

Library Peer Review Committee

Procedural Guidelines

Date: [Insert Date]

To: [Committee Members]

Introduction

The purpose of this document is to outline the procedural guidelines for the Library Peer Review Committee. These guidelines will help ensure a fair and equitable review process for library materials and services.

Committee Structure

- Chairperson: [Name]
- Members: [Names]

Meeting Schedule

The committee will meet [Frequency], on [Days], from [Time] in [Location].

Review Process

1. Submission of materials for review.
2. Preparation of individual reviews by committee members.
3. Discussion and deliberation during committee meetings.
4. Final decision and recommendations.

Documentation

All reviews and recommendations will be documented and archived for future reference.

Confidentiality

All discussions and materials reviewed by the committee are confidential and should not be disclosed to outside parties.

Amendments

These procedural guidelines may be amended as needed with the agreement of the committee members.

Contact Information

For questions or further information, please contact the committee chair at **[Email Address]**.

Thank you for your commitment to the library and its mission.

Sincerely,

[Your Name]

[Your Position]

[Library Name]