

Policy Development Policy

**(Est. 3/15/2006; Revised 12/17/2014, 10/16/2019,
Reviewed 4/20/22; Revised 10/23/2024, 4/22/2026;)**

A. Purpose

The Board of Trustees of the Madison Library District (the Board) shall adopt policy to facilitate the orderly operation of the Library.

B. Definition of “Policy”

“Policy” represents the official position of the Board on behalf of the patron. All other matters are considered “Procedure” and may be set and revised by the Library Director (the Director) after consultation with the Library employees (employees).

C. Policy Adoption

1. Policy can be introduced by any member of the Board or the Director at a regularly scheduled meeting. Patrons may recommend policy or alterations to policy by submitting a written request in person to the Board at any regularly scheduled meeting.
2. Policy shall be adopted:
 - a. By a majority vote of the Board.
 - b. After a formal reading during at least one regularly-scheduled Board meeting.
3. No policy shall be adopted outside of a regularly-scheduled meeting of the Board. (See Idaho Code 74-204)

D. Policy Alteration

Procedure for modifying or abolishing existing policy shall be the same as that for adoption of policy.

E. Policy Designation

1. The adopted policy shall be labeled using a policy number and a descriptive title.
2. The policy shall be assigned an appropriate title (e.g., Circulation Policy, Fees Policy, etc.).
3. If an existing policy is reviewed and no changes are made, the word “Reviewed” shall be used and the date shall be added. For example: if the policy was reviewed on October 15, 2014, the addition will be listed as Reviewed 10/15/2014.
4. If changes are made to an existing policy, then the word “Revised” shall be used. For example: if the policy was revised on October 15, 2014, the addition will be listed as Revised 10/15/2014.

F. Policy Availability

Adopted policy shall be made available in both print and electronic formats. Print format shall be available at the Library in a policy manual that can be reviewed upon request during regular Library hours. Electronic format shall be available on the Library web site under an appropriate link entitled “Library Policy.”