

## **Policy for Creating and Revising Policies**

### **Outagamie Waupaca Library System**

#### **Policy**

The Outagamie Waupaca Library System (OWLS) bases its operations and decision making on policies adopted by the system's Board of Trustees. All policies shall be regularly reviewed by the Board.

Policies governing OWLS are drafted, reviewed, and revised by OWLS Director and appropriate professional staff before being presented to the Board for modification or adoption. Policies that govern the system's shared automation network, OWLSnet, are recommended to the OWLS Board by the OWLSnet Administrative Advisory Committee.

#### **Guidelines**

1. OWLS Director will ask the Board to consider adopting new policies or revising existing policies as necessary.
2. The OWLS Board will review all existing policies at least once every three years, except for The Employee Handbook, which will be reviewed annually.
3. OWLS Director will have an attorney review the Employee Handbook at least every two years in order to ensure that it complies with and addresses accurately relevant laws or changes to laws.
4. OWLS Director will include the review of existing policies on Board meeting agendas throughout the year.
5. Board action is required to rescind any existing policy, e.g., an obsolete policy.
6. The OWLS Board authorizes the Director to correct grammatical and typographical errors and outdated titles, acronyms, or other non-substantive language without Board approval. Board approval is required, however, for changes that clarify, amplify, or otherwise edit the substantive content of a policy.

Adopted June 16, 2005