, Effective 3-13-13; Reapproved 3-11-15; Revised 5-10-17; Effective 6-1-17)

1-2 Policy Adoption

The Board formally adopts all policies by a roll call vote at a scheduled Board Meeting. Policy approval is recorded in the minutes of the Board. The Board may seek the judgment and counsel of the Director, the Library's attorney, and other appropriate personnel before adopting proposed policy. (Adopted 12-12-73; Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Revised 3-13-13, Effective 3-13-13; Reapproved 3-11-15; Revised 5-10-17; Effective 6-1-17)

1-3 Policy Dissemination

All policies adopted by the Board include the date the policy was approved or revised and the effective date. Policies are made available to trustees, the Director, and all staff. All policies are available in the Library for public

review and are posted on the Library's website. The Library intends to be in compliance with applicable laws and statutes. (Adopted 12-12-90; Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Reapproved 3-13-13; Reapproved 3-11-15; Revised 5-10-17, Effective 6-1-17)

1-4 Policy Review

Trustees and staff review and evaluate policies no less than every two (2) years. (Adopted 12-11-85; Revised 8-10-08; Revised 3-9-11, Effective 3-9-11; Reapproved 3-13-13; Reapproved 3-11-15; Reapproved 5-10-17)