

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

<b>Term</b>	<b>Primary Audience(s)</b>	<b>Purposes</b>	<b>Author</b>	<b>Approval</b>	<b>Definition</b>
<b>Policy</b>	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.
<b>Procedure</b>	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.
<b>Rules / Guidelines</b>	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).
<b>Foundational statements</b>	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.
<b>District value statements – mission, vision, values</b>	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.