

## **Exercise #2**

### **Digitization Project Management**

#### ***Setting Policies That Work: Flesh Out Your Local Policies***

##### ***Independent work: Policies***

1. Take 10 minutes to think about the state of written policies and guidelines in your library.
2. Identify one policy that is sorely in need of review, re-writing, or even creation from scratch.
  - a. e.g.collection development including digital materials, information technology, network security, intellectual property, staff development.
3. On a separate piece of paper, write a paragraph describing the problems caused by this lack of clear policy.
4. Select a policy that is fairly well developed and describe it in detail.
  - a. Who wrote it?
  - b. How often is it reviewed?
  - c. Who is responsible for adherence?

##### ***Group discussion: Brainstorm together to share ideas (20 minutes)***

1. Discuss your library's situation with other members of the group.
2. Explain the policy that is well defined and working.
3. What policies need help?
4. Write down suggestions for improving your libraries policies based on what you learned in the group discussion, and be prepared to report back to the whole class.