# Policy Review Form

## Staff Review

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| Policy: | AL 100 Service Area | Review Date(s): | April 2016 |
| Policy Owner: | Tim Rogers, DIR | Project Manager: | Vicki Thompson |
| Policy Team: | Tim Rogers, Kay Bauman, Lloyd Lovely, Jon Rollman | | |
| Related Policies: | AL 200 Eligibility; AL 210 Library Cards | | |

Revision: Revision Proposed

### Policy review comments and considerations:

Remove the lengthy description of the boundary and consider creating a procedure that maps the boundary for staff to use when determining if library card applicants reside within the service area.

Portions of this policy are duplicated in AL 210. We will make ad hoc changes to AL 210 to replace “Oklahoma County and Oklahoma City” with “Service Area”.

We reviewed the policy origins to determine whether the service area had been defined in the past. We did not find a description in the commission packets or legal statutes. However, all commission packets have not been OCR’d, so we are not certain that the definition is not there. Our retainer, Bill Comstock (April 13, 2016), advised making the policy as general as possible since there are no statutes defining it. Buddy Johnson (Oklahoma Collection Coordinator – April 13, 2016) concurred that the commission defines the service area.

The laws that established the library system are: The Metropolitan Library Act and the City-County Library Act

We discussed whether we needed a more descriptive policy that outlines the service area for ODL to determine what our population is for reporting. We decided that that is not necessary, but we should work with ODL to define our service area.

## Commission

### Commission committees and date reviewed:

AP [Date] Decision  FIN [Date] Decision

LRP [Date] Decision  PS May 26, 2016 Approved

### Commission committee comments:

They agreed with the changes.

Commission meeting date: June 16, 2016 Decision

Commission comments: