

The current Table of Contents (TOC) is found on pgs. 1-6; providing sub-headings and sorting policies under each will allow staff to more easily find the content they need and is modeled after a review of the DHRM TOC and those of local agencies.

Final proposed: (page numbers removed for this purpose, but will be part of final version)

DISCLAIMER

MISSION STATEMENT

Library Services

ACCESS

PUBLIC INPUT

RULES OF CONDUCT FOR LIBRARY CUSTOMERS

JUVENILE CUSTOMERS

POSSESSION OF WEAPONS

USE OF COMPUTER RESOURCES

COLLECTION MANAGEMENT

Purpose Of Selection

Responsibility For Selection (Legal And Delegated)

Criteria For Selection

Materials Requiring Additional Criteria

Free Distribution Of Multiple Copies

Maintenance Of Collection

Area Resources

CIRCULATION

Registrations

Non-Resident Borrower

Loan Period

Number of Items Loaned

Fines

Overdue Notification and Suspensions

Lost or Damaged Materials

Equipment Loans

CONFIDENTIALITY OF RECORDS

Receipt And Response To Judicial Process

ELECTRONIC MONITORING AND VOLUNTARY DISCLOSURE

FAX SERVICES

NOTARY SERVICE

RESEARCH SERVICE

MATERIALS SECURITY

RESEARCH
VIRGINIANA
EQUIPMENT
MEETING ROOMS
 AVAILABILITY
 PRIVILEGES AND RESPONSIBILITIES
LIBRARY CLASSES AND EVENTS
COOPERATION WITH OTHER LIBRARIES
COOPERATION WITH OTHER AGENCIES & PARTICIPATION IN COMMUNITY
EVENTS
PUBLIC LIBRARY–SCHOOL RELATIONSHIPS
DISPLAYS
BULLETIN BOARD/POSTERS
PETITIONING, SOLICITATION, OR DISTRIBUTION OF LITERATURE

Fiscal Policies

~~GIFTS~~
FISCAL POLICIES
AUDIT POLICY
ACCOUNTING POLICY
FUND BALANCE POLICY
INVESTMENT POLICY
INTERNAL CONTROLS POLICY
BUDGET POLICY
GIFTS
PROCUREMENT

Human Resources

Hiring and Recruitment

LIBRARY EMPLOYMENT
EQUAL EMPLOYMENT OPPORTUNITY
TYPES OF EMPLOYEES
PROMOTIONS AND TRANSFERS
SUCCESSION POLICY
VOLUNTEERS

General Employment Information

WORK HOURS
ATTENDANCE AND PUNCTUALITY
TELECOMMUTING/ALTERNATE DUTY STATION
EMERGENCIES IN THE LIBRARY
EMERGENCY CLOSINGS
STAFF DEVELOPMENT
EMPLOYEE ASSISTANCE PROGRAM

General Expectations

JOB PERFORMANCE EVALUATIONS
WORKPLACE SAFETY/LOSS CONTROL
VEHICLE USE
DRUG-FREE WORKPLACE
CODE OF CONDUCT
 MAJOR OFFENSES
CONFLICTS OF INTEREST
EMPLOYEE COMPLAINTS
HARASSMENT
SEXUAL HARASSMENT
WHISTLE BLOWER (proposed policy addition)

Leave

LEAVE WITH PAY PROGRAMS
PAID TIME OFF (PTO)
HOLIDAYS
BEREAVEMENT
CIVIC DUTIES
MILITARY LEAVE
PERSONAL LEAVE BANK
SHARED LEAVE BANK
PTO DONATIONS
COMPENSATORY TIME/LEAVE
LEAVE WITHOUT PAY PROGRAMS
 Family & Medical Leave Act (FMLA)
 Health Benefits During FMLA
 Serious Health Conditions
 Military Family Leave Entitlements
 Job Restoration after FMLA
EXTENDED LEAVE WITHOUT PAY
DISCIPLINARY LEAVE WITHOUT PAY

Separation:

TERMINATION OF EMPLOYMENT
RETIREMENT
 Phased Retirement
 Early Retirement
WORKFORCE REDUCTION

FRIENDS OF THE LIBRARY

Library Board of Trustees

PUBLIC PARTICIPATION AT BOARD MEETINGS
BOARD OF TRUSTEES-DIRECTOR RELATIONSHIP
BOARD OF TRUSTEES
DIRECTOR

Appendixes

APPENDIX A

LIBRARY BILL OF RIGHTS

ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER
NONPRINT FORMATS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS: AN
INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

QUESTIONS AND ANSWERS: ACCESS TO ELECTRONIC INFORMATION,
SERVICES, AND NETWORKS: AN INTERPRETATION OF THE LIBRARY BILL OF
RIGHTS

ACCESS TO LIBRARY RESOURCES AND SERVICES REGARDLESS OF GENDER
OR SEXUAL ORIENTATION:

AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

DIVERSITY IN COLLECTION DEVELOPMENT: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS

ECONOMIC BARRIERS TO INFORMATION ACCESS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS

EXHIBIT SPACES AND BULLETIN BOARDS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS

