

2.8 Policy Review

The Town of Coaldale Library Board will review the policies of the Library on a regular basis and as needed.

1. Policies will be reviewed annually by the Board according to the attached Policy Review Schedule.
2. The Policy Committee will meet with the Head Librarian at the request of the Head Librarian to review policy or draft new policy.
3. Changes to policy and new policy will be drafted by the Policy Committee and presented to the Board for approval.

2.9 Policy Review Schedule

Policy	Month
Duties and Responsibilities of the Board of Trustees	November
Trustee Code of Ethics	November
Trustee Committees	November
Trustee Meetings	November
Trustee Officer Descriptions	January
Trustee Orientation and Continuing Education	January
Finance	January
Policy Review	January
Selection, Acquisition and Disposition of Library Resources	February
Resource Sharing	February
Provision of Library Resources for Persons unable to use Conventional Print Resources	February
Conditions under which Library Resources will be Loaned	February
Intellectual Freedom	March
Challenged Materials	March
Hours of Service	March
Terms and Conditions for use of Public Meeting Space	March
Personnel	April
Recruitment and Hiring of Staff	April
Recognition of Long-Term Employees and Retirement	May
Working Alone	May
Anti-Nepotism	May
Harassment	June
Unpaid Job Protected Leave	June
Holidays, Vacations and Leaves	June
Health and Safety	September
Staff Orientation and Continuing Education	September
Patron Code of Conduct	September
FOIP	October
Confidentiality of Patron Records	October
Personal Information Banks	October