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| <b>Title</b>         | Purpose & Authority         |
| <b>Policy Number</b> |                             |
| <b>Date Approved</b> | February 19, 2007           |
| <b>Amended</b>       |                             |
| <b>Prepared by</b>   | Policy Committee, Jan. 2007 |

1. **PURPOSE:** To define the basis for policy statements of the Scott Township Public Library, and general guidelines for their preparation and form. Policies provide a framework within which the Library staff carries out the day-to-day operation of the Library.

### STATEMENT OF POLICY

2. Library policies are written statements of the Scott Township Public Library's (the Library) goals, objectives, and operations. They will serve as a focal point for procedures, which will serve to fulfill the Library's Mission statement.
3. Library policies shall be established or amended solely by the Board of the Scott Township Public Library (the Board).
4. Library policies shall be considered inviolate by all members of Library staff and the Board itself. They, however, encourage suggestions for amendments to policies which no longer may be appropriate in their current form. Policies will be reviewed by the Policy Committee annually to determine their continued relevancy.
5. All new policies shall be reviewed for consistency with those previously established.
6. Library policies shall be accessible to the Library staff and the general public.
7. Library policies shall be published both in printed form, and on the Library's website.

