

PUBLIC LIBRARY POLICY CHECKLIST

Every phase of library operation should be broadly covered by a policy. The following is a list of policies that may be relevant to your library's need. Every library does not necessarily require every policy on the list. The list is arranged in the form of an outline to underscore how policies may relate to one another. Listed under each policy are items that may be considered and covered when making the policy.

I. Mission and Role Statements

II. Library Board of Trustees Bylaws / Policies

- A. Establishment and operation
- B. Non-discrimination statement
- C. Selection of board members
- D. Board meetings
- E. Requirement for a quorum
- F. Election of officers
- G. Duties of officers
- H. Committees
 - I. Board meeting agenda
- J. SAMPLE AGENDA
- K. Parliamentary procedure
- L. Conflict of interest
- M. Board relationship to library directors and staff
- N. Coordinator/Branch Heads reports
- O. Physical plants
- P. Insurance
- Q. Use of library buildings
- R. Continuing education for trustees
- S. Friends of the Library
- T. Annual report
- U. Financial audit
- V. Policy review

III. Long Range Plan

IV. Technology Plan

V. Public Service / Customer-Related Policies

- A. Eligibility for borrowing and services
 - 1. Resident and non-resident
 - 2. Responsibilities of borrowers
 - 3. Materials access policy
 - 4. Interlibrary loan
 - 5. Programming and outreach
- B. Circulation policy
 - 1. Loan period, renewal, and overdue
 - 2. Number of items loaned
 - 3. Confidentiality
 - 4. Reserved materials
 - 5. Charges for services, fines, fees
 - 6. Lost or damaged materials
 - 7. Special collections
 - 8. Audiovisual resources
 - 9. Mobile devices & equipment
- C. Reference policy
 - 1. General reference (scope, depth, type)
 - 2. Telephone and virtual reference
 - 3. Services for students (proctoring)
 - 4. Services for genealogists, guests, etc.
- D. Technology and Internet Use Policies
 - 1. Internet safety
 - 2. Computer access
 - 3. Wireless Internet access (internal/external)

- E. Photocopier and other equipment use (fax, scanner, microfilm reader printer, etc.)
- F. Facilities use policy
 - 1. Hours of operation
 - 2. *Americans with Disabilities Act* compliance
 - 3. Security
 - 4. Meeting room use
 - 5. Displays, exhibits, and bulletin boards
 - 6. Use of grounds and outdoor spaces
 - 7. Special Events
 - 8. Inventory and use of equipment
 - 9. Emergency procedures
- G. Code of conduct / Problem behavior
 - 1. Unattended children
 - 2. Loitering, sleeping
 - 3. Noise levels
 - 4. Food and drink
 - 5. Drugs and alcohol
 - 6. Defacing library resources
 - 7. Harassment
 - 8. Weapons
 - 9. Disruptive behavior
- H. Community partnerships
 - 1. Cooperative borrowing/lending agreements
 - 2. Partnerships with schools and community groups
 - 3. Friend group and Foundation
- M. Ways of establishing cooperation on local and regional level
- I. Public Relations
 - 1. Public relations authority and responsibility
 - 2. Appropriate media
 - 3. Scope and emphasis
 - 4. Distribution of printed materials
 - 5. Participation of staff and trustees
- J. Volunteers
 - 1. Roles and responsibilities
 - 2. Recruitment and selection
 - 3. Duties and any limitations
 - 4. Recognition and awards
 - 5. Friends group

VI. Collection Development Policy

- A. Mission and goals with community description
- B. Responsibility for selection
- C. Criteria for selection and quality of materials
- D. Types and various formats collected
 - 1. Physical materials (paperbacks, magazines, large print, microforms, newspapers, films, videocassettes, videodisks, audiocassettes, audio books, compact discs)
 - 2. Digital collections
- E. Scope of collection and priorities
- F. Duplication of materials

- G. Collection development and access statements for age groups and special populations
- H. Selection procedures and vendor relations
- I. Evaluation, weeding, maintenance, disposal, replacement, and inventory
- J. Textbooks and materials related to school curricula
- K. Censorship, access, and challenged materials
 - 1. *Request for Reconsideration of Materials* form
 - 2. *Freedom to Read* (ALA)
 - 3. *Freedom to View* (ALA)
 - 4. Intellectual Freedom Statement
 - 5. *Library Bill of Rights* (ALA)
- L. Gifts, memorials, and donations
 - 1. Condition of acceptance of gift materials
 - 2. Disposition of non-usable gifts
 - 3. Acceptance of property, paintings, equipment, money, etc.
 - 4. Religious literature
 - 5. Acknowledgement of gifts by the library
- M. Special collections
 - 1. Local history
 - 2. Genealogy
 - 3. Local writers
 - 4. Archives & manuscripts

