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.

Adapted from APPENDIX II of the Tennessee Standards for Non-Metropolitan Libraries Revised 2014 Tennessee State Library and Archives Pages 39-43
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