

Library Operations Handbook Table of Contents

Introduction	3
Library Plan of Service	3.1-3.5
Library Bill of Rights	4
Bulletin Board Policy	5
Circulation Services	6
Circulation Records	6
Confidentiality of Library Records	6
Library Cards	7-7.1
Library Card Application	7.2
Library Card Application (Spanish)	7.3
Lending Periods, Fines & Fees	8
Borrowing Privileges	9
Reserve and Interlibrary Loan Services	10
Collection Development Policies	11
Acquisitions	11
Discarding of Library Materials	11
Reconsideration of Library Materials	12
Request for Reconsideration of Library Materials	13
Computer & Internet Access Policies	14
Access	14
Sessions	15
Laptops & Tablets	15
Printing Services	16
Wireless Internet Access Service	16
Public Scanner	17
Copyright Protection Policy	18
Exhibits and Displays	19
Art Show & Exhibition Information	20
Art Show & Exhibit Application	21
Exhibitor's Agreement and Release	22
Gifts and Donations	23
Gifts & Donations Agreement	24
Tribute Donation Form	24.1
Homebound Services Information and Application	25
Passport Services	25.1
Notary Services	25.2
Library Programs	26
Independent Contractor Program Contract	27
Local History Center	28
Lost and Found	29
Meeting Space Policy	30-30.2
Application and Agreement for Use of Meeting Space	31-32
Office Equipment and Services	33
Fax Machine	33
Photocopier	33
Patron Conduct Policies	34
General Guidelines	34

Library Operations Handbook Table of Contents

Maintenance of Public Order	35-36
Security Camera Policy	36.1
Unattended Children	37
Vulnerable Patron	37.1
Tutoring Policy	38
Restrooms	39
Schedule of Operations	40
Hours of Operation	40
Holidays	40
Emergency Closings	40
Weather Related & Other Unscheduled Closings	40
Airborne Infectious Disease Exposure Prevention Policy	40.1-40.2
Conflict of Interest	41-43
Open Meetings Policy	43.1-43.2
Financial Policies	44-44.1
Records Retention and Disposition Policy	45
Investment Policy	46-49
Anti-Nepotism Policy	50
Anti-Nepotism Employee Disclosure Form	50.1
Whistle Blower Protection Policy	51-52
Sexual Harassment Policy	53-56
Application for Employment	57-60
Code of Ethics	61