

Policy Revision Guide

All Policies are one the Library website: 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| Circulation | April 2013 | Outdated | Medium | Some areas outdated |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| Complaints | November 1997 | Outdated | High | Not enough detail |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| Electronic Information | July 2015 | Outdated | High | Unable to determine current version.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. |