

POLICY LIST FOR PUBLIC LIBRARIES

Adapted from the Librarian's Helper (pages 47-48): <http://www.lcls.org/content/news/New%20Librarian%27s%20helper%202009.pdf>
 Developed November 2008 by Charm Ruhnke, Lee Logan, Anna Yackle, Denise Zielinski, Louise Green, and Nancy Smith

Library Name _____

***The library must have, under the Illinois Statutes, the following policies:
 (not listed in any priority order)***

- | | Dated or Amended |
|--|-------------------------|
| <input type="checkbox"/> Material Selection (Collection Development) Policy <ul style="list-style-type: none"> • Adheres to Illinois' Library Records Confidentiality Act • Includes gifts, weeding, reconsideration of material • Freedom to View, etc | _____ |
| <input type="checkbox"/> Investment Policy | _____ |
| <input type="checkbox"/> Open Meetings Act | _____ |
| <input type="checkbox"/> Freedom of Information Policy | _____ |
| <input type="checkbox"/> Ethics Policy <ul style="list-style-type: none"> • Gift Ban Act | _____ |
| <input type="checkbox"/> Bloodborne Pathogens Policy | _____ |

The library should have these policies, based on Illinois Statutes, State Library requirements, Public Library Standards, and/or system policies:

- | | | | | |
|--|--|--|--|-------|
| <input type="checkbox"/> Board Bylaws (which is the board policy)—interestingly this is not required by law. | _____ | | | |
| <input type="checkbox"/> Interlibrary Loan | _____ | | | |
| <input type="checkbox"/> Computer Use <ul style="list-style-type: none"> • Internet Use • Acceptable Equipment and Computer Use • Access to Electronic Information Networks | _____ | | | |
| <input type="checkbox"/> Circulation <ul style="list-style-type: none"> • Borrowing • Confidentiality of Records • Lost, damaged or overdue material | _____ | | | |
| <input type="checkbox"/> Financial Management (Budget and Financial Policy) <ul style="list-style-type: none"> • Routine banking procedures • Authority to Spend • Indemnification and insurance • Special Reserve Fund (authorization and plan) | _____ | | | |
| <input type="checkbox"/> Emergency and Disaster Recovery Plan/Policy | _____ | | | |
| <input type="checkbox"/> Personnel (Employee manual or handbook) <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Nepotism • Patron Confidentiality • Prohibited gifts • Personnel records • Sexual harassment </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Grievances • Leaves • Staff Development • Evaluations • Overtime/compensatory time </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • Work conditions • At will employment • Benefits • Vacations </td> </tr> </table> | <ul style="list-style-type: none"> • Nepotism • Patron Confidentiality • Prohibited gifts • Personnel records • Sexual harassment | <ul style="list-style-type: none"> • Grievances • Leaves • Staff Development • Evaluations • Overtime/compensatory time | <ul style="list-style-type: none"> • Work conditions • At will employment • Benefits • Vacations | _____ |
| <ul style="list-style-type: none"> • Nepotism • Patron Confidentiality • Prohibited gifts • Personnel records • Sexual harassment | <ul style="list-style-type: none"> • Grievances • Leaves • Staff Development • Evaluations • Overtime/compensatory time | <ul style="list-style-type: none"> • Work conditions • At will employment • Benefits • Vacations | | |
| <input type="checkbox"/> Donation/Gifts Policy <ul style="list-style-type: none"> • Covers cash, personal property, stocks, and real estate | _____ | | | |

The library might want to policies to cover these issues:

- | | |
|---|-------|
| <input type="checkbox"/> Library Behavior/Conduct | _____ |
| <input type="checkbox"/> Meeting Room | _____ |
| <input type="checkbox"/> Reference | _____ |
| <input type="checkbox"/> Exhibits/Displays | _____ |
| <input type="checkbox"/> Accessibility and ADA Compliance | _____ |
| <input type="checkbox"/> Friends of the Library (outlining the library's relationship with the group) | _____ |
| <input type="checkbox"/> Volunteers | _____ |
| <input type="checkbox"/> Unattended Children | _____ |

Additional library policies:

- | | |
|--------------------------------|-------|
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____ | _____ |