

Brother Edmond Drouin Library Walsh University

Policy 1 Policy Development

0.0 CONTENTS

- 0.1 Purpose
- 0.1 Origination
- 0.2 Submission
- 0.3 Response
- 0.4 Development
- 0.5 Approval
- 0.6 Distribution
- 0.7 Review
- 0.8 Revision history

1.0 PURPOSE

To guide the process of policy formulation, approval and review in the Brother Edmond Drouin Library of Walsh University.

2.0 ORIGINATION

Any Walsh University staff member, faculty member or student may suggest a topic to be addressed by a new or revised policy.

3.0 SUBMISSION

- 3.1 The originator of a policy idea submits their proposal to the Associate Dean for Library Services.
- 3.2 The proposal should include:
 - 3.2.1 Area of policy to be addressed
 - 3.2.2 Evidence of need for the policy
 - 3.2.3 Purpose of the policy
- 3.3 The proposal may also include, at the option of the submitter
 - 3.3.1 Outline or draft of the policy
 - 3.3.2 References to related policies used by other consortia
 - 3.3.3 Notes or suggestions useful to reviewers of the policy

4.0 RESPONSE

- 4.1 The Associate Dean for Library Services will consider the request for policy at the next meeting of the library staff committee or library committee, time permitting.
- 4.2 If the process of policy development is approved, an ad hoc work group will be assigned the task.
- 4.3 The originator of the policy suggestion will be notified of the decision within two weeks of the decision by the Associate Dean for Library Services.

5.0 DEVELOPMENT

- 5.1 All policies, new or revised, shall adhere to the format of this policy.
- 5.2 The work group assigned with the policy development task will draft a policy and upon completion, submit it to the Associate Dean for Library Services for review.

6.0 REVIEW

- 6.1 The policy draft policy will be reviewed by:
 - 6.1.1 Associate Dean for Library Services
 - 6.1.2 Library staff committee
 - 6.1.3 Library Committee
- 6.2 Each reviewing body may:
 - 6.2.1 Approve
 - 6.2.2 Amend
 - 6.2.3 Reject
 - 6.2.4 If significant changes are necessary, remand back to committee for further work revision.
- 6.3 If the Library Committee feels the policy has significant academic implications, or if the library committee and Associate Dean for Library Services do not concur, the policy will be referred to the Instruction and Academic Policy (IAP) Committee for review
- 6.4 Following the decision of the IAP, any remaining inconsistencies will be resolved by the Academic Vice President or the Academic Assembly.

7.0 DISTRIBUTION

Approved policies will be

- 7.1 Distributed by the Associate Dean for Library Services to library staff
- 7.2 Posted on the web site of the Brother Edmond Drouin Library of Walsh University.

8.0 REVIEW

- 8.1 Two years subsequent to approval, each policy will be reviewed by the Associate Dean for Library Services. Revisions to policies will follow the steps in this document beginning with 4.0
- 8.2 Criteria for review:
 - 8.2.1 Has the purpose of this policy changed?
 - 8.2.2 Have service needs or technical capabilities created a need for new policy language?
 - 8.2.3 Does the policy remain consistent with the goals of OPAL and its member libraries?
 - 8.2.4 Is the policy current?
- 8.3 If the policy is not in need of revision, it will be revisited two years later.

9.0 REVISION HISTORY

Approved: Library Staff, December 16, 2003

Approved: Committee on the Library, February 11, 2004