

RAINY RIVER PUBLIC LIBRARY		
Category: FOUNDATIONAL		Number: FO1
	Topic: PURPOSE OF POLICY AND PROCEDURE	Page: 1 of 1
		Revised:
Date: Jan. 25, 2011	Authorized by:	

This policy establishes the formal policy framework for the library.

The policy manual is written to:

- Direct the operations of the Rainy River Public Library
- Help orient new employees and library board members
- Ensure consistent practice and continuity of service

The policy manual shall consist of four sections:

- **FOUNDATIONAL [FO]** - policies underlying all library work, and which influence the interpretation of all other policies
- **GOVERNANCE [GO]** - policies relating to the administration of the library
- **PERSONNEL [PE]** - policies relating to the employees of the library
- **SERVICES [SE]** - policies relating to the services delivered by the library

Policies and procedures are reviewed at least once every three years, or as directed by the board. The CEO ensures current policies and procedures are filed in the manual. The CEO ensures all employees are familiar with the manual. All policies must be approved by a vote of the library board, and must be signed by the board chair.