APPENDIX II:

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 Vision Statement
II.   Library Board of Trustees Bylaws
III.   Long Range Plan
IV.   Technology Plan
V.   Public Service, or User-Related Policies
    A.   Eligibility for borrowing and services
        1.   Resident and non-resident; TLC
        2.   Responsibilities of borrowers
        3.   Materials access policy (ex. juv., ref. material, new users)
        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, and type)
            a. Services for students (proctoring)
            b. Services for genealogist, guests, etc.
        2.   Telephone and virtual reference
    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.   Surveillance
        4.   Meeting room use
        5.   Displays, exhibits, and bulletin boards
        6.   Use of grounds and outdoor spaces
        7.   Special Events
  G.   Code of Conduct
        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.   Friends Group & Foundation
  I.   Public Relations
        1.   Public relations authority and responsibility
        2.   Media
        3.   Scope and emphasis
        4.   Distribution of promotional materials
        5.   Participation of staff and trustees
  J.   Volunteers
        1.   Role and responsibilities
        2.   Recruitment and selection
        3.   Duties and any limitations
        4.   Recognition and awards
VI.   Collection Development Policy
  A.   Mission and goals with community description
  B.   Responsibility for selection
  C.   Criteria for selection and quality of materials
  D.   Type and various formats collected
        1.   Physical materials
        2.   Digital collections
  E.   Scope of collection and priorities
  F.   Duplication of materials
  G.   Collection development 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

        a.   Pay
        b.   Leaves of absence (sick, vacation, family, etc.)
        c.   Insurance
        d.   Retirement
        e.   Pay period
        f.   Pay increases
        g.   Minimum Wage
        h.   Workers' Compensation
        i.   Harassment, Discrimination in Employment and Human Rights

5. Confidentiality of personal and health information
        a.   Job Safety & Health protection
        b.   Emergency Numbers
        c.   Other Federal, State and local labor laws

C. Facilities
1. Acquisition and ownership
2. Administrative responsibility for facilities
3. Responsibility for building maintenance
4. Insurance and liability
5. Emergency preparedness and disaster/recovery plans