Library Policy Action Plan

This is a place for me to start. It's okay if it's not perfect, because I will get input from a wide variety of people and adjust as I go.
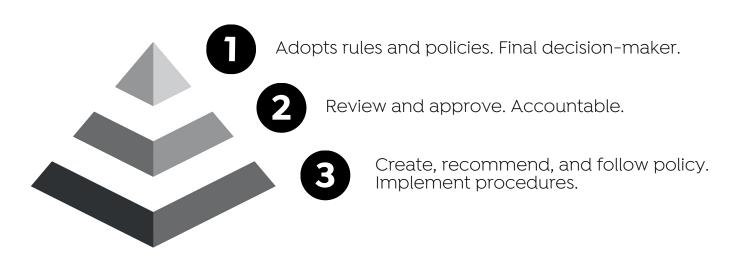
Policy to revise next:

Why?

My building blocks:

What are the obstacles?	
What's missing?	
What's not helping?	
Who is impacted?	
Who is burdened?	
Whose voice is not included?	

What to do next?	How will I do it? Break it down into easy steps.	Who will I connect with to move the work forward?
Add a due date to your calendar for the 1st step.		

Levels of authority at my library

1 Adopts rules and policies. Final decision-maker.

2 Review and approve. Accountable.

3 Create, recommend, and follow policy. Implement procedures.

1

2

3

What is my path to working with the levels of authority?

Collection Development Policy Worksheet

Quick Start Questionnaire: answer each of the following Yes/No

1. I was able to easily locate my library's Collection Policy or Selection Criteria. **Yes / No**
2. My Collection Development Policy was updated within the last 3 years. **Yes / No**
3. I know who is responsible for material selection. **Yes / No**
4. I was able to easily locate the policy, process, and/or procedure for the reconsideration of library items. **Yes / No**
5. I know who is responsible for directing the reconsideration process. **Yes / No**
6. I know who the final decision maker is regarding materials selection and review decisions. **Yes / No**
7. A librarian is clearly identified as being a member of the reconsideration committee and/or process. **Yes / No**
8. My policy, process, or procedure includes non-print items (i.e. CDs, DVDs, eBooks, academic databases, displays). **Yes / No**
9. My policy clearly includes a statement supporting intellectual freedom. **Yes / No**
10. My institution has an officially adopted meeting rooms policy. **Yes / No**
11. My institution has an officially adopted library programs policy. **Yes / No**
12. My institution has an officially adopted library displays policy. **Yes / No**

If you answered "no" to any of the above, you have identified an area to begin working on for updating your library policies.

What next?

My Notes: