POLICY
Policy on Policy Development

I.   **STATEMENT**   When the Red Jacket Community Library (RJCL) develops a policy, the "statement" section outlines why the RJCL is putting forth the policy, sets direction and what the desired outcome of the policy is.

II. **PURPOSE**   The purpose is the anticipated outcome that guides the policy.

III. POLICY

A. POLICY DEFINITION

1. A course of action adopted by the Board of Trustees.

2. Principles to guide decisions and achieve rational outcomes.

B. POLICY GUIDANCE

1. The template for framework for policy formation can be found on page 3.

2. Font in body of policy is Calibri 11.

3. Font in header and footer is Calibri 9.

4. In the title for section name use TRUSTEE RESPONSIBILITY, PERSONNEL, OPERATIONS, OPERATIONS-PANDEMIC/EMERGENCY OR OPERATIONS-FINANCIAL and capitalize. Have the policy name below section name with only first letter capitalized. Both section name and title in bold.

5. Bold STATEMENT, PURPOSE, POLICY AND REFERENCE and capitalize.

6. Spacing is incorporated into the attached template.

7. Include references if applicable.

8. Revision History is a brief summary of revisions/approval at the Board of Trustees meeting.

C. POLICY TIPS

1. Use simple and specific terminology.

2. Use the word "must" instead of will, should or shall in body of the policy to indicate something is mandatory.

3. The words should, will, may and shall are used if something is optional.

4. Use action verbs. For example, verbs such as: consider, applies to, pay, recognize and concerns.

5. Use department or job title instead of an individual name. Policies will use gender-neutral language including the use of the singular "they" rather than he, she or he/she.

6. Do not underline subheadings or words that need to be stressed instead use bold or italics.

7. Do not use contact emails instead use a general department address.

8. In general, do not use links unless there is an address that would not change. For example: https://redjacket.owwl.org

9. Identify a policy by the name and number instead of a link. A link could be used if there is a general address that would not change. For example: https://redjacket.owwl.org/about-us/policies/

D. POLICY REVIEW AND APPROVAL PROCESS.

1. The Committee will bring forth the new or revised policy to the Board of Trustees meeting for first reading.

2. Board of Trustee members and Library Director will review and make comments/suggestions by the next Board of Trustee meeting or date provided.

3. The Committee will review and make changes as recommended by the Board of Trustees/Library Director.

4. The Committee will bring the policy back to the Board of Trustees meeting for second reading and action, or for third reading if needed.

5. The Board may act to adopt new policy or act to revise, amend, or rescind existing policy at any meeting by a simple majority vote of board members.

6. Policies will be reviewed every five years unless specified with an earlier review date or as needed.

IV. **REFERENCES**

A. none

Revision History	
Oct 2020	New policy

SECTION NAME EG OPERATIONS (STYLE=RJCL TITLE)
Policy Name

I.   **STATEMENT**   (STYLE=RJCL Level 1). Note, to apply a style, select the entire paragraph and choose the style from the "style" menu in the ribbon. After applying *this* style, you will need to select the text and un-bold. To keep the roman numeral bold, select the end-of-paragraph marker and make sure that it is still bold.

II.   **PURPOSE (STYLE=RJCL Level 1). Same style notes as "statement".**

III.   **POLICY**

     A.   HEADING – USE ALL CAPS (STYLE = RJCL Level 2)

         1.   Text (STYLE = RJCL Level 3) This is level three of the multi-level ordered list style. Lines within this paragraph automatically wrap in a hanging indent style. Word will automatically number the paragraphs sequentially.

     B.   HEADING IN CAPS (STYLE RJCL = Level 2)

         1.   Text (STYLE   RJCL Level 3) This is level three of the multi-level ordered list style. Lines within this paragraph automatically wrap in a hanging indent style. Word will automatically number the paragraphs sequentially.

         2.   Text (STYLE = RJCL Level 3) This is level three of the multi-level ordered list style. Lines within this paragraph automatically wrap in a hanging indent style. Word will automatically number the paragraphs sequentially.

            a.   Level 4
            b.   Level 4

IV.   **REFERENCES**

     A.   Include this section if applicable.

Revision History	
Date	In this area, include brief summary of what changed on each date it was revised/approved by the board