

Library governance and operational definitions:
Agenda Item 6c – Information and Discussion
 March 2024

Term	Primary Audience(s)	Purposes	Author	Approval	Definition
Policy	Public	Establishes a legal standard by which the Library manages its governance and operations; establishes public accountability and dispels bias.	Administrative staff including executive director and department managers	Board of Trustees	Statement of the Library’s position or direction on governance and operations including services, collections, facilities, and personnel.
Procedure	Staff	Provides instructions for operations and services; implements policy	Administrative staff and department managers	Administrative staff and department managers	Communicates best practices, recommendations, and expectations for Library operations; changes according to business needs.
Rules / Guidelines	Public	Communicates framework for library use and behavior.	Administrative staff and department managers	Administrative staff including executive director and department managers	Lists of expectations and agreements for library use and behavior (e.g., meeting room use, behavior rules).
Foundational statements	Public, Staff	Shapes policy based on foundational, professional and ethical value statements (e.g., ALA’s Library Bill of Rights).	Professional organizations such as ALA, IFLA, Urban Libraries, UNESCO	Board of Trustees	Current statements and documents approved by professional organizations that guide Library core values and policy.
District value statements – mission, vision, values	Public, Staff	Communicates District values that inform policies	Board and administrative staff including executive director	Board of Trustees	Statements about the Library’s core values, purpose, and mission.