

1. What is a *Policy Development Template*?

- A policy development template is a tool which provides questions that assist library trustees to develop a comprehensive policy on a specific subject.

2. What are the purposes of *Policy Development Templates*?

- Templates help trustees to identify the issues that a specific policy should address.
- Templates are non-judgmental. They do not provide suggested responses to the issues that are identified.
- Templates promote open-ended discussion of the subject of the policy and encourage staff and board members to look at all aspects of the subject.
- Templates discourage the practice of copying policies from another library with little or no internal review of those policies.

3. How are *Policy Development Templates* structured?

- Each template is headed by the subject of the policy.
- The first section in each template lists the questions that pertain to the policy statement.
- The second section in each template identifies any needed definitions of terms specific to the policy. Not all templates will include definitions.

4. What kinds of questions help trustees to develop a policy statement?

- Questions in the policy statement section should elicit information on **why** the library does something.
- Questions in the policy statement section always include reference to the library's goals and objectives or mission statement.

5. What kinds of questions help trustees to develop regulations?

- Questions in the regulation section should elicit information on **what must be done** to support the policy statement.
- Questions in the regulation section are specific and address issues such as:
 - How many?
 - How long?
 - Is there a fee, and if so, how much is it?
 - Where will the services be provided?
 - To whom do the regulations apply?
 - Under what circumstances, if any, exceptions be made?
 - Which staff members have the authority to make exceptions?