

## **Get your policy work on: Writing patron-friendly library policies OLA/WLA 2013 conference, April 25, 2013**

Good library policies are not written without a great deal of help, and perhaps a mild bit of good-natured thievery. Here are a few resources we like when crafting our own library policies.

### **Books**

*The Public Library Policy Writer: A Guidebook with Model Policies*  
by Jeanette C. Larson and Herman L. Totten  
Neal Schuman Publishers, 2008

Here are a few titles we've used for our adventures in policymaking.

*Creating Policies for Results: From Chaos to Clarity*  
by Sandra Nelson and June Garcia  
American Library Association, 2003

### **Listservs**

Sometimes your colleagues are the best source of sample policies and general information about writing them. Send an email out to these email lists, or check out their archives.

#### *Libs-Or*

<http://listsmart.osl.state.or.us/mailman/listinfo/libs-or/>

An open listserv for anyone interested in libraries in Oregon. Includes professional and paraprofessional library staff from all types of libraries.

#### *PUBLIB electronic discussion list*

[http://www.webjunction.org/documents/webjunction/PubLib\\_Overview.html](http://www.webjunction.org/documents/webjunction/PubLib_Overview.html)

This national public library listserv has library staff from around the country, and has open searchable archives.

#### *Association for Rural and Small Libraries discussion list*

<http://arsl.info/membership/>

This members-only listserv provides some great advice for the smaller among us.

### **Online resources**

Check out some of these sites for some up-to-date and relevant information as you craft your library's policies.

#### *Northwest Central*

<http://www.nwcentral.org/>

This continuing education resources we all know and love. It includes handouts and materials from many library classes and workshops, including this one!

#### *Public Library Trustee Manuals from the Washington State Library*

<http://www.sos.wa.gov/library/libraries/libDev/publications.aspx#man>

Washington State Library helps give its public library trustees a basic understanding of libraries and

how they work, as well as how to write policies!

*ALA Wiki: Policy development*

[http://wikis.ala.org/professionaltips/index.php/Policy\\_Development](http://wikis.ala.org/professionaltips/index.php/Policy_Development)

ALA has collected a number of helpful resources

*LibraryLaw.com*

<http://www.librarylaw.com/>

Mary Minow's site keeps you abreast of current issues in library law and legislation, which might have a dramatic effect on your local policies.

*WebJunction Policies*

<http://www.webjunction.org/explore-topics/policies-procedures.html>

This collection of articles and sample policies can be an invaluable reference to you.

### **Professional associations**

In addition from OLA and WLA, we can learn a lot from our colleagues in other municipal associations. If your library or governing entity is a part of these groups, don't hesitate to take advantage of the many resources they offer.

*Association of Oregon Counties*

<http://www.aocweb.org/>

*Association of Washington Cities*

<http://www.awcnet.org/>

*League of Oregon Cities*

<http://www.orcities.org/>

*Special Districts Association of Oregon*

<http://www.sdao.com/>

*Washington State Association of Counties*

<http://wacounties.org/wsac/>

## **Sample policies**

We don't claim to be experts in policy-writing, but we welcome you to learn from our experience. Check out what we've cooked up. And don't forget to make your own library policies easily-accessible on your website. Not only does it help your colleagues, it provides transparency for your patrons. And don't miss some state and other libraries' great collection of policies.

*Everett Public Library (WA)*  
<http://www.epls.org/policies/>

*Hood River County Library District (OR)*  
<http://www.hoodriverlibrary.org/about-us/policies.html>

*Pierce County Library System (WA)*  
<http://www.piercecountylibrary.org/about-us/policies/>

*Indiana State Library public library policies*  
<http://www.in.gov/library/3290.htm>

*Jefferson County Public Library (CO)*  
<http://jefferson.lib.co.us/policies/more-library-policies>  
<http://staff.jeffcolibrary.org/staff/>

*Kentucky Department for Libraries and Archives sample library policies*  
<http://kdla.ky.gov/LIBRARIANS/LIBRARYPOLICIES/>

*Wisconsin Public Library policy resources*  
[http://pld.dpi.wi.gov/pld\\_policies](http://pld.dpi.wi.gov/pld_policies)

## **Us!**

While we're not professional policy-writers, if such a thing exists, we're happy to answer questions you might have based on our own experiences.

Abigail Elder  
Library Manager, Tualatin Public Library  
[AElder@ci.tualatin.or.us](mailto:AElder@ci.tualatin.or.us)

Georgia Lomax  
Deputy Director, Pierce County Library System  
[glomax@piercecountylibrary.org](mailto:glomax@piercecountylibrary.org)

Buzzy Nielsen  
Library Director, Hood River County Library District  
[buzzy@hoodriverlibrary.org](mailto:buzzy@hoodriverlibrary.org)

Eileen Simmons  
Director, Everett Public Library  
[ESimmons@everettwa.gov](mailto:ESimmons@everettwa.gov)