

TABLE 1.1. Policy or procedure?

CONCEPT	POLICY	PROCEDURE
Principles	General guideline that regulates the museum's activities	Detailed method for performing an action
	Standard for exercising good judgment	Steps for implementing a standard as a professional practice
	Guideline for decision-making	Protocol to follow when implementing the policy
Functions	Who, what, why	How
Synonyms	Rule, standard, philosophy, guideline	Instruction, protocol, steps
Purpose	Regulates, directs, controls actions or conduct, sets criteria	Explains how to implement the policy
Nature and Scope	Broad philosophical statement; justification for decisions	Succinct directions for accomplishing a specific task
Content	What the rule is; why the rule exists; justification for the rule	Action steps necessary for implementing the rule
	When it applies	Conditions for action; alternatives
	Whom it covers	Procedural function
	Enforcement	Warnings; cautions
	Responsibility	Consequences
	How to get help or interpretation	Direction