

## *Library Policy Checklist... just a few the Library should have*

### Board Policies:

- Bylaws
- Governing Body
- Officer & Committees
- Meetings
- Duties and Responsibilities of the Board & Library Director
- Trustee Job Description
- Code of Ethics
- Conflict of Interest
- Whistle Blower
- Record Retention & Document Destruction

### Employee Policies:

- Equal opportunity and Affirmative Action
- Hiring process
- Salary Administration
- Employee Benefits
- Leaves of Absence
- Holidays
- Performance Evaluation
- Training/Staff Development
- Alcohol/Substance Abuse
- Sexual and Racial Harassment
- Grievances
- Resignations, Retirements, and Dismissals
- Mandated Reporter
- Clearances

### Public Services Policies:

- Exhibit/Bulletin Boards
- Meeting Room Facilities
- Latch-Key Kids/Homeless
- Behavior
- ADA Compliance
- Public Access and/or Internet (include CIPA compliance-Children's Internet Protection Act)
- Confidentiality of Records
- Circulation/Borrowing Policies
- Library Card Registration
- Interlibrary Loan
- Library Hours/Holiday
- Loan Periods
- Fees/Fines

### Collection Development Policies:

- Materials Selection
- Gifts and Memorials
- Weeding and Discarding
- Reconsideration of Materials
- Local/Pennsylvania History
- Genealogy Collection

### Other Policies & Procedures:

- Advocacy Policy
- Fund Development Plan
- Emergency Preparedness
- Bid and Procurement Procedures
- Cash Management Procedures
- Library Bill of Rights
- Intellectual Freedom Statement