

Policy in Practice: Workshops for Library Leaders



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Save the Date! Explore the ins and outs of library policy while networking with experts from the field. Take advantage of trainings on policy writing, legal procedure, records keeping, and State Aid.

Attendees are welcome to sign up for any and all sessions that speak to their library's interests. On August 15, we will be sharing more details and a registry link in the ODL bulletin for Oklahoma libraries.



Oklahoma Historical Society
800 Nazih Zuhdi Dr. Oklahoma City, OK



October 28 - October 30, 2025
10:30 a.m. – 4:30 p.m.

Tuesday, October 28

Welcome and Introductions
10:30-10:45 a.m.

**Policy Building Blocks:
a Step-by-Step Approach**
10:45 a.m. – 12:30 p.m.

In this information session, demystify the practice of writing clear and enforceable policies. Learn about connecting policy development to community needs.

Lunch Break 12:30–2:00 p.m.

**Policy Mapping and
Community Fit Lab**
2:00–4:30 p.m.

In this workshop, inventory your current policies with support from experts. Draft a roadmap tailored to your library's size, structure, and community needs.

Wednesday, October 29

**The Legal Lens: What Makes
a Policy Legally Sound**
10:30 a.m. - 12:30 p.m.

Attend this information session for insights on everything from collaborating with boards and legal counsel to navigating complex topics like censorship.

Lunch Break 12:30–2:00 p.m.

State Aid Policy Lab
2:00–4:30 p.m.

This working session offers templates and hands-on guidance for required policies. Benefit from feedback on central topics such as circulation, collection, and internet use.

Thursday, October 30

**Panel: Perspectives
from the Field**
10:30 a.m. - 12:30 p.m.

A library panel will share real-world examples of policy development. Explore how governance, staffing, and community shape the process.

Lunch Break 12:30–2:00 p.m.

Managing Library Records
2:00–3:30 p.m.

Get tips from an expert on records retention, organization, and more!

Final Policy Review Lab
3:30–4:30 p.m.

Take this opportunity to refine State Aid-required policies and workshop optional protocols for everything from meeting rooms to child safety.

Stay tuned for additional details! Email courtney.rutledge@libraries.ok.gov to learn more.