

Introduction

The Irving Public Library acquires, organizes, and provides relevant library materials; ensures access to other collections and information sources throughout the nation and the world; serves the public with professional and caring assistance; and strives to reach out to all members of the community. In order to accomplish these goals certain policies and procedures have been established.

These documents constitute the public policies of the Irving Public Library. These policies explain the philosophical organizational and legal foundation upon which library service is provided by the City of Irving through the Department of Libraries. Further, they describe the relationship between the library and other agencies and organizations, the nature and scope of services, and most importantly, the Library's relationship with the public it serves. The Library Director is responsible for establishing administrative procedures to carry out these policies.

These policies contain legal documents of the City of Irving as well as federal and state documents and national and state standards from the American Library Association and the Texas Library Association. Their inclusion acknowledges that the Irving Public Library endorses these standards as fundamental to its operations and services.

Approved by the Library Board on January 28, 2013, Amendments approved by the Library Board on November 24, 2014

ESTABLISHMENT AND ORGANIZATION

A. City Charter Provision

The Irving Public Library is established by the City of Irving under the authority of Article III, Section 31 of the Charter of the City of Irving:

SECTION 31 PUBLIC LIBRARY. The City of Irving shall have the power to provide for a public library system and its maintenance. (Ord. No. 5567, Sec. 3, 1-23-89)

B. City Ordinance Provision

The Irving Public Library System is operated under the provisions set forth in Chapter 20, Sections 1-2, of the *City of Irving Code of Civil and Criminal Ordinances*

As the Department of Libraries of the City of Irving, the Library functions under the administration of the City Manager in accordance with all applicable City charter provisions, City policies and City administrative rules. Library staff members are employees of the City of Irving and are subject to all personnel rules and policies.

C. Irving Public Library Board

The Irving Public Library Board is established under the provisions of Chapter 20, Sections 3-5, of the "City of Irving Code of Civil and Criminal Ordinances"

The Board acts in an advisory capacity to the City Council and the Library Director in all matters pertaining to the operation and safety of the library. Board members interpret the policies and functions of the library to the public. The Board cooperates with other civic groups to advance library services. The Library Board operates under rules and policies established by the City of Irving for all Boards and Commissions. In addition, the Board functions under its own by-laws.

D. Friends of the Irving Public Library

The Friends of the Irving Public Library was chartered by the State of Texas in 1975. This organization's membership is open to all, and its services are recognized by the City of Irving as an auxiliary support of the Irving Public Library. This organization's services and activities are necessary to the operation of the Library.

E. See Also in the Appendix

[Code of Ordinances](#)