

Important Library Policies - Internal

Policies for governance, management & administration

1. Board

- By-laws including meeting procedures, ethics/conflict statement & trustee removal
- Board Development/Succession/Continuing Education

2. Personnel

- Job Descriptions
- Conditions of Employment, Salaries, Benefits, Paid Time Off, Family & Medical Leave
- Employee Code of Conduct, use of technology, equipment & social media
- Hiring Procedures including addressing nepotism & favoritism
- Grievance Procedures that include non-retaliation and whistleblower clauses
- Performance Review/Discipline Policy
- Termination/Dismissal
- Workplace Safety
- Volunteers

3. Financial

- Budget Development/Control/Calendar
- Expenditure/Purchasing/Bid Solicitation/Internal Claims Audit Procedures
- External Audit – Type, Frequency, Reporting
- Investments
- Fixed Assets/Inventory Control/Disposition of Surplus
- Gifts & Fundraising with interface with support organizations, if they exist

4. Administrative

- Records Management/Retention
- Emergency/Disaster Plan/Business Continuity
- Public Relations

Important Library Policies - External

Policies for the operation of the library and its use by the public

1. Circulation of Library Materials

- Lending Rules & Procedures, including ILL
- Fines & Fees: Lost Materials
- Confidentiality of Library Records
- Non-Resident Use (Free Direct Access)

2. Library Collections

- Collection Development and Maintenance including selection, acceptance of gifts and weeding
- Acceptance of Standard Statements (Freedom to Read/View; Library Bill of Rights)
- Challenges to Library Materials
- Copyright & Copying

3. Library Use

- Patron/User Code of Conduct (Library Rules)
- Unattended Child
- Meeting Room Use - Terms/Standards/Procedures
- Bulletin Board/Exhibit area - Terms/Standards/Procedures
- Incident Report Form
- Computer/Internet/Wireless/etc. use

4. Joint Automation/POLARIS/Technology (Current policies of the JA Council)

- Network Connection/Wireless Networks/Access to POLARIS
- Workstation Purchase & Support/Equipment Disposal
- Identification Information in Patron Records/Use of SSN
- Data Retention
- Disclosure of Library Records
- Fines & Fees for other members