



## Policy 1.1 General Policy Philosophy

Adopted by Library Board of Trustees: 2/28/2008;  
Revised: 06-25-15

The North Olympic Library System (NOLS) strives to be transparent and forthcoming in communicating about policies. The NOLS Policy Manual articulates and documents the basic policies and principles under which NOLS operates, and is designed to provide important policy information to employees, Board Members, and the general public. The Policy Manual is comprised of two volumes; this Operational Policy Manual, and a separate and complementary manual containing Human Resources policies.

All employees are responsible for familiarizing themselves with NOLS policies and are expected to follow them. Utilization of these policies may require familiarity with additional procedural instructions, guidelines, sample forms, and miscellaneous other information. These resources will be made available to employees as needed.

Visitors to the library are expected to follow library policies. This policy manual is made available to the public to facilitate public familiarity with library policies.

Library policies and policy revisions derive from many sources, including staff or customer suggestion. Policies are developed within the context of best practice for public libraries, and with input from staff and the Policy Committee of the Board of Trustees. All policies are formally adopted by the Board of Trustees.

The policies contained in this Operational Policy Manual and the accompanying HR Policy Manual comprise NOLS's complete policy statement, and replace and supersede any policies previously adopted. Policies are current and accurate as of the date(s) indicated on each one. Because NOLS is a continuously changing and growing organization, policies are subject to reconsideration and change when appropriate. The Library reserves the right to modify, change or delete policies and procedures when necessary. Employees who see a need for a change in any policy should discuss their concerns with the Library Director.

The Library Director or his/her designate is responsible for the administration of NOLS policies. The Library Director or his/her designate may make exceptions when appropriate.