VII. Management Policies

- A. General
 - 1. Organizational authority and responsibility
 - 2. Budgeting and purchasing
 - 3. Use of library vehicles and equipment
 - 4. Inventory and insurance of buildings and contents
- B. Personnel
 - 1. Responsibility and authority
 - 2. Hiring practices
 - a) Recruitment
 - b) Requirements, qualifications, and job descriptions
 - c) Vacancies
 - d) Appointments
 - e) Nepotism
 - 3. Personnel procedures
 - a) Probation period
 - b) Performance evaluation
 - c) Position classification
 - d) Promotion
 - e) Demotion
 - f) Transfer
 - g) Disciplinary action
 - h) Grievance
 - i) Personnel records
 - j) Termination
 - k) Layoffs and recall procedures
 - l) Outside employment / Dual employment
 - 4. Salaries and benefits
 - a) Pay
 - b) Leaves of absence (sick, vacation, family, etc.)
 - c) Insurance

- d) Retirement
- e) Pay period
- f) Pay increases / Merit
- g) Minimum wage
- h) Longevity
- i) Overtime
- j) Compensatory leave
- k) Staff parking
- l) Workers' compensation
- m) Harassment, discrimination in employment, and human rights
- 5. Conditions of personal and health information
 - a) Job safety and Health protection
 - b) Emergency numbers
 - c) Other Federal, State and local labor laws
 - d) Hours of work
 - e) Attendance and reporting absences
 - f) Emergency closing
 - g) Job sharing
 - h) Safety
 - i) Substance abuse
 - j) Standards of conduct
 - l) Harassment
 - m) Drug-free and weapon-free environment
 - n) Smoke-free environment
 - o) Other
- 6. Workplace standards
 - a) Personal attire and habits
 - b) Personal phone calls
 - c) Radios and headphones
 - d) Family at work
 - e) Selling and soliciting
 - f) Political activities
 - g) Gifts and gratuities
- 7. Continuing education and professional development
- 8. Federal Legislation
 - a) ADA (*Americans with Disabilities Act*)
 - b) COBRA (*Consolidated Omnibus Budget Reconciliation Act*)
 - c) EEOC (*Equal Employment Opportunity Act*)
 - d) FLSA (*Fair Labor Standards Act*)
 - e) FMLA (*Family Medical Leave Act*)
- C. Facilities
 - 1. Acquisition and ownership
 - 2. Administrative responsibility for facilities
 - 3. Responsibility and procedures for building maintenance
 - 4. Insurance and liability
 - 5. Emergency preparedness and disaster/recovery plans
 - 6. Use of computers, equipment, vehicles, etc.

Table of Contents

for

Library Policies in the Nolichucky Region

Mission statement

ETHICS STATEMENT FOR PUBLIC LIBRARY TRUSTEES

COUNTY LIBRARY BOARD CODE OF ETHICS

Trustee Policy

Establishment and operation

Non-discrimination statement

Selection of board members

Board meetings

Requirement for a quorum

Election of officers

Duties of officers

Committees

Board meeting agenda

SAMPLE AGENDA

Parliamentary procedure

Conflict of interest

Board relationship to library directors and staff

Coordinator/Branch Heads reports

Physical plants

Insurance

Use of library buildings

Continuing education for trustees

Friends of the Library

Annual report

Financial audit

Policy review

Library Service Policy

Service hours

Conduct in the library

Holidays

Confidentiality of customer records

Borrowing procedures

Circulation of materials

Inter library loans

Overdue material

Withdrawals

Damaged and lost materials

Disaster in the library

Customer request for reconsideration of

material

REQUEST FOR RECONSIDERATION form

Finances

Materials selection

Video materials

Internet / computer usage

Collection Development Policy

Goals and objectives

Basic selection criteria

Local history collection

Children's materials

Gifts

Withdrawals

LIBRARY BILL OF RIGHTS

THE FREEDOM TO READ

FREEDOM TO VIEW

Personnel Policy

Employment

General qualifications for employment

Selection of staff

Library assistants and substitutes

Volunteers and temporary workers

Probationary period

Dress code

Salary

Workers' compensation insurance

VOLUNTEER APPLICATION

Work schedule

Continuing education and meeting attendance

Vacation

Sick leave

Funeral leave

Jury duty

Weather closing

Special leave without pay

Pregnancy/maternity leave

Family and medical leave

Employment conclusions

Sexual or racial harassment

Substance abuse

Grievances

Attitude and conduct

STATEMENT OF PROFESSIONAL ETHICS

Library Coordinator/Branch Head Forms

COORDINATOR/DIRECTOR POSITION DESCRIPTION

BRANCH HEAD POSITION DESCRIPTION

LIBRARY ASSISTANT POSITION DESCRIPTION

LIBRARY COORDINATOR PERFORMANCE APPRAISAL

form

ANNUAL PROGRESS REPORT form

Acceptance Date

Acknowledgment of Receipt of Policy Handbook

Appendices

A. FINES AND FEES

B. SALARY SCALE

A. COUNTY EMPLOYEE HANDBOOK

D. PUBLIC LIBRARY LAWS OF TENNESSEE