Sample Policy Audit Template
(keyed to Manitoba Municipal & Regional Public Library Standards & Guidelines)
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Last Updated: April 2018

Policy Area	Should include…	Current Policy Manual			MB Guidelines Reference
		Discussed Under…	*Not Covered*	*Policy Date*	
FOUNDATIONAL POLICIES					
Board Advocacy					
Planning	Community Needs Assessment				**2.1, 2.8.1, 8.2.3**
Purpose of Policy and Procedure	Availability/Distribution of Policy Manual				**1.1**
GOVERNANCE POLICIES					
Administration of the Board	Appointments to the Board, Officers & Their Duties, Trustees & Their Duties, Regular & Special Meetings, Minutes, Amendments				**1.2, 1.3**
Financial Controls					**9.1, 10.1, 10.2, 10.3, 10.4**
Fundraising					
Record Retention					**9.1.8**
PERSONNEL POLICIES					
End of Employment					
Grievances	Harassment				**8.1.2**
Hiring Process					**8.2.2**
Holidays					**2.8.1**
Hours of Work					**8.1.2**
Job Descriptions					**8.1.2**
Managing Emergencies					**6.6.4, 8.1.2**
Occupational Health & Safety					**2.8.1**
Performance Appraisal					**8.1.2**
Personnel	Responsibility for				**8.1**
Personnel Records					**8.1**
Professional Development	Staff Technology Training				**8.1.2, 8.4**
Salaries, Wages and Benefits					**8.1.2**
Travel					**8.1.2**
Vacations and Leave					**8.1.2, 8.4**
Volunteers					**3.5.2, 3.6.1, 4.1.12, 8.1.2, 8.5.5**
Working Alone					**2.8.1**
Workplace Violence					**2.8.1**

SERVICE POLICIES					
Accessibility					**3.7, 4.1**
Business Services					
Children's Services					**4.1**
Circulation	Circulating Materials, Loan Periods, Overdues, Renewals, Lost/Damaged Items, Circulation Records				**4.2**
Collection Development and Management	Responsibility, Selection, Weeding, Disposition of Gifts, Intellectual Freedom, Requests for Reconsideration				**2.8.1, 6.6**
Collection Organization					**5.1.1, 5.1.2**
Community Information and Public Posting					
Facility Rental					
Freedom of Information and Protection of Privacy					**1.4.2, 4.2.6, 4.7.4**
Healthy Meetings and Events					
Home Library Service and Institutional Borrowers					
Internet Access	Public Computer Use, Acceptable Network Use, Filtering, Staff Technology Use				**3.7.3, 4.5**
Local History Collections	Digitization				
Membership					**2.8.1, 4.2.6**
Programming					
Reference and Information Services					**4.1, 4.6**
Resource Sharing and Reserves					**4.3**
Staff and Patron Safety					**2.8.1, 8.1.2**
Young Adult Services					**4.1**