

Sample Policy Audit Template

(keyed to Manitoba Municipal & Regional Public Library Standards & Guidelines)

Prepared by Michael Dawber, CEO/Librarian, Rainy River Public Library

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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