

## **A. Evaluation Criteria for Policy Statements**

1. An excellent policy statement is brief.
2. An effective policy statement describes why the library does something.
3. An excellent policy statement is written from the customer's point of view.
4. An excellent policy statement has been approved by the library's governing authority.
5. An excellent library policy statement is easily understood by the staff and the public.
6. An effective library policy statement is one that supports the library's goals and objectives.
7. An excellent library policy statement is one that is up-to-date and reflects the library's current environment.
8. An effective library policy statement reflects all applicable federal, state, and local statutes.

## **B. Evaluation Criteria for Regulations**

1. An effective regulation is one that derives from the policy statement and is supportive of the library's goals and objectives.
2. An excellent regulation is specific.
3. An effective regulation further defines the policy.
4. An effective regulation tells what must be done to support the policy.
5. An excellent regulation has been approved by the library's governing authority.
6. An excellent regulation is written in lay terms that the public can understand.
7. An effective regulation would be considered to be reasonable by the typical library user.
8. An excellent regulation is one that is up-to-date and reflects the library's current environment.
9. An effective regulation statement reflects all applicable federal, state, and local statutes.