

Purpose:

In accordance with the *Public Libraries Act*, the Library Board sets the framework for governance and operation of the library and has the authority and responsibility for establishing policy at the Medicine Hat Public Library. Policies are the tools for achieving the library's purpose and advancing its mission.

Types of Policies:

1. Board Policies:
 - 1.1 Set the framework for governance and provide guidance to the Chief Librarian in the operations of the library.
 - 1.2 Ensure compliance with applicable laws and regulations, enhance the library's mission and values, and reduce institutional risks.
 - 1.3 Have broad application and provide a basis for consistent decision-making and resource allocation.
2. Library bylaws:
 - 2.1 Are written and passed by the Board and forwarded to City Council (where it may be disallowed).
 - 2.2 Are legally binding rules for the safety and use of the library
 - 2.3 Include rules for use of building, material borrowing, and fees and fines.
3. Administrative Policies:
 - 3.1 Establish how the library will act in particular areas of operations, and communicate roles and responsibilities for the Medicine Hat Public Library employees.
 - 3.2 Are the responsibility of the Chief Librarian and will be submitted to the Library Board for information.

Procedures:

Procedures define 'how' the library intends to carry out policies. They are the operational processes, programs or practices required to implement library policy and are prone to change as various situations arise.

4. All policies will be reviewed regularly.
 - 4.1 The library board will establish a schedule of policy review that will be integrated into the regular board agenda.
 - 4.2 The Chief Librarian or designate is responsible for ensuring that the policies are current.
5. All approved policies will be posted on the Medicine Hat Public Library Website and will be included in the Policy Manual.

6. Board members and staff are responsible for knowing, understanding and complying with the policies of the Medicine Hat Public Library.

Policy structure:

7. All policies will begin with a statement of purpose and authority (Board or Administration)
8. Headings will contain the date of approval, policy number, title, category and (where necessary) section within category.