

Suggested Library Policies

*Note that not every library is going to have the same policies.

Service Policies

Collection Development

- Scope of Collections
- Criteria for Selection
- Responsibility for Selection
- Gifts and Donations
- Evaluation, Weeding and Maintenance
- Access to Collections
- Intellectual Freedom
- Challenged Materials

Facilities Use

- Hours of Operation
- Accessibility
- Building Security
- Meeting Room Use
- Exhibits and Displays
- Bulletin Boards and Materials Distribution
- Patron Behavior
- Unattended Children
- Copiers and Other Equipment Use
- Emergencies and Disasters

Community Relations

- Public Information and Publicity
- Friends of the Library
- Partnerships and Cooperative Agreements
- Volunteers
- Suggestions and Complaints

Materials Use and Circulation

- Borrower Eligibility
- Confidentiality of Patron Records
- Loan Periods and Renewals
- Requests for Items Unavailable
- Holds on Items Owned
- Requests for Purchase
- PINES and Interlibrary loans
- Reserved Materials
- Overdue Fines
- Charges for Damaged and Lost Materials
- Reference and Special Collections

Computer Access and Use

- Internet Safety/Use Policy
- Internet Access by Minor
- Printing Charges

Services Offered

- Free
- Fee-based

Internal Policies

Board of Trustees Policies

- Authority
- Constitutions and Bylaws
- Appointments
- Roles and Job Descriptions
- Meetings
- Officers
- Risk Management
- Ethics

Personnel

- Job Classifications and Descriptions
- Salary Schedule and Benefits
- Employee Recruitment, Selection, Appointment
- Equal Opportunity/Affirmative Action
- Working Conditions
- Chain of Command
- Evaluation, Discipline and Termination
- Separation
- Grievances
- Association Memberships, Workshops and Travel
- Social Media

- For those who are authorized to post via the library's social media account
- For how employees conduct themselves on their own social media accounts.

Finance

- Budget and Funding
- Financial Reports
- Purchasing
- Contracts and Bidding
- Investments
- Audits
- Bonding

Property

- Insurance
- Gifts
- Capital Assets
- Inventory
- Surplus Property
- Bookmobiles

Source: Tools for Trustees: The Georgia Public Library Trustee Manual by Lyn Hopper

Other Policies to Consider

Remote work

Emergency Closing or State of Emergency policy - to allow changes to standing policies as needed in the event the board declares a State of Emergency - useful during a pandemic and/or other situations.

CIPA - if this is something your library has to comply with

Service Animals

Weapons