Checklist of Standard Library Policies

Appropriate behavior: This policy does contain some restrictions but overall is meant to be positive. It sets forth the library's commitment to providing an atmosphere where people of all ages and circumstances feel welcome and safe.

Bulletin Board (public notices): What you will post on your public display space, usually events and services of a cultural, educational or community nature.

Circulation: Ensures equal access for all to library's materials and services. Should encompass agreements with other libraries and consortia about shared services.

Collection Development: Used by library staff to select, maintain, preserve and weed materials. Should reference Intellectual Freedom.

Emergency/Disaster: What's the proper response during an emergency. Can coordinate with municipal and county governments to let them know what services the library could provide during and emergency. This could also fall under a procedure. Example: what plumber to call, how long you will remain open if the power goes out, etc.

Exhibits: What types of exhibits will the library display?

Gifts: At a minimum, the gift policy should clearly state that the library will accept books, audiovisual items and other items with the understanding that the board has the authority to use or dispose of them however it sees fit.

Internet Use: Should cover CIPA requirements and have PA Code language about explicit materials.

Meeting rooms/study rooms: Library board should set forth guidelines about the use of meeting/study rooms – who can use them, are they free of charge, etc.

Personnel: Hiring, training, supervision, motivation and evaluation of staff. Creates the framework for a positive work environment. Key elements in a personnel policy: hiring procedures, work schedule, compensation, payroll and timekeeping procedures, benefits, worker's compensation information, performance assessment procedures, grievance procedures.

Programs: What sorts of programs will the library provide and for whom to meet its mission.

Reference: How much personal assistance by staff, formal and informal instruction in the use of library resources, use of interlibrary loan, etc.

Volunteers: How young can a volunteer be, what work will they do, and they will receive no compensation.