

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Board Information

Policy Number: LIB-01-005

Title: Policy Development and Maintenance

1. The Library Board is responsible for the development and approval of all policies of the Vegreville Centennial Library, as per the *Libraries Act*.
2. Policy development and evaluation will be initiated by the Board, on its own motion or on the recommendation of the Library Manager.
3. To be enacted a policy must be approved by the Vegreville Library Board.
4. Unless otherwise indicated and where appropriate, policies apply to all employees and volunteers as well as to all members of the public who use the Vegreville Centennial Library.
5. Policies are to be reviewed by the Board on a regular basis, with amendments made where appropriate and policies added or removed when required.
6. When a policy is approved by the Board, it shall have a future review date included so timely and regular review can occur.
7. All policies passed by the Board shall have a review date not exceeding 3 years in length. If upon future review no changes are deemed required, it should be approved by the Board "with no amendments" and a new review date assigned.
8. It is the responsibility of all employees to familiarize themselves with the contents of the Vegreville Centennial Library Policy Manual and to conduct themselves accordingly.

Date Approved: November 18, 2020

Board Chair Signature: _____



Date to be Reviewed: November 2023