



100-2 Policy Development

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.

PURPOSE

The purpose is the anticipated outcome that guides the policy.

POLICY

POLICY DEFINITION

- A course of action adopted by the Board of Trustees.
- Principles to guide decisions and achieve rational outcomes.

POLICY GUIDANCE

1. Font in title of policy is Arial 16 and bold with the number identifier first
2. Font in headings of policy is Arial 11 and bold and capitalized
3. Font in the body of policy is Arial 11
4. Font in the header and footer is Ariel 9
5. Spacing is incorporated into this policy template
6. Include references if applicable
7. Revision History is a brief summary of revisions/approval at the Board of Trustees meeting

POLICY TIPS

1. Use simple and specific terminology.
2. Use the word “must” 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/>



RED JACKET

COMMUNITY LIBRARY

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.

REFERENCES

None.

Revision History	
10/19/2020	New policy
10/22/2025	Updated with logo, font and policy format