

Presque Isle Community Library	
Title:	Review and Revisions Policy
Original Adoption Date:	March 18, 2008
Suggested Review Cycle:	5 years
Revision Date(s):	July 12, 2016

- 1) **PURPOSE:** To define templates for policy construction and to define guidelines for an approximate schedule and system by which the policies of the Presque Isle Community Library are reviewed, revised, or initiated, by the Library Director, Policy Committee (Board appointed) and Board.

- 2) **POLICY:** Presque Isle Community Library's policies shall be subject to a suggested review cycle of approximately every five (5) years. The Board President shall appoint a Policy Committee every January. This group will assist the Library Director, who will determine which policies to review, revise, or add, for the upcoming calendar year. Some policies may contain "guidelines" or "guidance verbiage", which the Library Director is free to change or revise, without Policy Committee review or Board approval
 - a) **REVIEW and REVISION PROCES:**
 - i) The Policy Committee will work with a Policy List maintained by the Library Director. This list will designate all library policies and their suggested review date(s)
 - ii) The Policy Review Committee will work under the guidance of the Library Director, review the policy list, and evaluate what existing policies may need review and revisions for the upcoming year.

 - b) **EXISTING POLICY:**
 - i) Review of an existing policy may result in no changes. The policy will be noted on the Policy List, as having been reviewed.
 - ii) Review of a policy may result in changes or updates, which are not "guidelines" or "guidance verbiage related".
 - iii) The Policy Review Committee will work with the Library Director to draft the appropriate changes, conduct a committee review of the changes, and bring this final draft to the Board for review, revisions, and/or approval.

 - c) **NEW POLICIES:**
 - i) The Library Director or any Board member, may identify a new issue which may require a policy.
 - ii) The Policy Review Committee will work with the Library Director to draft the appropriate new policy, conduct a committee review of the new policy against WI DPI policy guidelines, and bring this final draft to the Board for review, revisions, and/or approval.

- 3) **FORMAT - Policy formatting conventions have been drafted for purposes of consistency.**
 - a) Margins are set to moderate (Top & Bottom -1" and Margins 0.75")
 - b) Text Size is set (Arial-11)
 - c) Header Table - Fill in the shaded area(s) specifics.

Presque Isle Community Library	
Title:	Personnel Policy
Original Adoption Date:	November 11, 2016 (TBD)
Suggested Review Cycle:	Every 1 / 3 / 5 yrs (TBD)
Revision Date(s):	

- d) Start typing text.
- i) Please define purpose then specific policy body text.
 - ii) Use set outline for outlining. (Number / letter - No bullets please)
 - iii) Forms should be on separate pages included in the policy..

- 1) PURPOSE:
- 2) POLICY: sdhohgfohoh
 - a) sk:gleghelgth
 - i) wk:lhjwiprhjip
- 3) FORMS - separate sheet to be downloaded off website

- e) File Names - Please use the following convention: **Policy Name 2016-MM-DD**
- f) Page footer set for file Name and Pagination (automatic)