

WG Rhea Library

Procedure for Policy Review

1. Director creates or modifies policies as required by the State or local regulations require. Also if procedural modification is needed, the policy changes are to be made. These modified or new policies are sent to the Policy Committee Chairperson in a .doc format via email.
2. The Policy Committee will review the policy submission and discuss any concerns or questions with Director to finalize the policy for submission for approval.
3. The Policy Chairperson will update for Document Control of the policy and distribute to the Board for review prior to the next scheduled Board meeting.
4. The Policy Committee and Director will present the policy for approval at the Board Meeting.
5. Upon approval, the Policy Chairperson will finalize the Document Control and send the final approval policy to the Library Director and Board Members as a .pdf format version.
6. The original Policy will be maintained in a secured Library electronic location and with the Policy Committee.
7. Note: minor typographical errors caught after the approval, can be made and redistributed without further Board approval or Document Control changes.