

# Procedure for Control of Kingston Public Library Operating Policy

## **Objective:**

To ensure that the correct version of the approved Kingston Library (KPL) policy is available for use in daily operation of KPL.

## **Scope:**

Applicable to all procedures/policies developed for KPL functions.

## **Definition:**

Control of documents which ensures that procedures/policies are followed that are at the latest revision levels.

## **Responsibility:**

Kingston Public Library Board

## **Document Issue:**

The KPL Board is the only body authorized to approve procedures/policies/forms incorporated into the Kingston Public Board Operating Policy.

Approved copies of the applicable procedures/policies originate in the minutes of the KPL Board. Copies are to be maintained on electronic media as well as hard copy. They are to be living documents, reviewed once a year and then updated as necessary.

The numbering system will start with KPLP-1 and continue sequentially for procedures/policies. Form numbers will match their corresponding policy numbers beginning with KPLF-1.

The form KPLF-1 will be the only source of approved revised procedures/policies/forms; however there may be additional pages to note new or revised procedures/policies/forms. Pages will be added and notations made to KPLF-1 without changing the revision level of KPLF-1. The KPLF-1 will be the first document encountered when using the KPL Operating Policy.