

# Policy Revision Guide

All Policies are on the Library website: [www.thomasmemoriallibrary.org/policies](http://www.thomasmemoriallibrary.org/policies)

Policy	Date Revised	Status	Revision Need	Notes
Circulation	April 2013	Outdated	Medium	Some areas outdated
Community Information Area	July 2016	Current	n/a	Was revised with new building
Complaints	November 1997	Outdated	High	Not enough detail
Confidentiality	November 1997	Revise	Low	Needs to be revised with clearer and friendlier language
Electronic Information	July 2015	Outdated	High	Unable to determine current version. Language and practice cleanup needed
Gaming Room	July 2016	Revise	Medium	New with building. Practice has changed, this could be an internal protocol and not a policy.
Meeting Room	July 2016	Current	n/a	Was revised with new building
Public Relations	November 1997	Delete		Not a policy; internal staff procedure. Should be dissolved.
Selection	August 2001	Revise	High	Needs to be updated; the reconsideration section is very weak
Service	November 1997	Delete		Not a policy. Should be dissolved.
Use	June 2015	Revise	Medium	Needs to be updated with new building; language and practice cleanup needed.