

East Greenbush Community Library

10 Community Way
 East Greenbush, NY 12061
 Eastgreenbushlibrary.org
 518-477-7476



POLICY NAME	Content and Issuance of Policies			POLICY NO.	6
EFFECTIVE DATE	06/26/1995	DATE OF LAST REVISION	03/20/2018	VERSION NO.	2
APPLIES TO					
Staff	x	Patrons			
Board	x				

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board	06/26/1995	Creation of Policy	David Stack
2	Board	3/20/2018	Reviewed. No Changes.	Mandy McCord

APPROVAL AND REVIEW

Approved by Policy Committee 6/26/1995 (David Stack)
 Adopted by Board of Trustees 9/19/1995 (Michael Poost)
 Reviewed and No Changes Recommended by Services Committee 3/6/2018 (Mandy McCord)
 Adopted by Board of Trustees 3/20/2018 (Michael Poost)

SCOPE

A formal method is required to establish and record policies for the East Greenbush Community Library.

POLICY STATEMENT

Policies of the East Greenbush Community Library shall be established by the Board of Trustees of the library to codify library operating routines. Writing, issuing, and assuring conformance to library procedures shall be the responsibility of the library director.

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Library Policy	Policies document decisions made to implement the Board's plans and to achieve its objectives. Policies may begin with the recognition of a need by the Library staff.

Board	The term board refers to the Board of Trustees of the East Greenbush Community Library.
Library	Library is understood to mean East Greenbush Community Library.

Responsibilities

The development and updating of policies is the responsibility of the appropriate Committee and must be approved by the Board of Trustees prior to issuance.

EXCEPTIONS

Describe exceptions here.

Internal Procedures do not fall under this policy, and are the responsibility of the Library Director

RELATED POLICIES AND OTHER REFERENCES

All Library policies

ROLES AND RESPONSIBILITIES

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Library Staff	Report policy needs to Library Director
Library Director	Write, issue, and assures conformance to library procedures
Board	Develops, updates, and approves library policies

CONTACTS

List contacts in the table.

SUBJECT	CONTACT	PHONE	EMAIL
Director	Jill Dugas Hughes	518-477-7476	director@eglibrary.org
President, Board	Michael Poost	518-248-7130	mpoost@gmail.com