

WEST CHICAGO PUBLIC LIBRARY DISTRICT

POLICY AUDIT AND REVIEW PROCEDURES

1. Library Board policies will be reviewed as scheduled on the List of Policies maintained by the library staff.
2. Policies mandated by law and those requiring annual review will take priority.
3. No later than January of each year the Chairman of the Policy Committee and the Library Director will agree upon the review schedule for the calendar year for those policies that have not been reviewed in the interim.
4. The Library Director shall solicit proposed revisions from the management team.
5. The Library Director will detail suggested policy changes in its submission for recommendations. The Policy Committee shall review all changes and resolve problems by:
 - sending the changes back to the Library Director for further consideration
 - by submitting the policy to the Board
6. Upon completion of the review of any policies or sections which correspond to a local, state, or other ordinance or statute or at the recommendation of the Policy Committee, that section with the changes clearly indicated will be forwarded for review to Counsel and then for approval by the Board. If the policy is declined by Counsel, or substantive changes need to be made, the Library Director will communicate this to the Chairman.
7. Upon approval by the Board at a regularly scheduled meeting, the staff liaison shall date and archive the superseded policy. The new policy shall be clearly dated and substituted into the appropriate section on the web site, saved to a network drive, and inserted into the Policies Binder in Administration. The List of Policies documenting which policies have been changed will be kept on file.
8. Nothing in this procedure shall preclude the Board of Library Trustees during their ordinary course of activities from considering changes to library policies. These procedures emphasize the mandatory annual review of the library's policies.

Approved by Board of Library Trustees: October 25, 2004

Approved by Board of Library Trustees: November 26, 2007

Revision Approved by Board of Library Trustees: May 28, 2008

Revision Approved by Board of Library Trustees: October 24, 2011

Revision Approved by Board of Library Trustees: January 26, 2015

Approved by Board of Library Trustees: January 22, 2018