

**Policy 1.4**

# **Policy Authority & Maintenance**

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The Board policies clearly define the scope and limits within which the Library operates. Policies are used to provide effective parameters and directions for decisions and actions undertaken by the board, management and staff.

Policies require the approval of the Board and are reviewed at least once every five years, unless otherwise specified in the policy, or deemed necessary due to changes in legislation, new developments, operational needs or revisions to the Library Operating Agreement. Procedures are operational in nature and put in place to implement policy directions of the Board. These provide the written processes and procedures to ensure that Board policies are communicated to all staff and consistently followed. Procedures are developed by staff to implement policies and do not require formal Board approval.

All policies are to be available to the public except where specified otherwise by the Board.

<b>Approved by the Greater Victoria Public Library Board:</b> <b>Reviewed by the Planning and Policy Committee:</b>	<b>January 26, 2016</b> <b>January 12, 2016</b>
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