



Tribal College Librarians Institute

Building Library Policies

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Policy:

A course of action, guiding principle, or procedures considered expedient, prudent or advantageous.

An overall plan, principle, or guideline for developing sound procedures



Policy:

When to write policy

And when not to write policy



Some common library policies:

- Circulation Privileges
- Holds
- Course Reserves
- ILL
- Collection Development



Trickier Issues to Address:

- Internet Access
- Computer Usage
- Children
- Acceptable Behavior



Approaches and Decisions:

Address only what is not allowed?

- Illegal activity
- Commercial activity
- Attempts to violate security
- Sexually explicit materials
- Harassment



Approaches and Decisions:

Unwanted activities?

- Non-library uses
- Disruptive behaviors
- Inappropriate surfing
- Monopolizing resources
- Tampering with equipment
- Unaccompanied minors



Policy --

It has the same root as **police!**

Oh, what a difference that last letter makes!



Once you have a policy, the work begins!

- How will you inform and train staff?
- How will you inform patrons?
- Will you gather patron comments?
- Should the policy be reviewed at regular intervals?



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Thank you!

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