EXPURGATION OF LIBRARY MATERIALS: AN INTERPRETATION OF THE LIBRARY
BILL OF RIGHTS

FREE ACCESS TO LIBRARIES FOR MINORS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS

LIBRARY-INITIATED PROGRAMS AS A RESOURCE: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS

MEETING ROOMS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

PRIVACY: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

PROTECTION OF PRIVACY AND LIBRARY RECORDS

RESTRICTED ACCESS TO LIBRARY MATERIALS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS

STATEMENT ON LABELING: AN INTERPRETATION OF THE LIBRARY BILL OF
RIGHTS

THE UNIVERSAL RIGHT TO FREE EXPRESSION: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS

THE FREEDOM TO READ STATEMENT

FREEDOM TO VIEW STATEMENT

APPENDIX B

LIBRARIES: AN AMERICAN VALUE

APPENDIX C

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION
APPENDIX D
BRANCH HOURS & LOCATIONS
APPENDIX E
PAID TIME OFF (PTO) LEAVE CHART
APPENDIX F
PERSONAL LEAVE BANK RESERVE CHART

Proposed with edits: (page numbers removed for this purpose, but will be part of final version)

DISCLAIMER

MISSION STATEMENT

Library Services

~~LIBRARY SERVICES~~

ACCESS

PUBLIC INPUT

~~PUBLIC PARTICIPATION AT BOARD MEETINGS~~

RULES OF CONDUCT FOR LIBRARY CUSTOMERS

JUVENILE CUSTOMERS

POSSESSION OF WEAPONS

USE OF COMPUTER RESOURCES

COLLECTION MANAGEMENT

Purpose Of Selection

Responsibility For Selection (Legal And Delegated)

Criteria For Selection

Materials Requiring Additional Criteria

Free Distribution Of Multiple Copies

Maintenance Of Collection

Area Resources

CIRCULATION

Registrations

Non-Resident Borrower

Loan Period

Number of Items Loaned

Fines

Overdue Notification and Suspensions

Lost or Damaged Materials

Equipment Loans

CONFIDENTIALITY OF RECORDS

Receipt And Response To Judicial Process

ELECTRONIC MONITORING AND VOLUNTARY DISCLOSURE

FAX SERVICES

NOTARY SERVICE

RESEARCH SERVICE

MATERIALS SECURITY

RESEARCH

VIRGINIANA

EQUIPMENT

MEETING ROOMS

AVAILABILITY

PRIVILEGES AND RESPONSIBILITIES

LIBRARY CLASSES AND EVENTS

COOPERATION WITH OTHER LIBRARIES

COOPERATION WITH OTHER AGENCIES & PARTICIPATION IN COMMUNITY

EVENTS

PUBLIC LIBRARY–SCHOOL RELATIONSHIPS

DISPLAYS

BULLETIN BOARD/POSTERS

PETITIONING, SOLICITATION, OR DISTRIBUTION OF LITERATURE

[Fiscal Policies](#)

~~GIFTS~~

FISCAL POLICIES

AUDIT POLICY

ACCOUNTING POLICY

FUND BALANCE POLICY

INVESTMENT POLICY

INTERNAL CONTROLS POLICY

BUDGET POLICY

[GIFTS](#)

PROCUREMENT

~~MEETING ROOMS~~

~~AVAILABILITY~~

~~PRIVILEGES AND RESPONSIBILITIES~~

~~LIBRARY CLASSES AND EVENTS~~

~~COOPERATION WITH OTHER LIBRARIES~~

~~COOPERATION WITH OTHER AGENCIES & PARTICIPATION IN COMMUNITY EVENTS~~

~~PUBLIC LIBRARY–SCHOOL RELATIONSHIPS~~

~~DISPLAYS~~

~~BULLETIN BOARD/POSTERS~~

~~PETITIONING, SOLICITATION, OR DISTRIBUTION OF LITERATURE~~

Human Resources

Hiring and Recruitment

LIBRARY EMPLOYMENT
EQUAL EMPLOYMENT OPPORTUNITY
TYPES OF EMPLOYEES
PROMOTIONS AND TRANSFERS
SUCCESSION POLICY
VOLUNTEERS

General Employment Information

WORK HOURS
~~TELECOMMUTING/ALTERNATE DUTY STATION~~
ATTENDANCE AND PUNCTUALITY
TELECOMMUTING/ALTERNATE DUTY STATION
EMERGENCIES IN THE LIBRARY
EMERGENCY CLOSINGS
STAFF DEVELOPMENT
EMPLOYEE ASSISTANCE PROGRAM

General Expectations

JOB PERFORMANCE EVALUATIONS
WORKPLACE SAFETY/LOSS CONTROL
VEHICLE USE
DRUG-FREE WORKPLACE
CODE OF CONDUCT
 MAJOR OFFENSES
CONFLICTS OF INTEREST
~~WORKPLACE SAFETY/LOSS CONTROL~~
~~EMERGENCIES IN THE LIBRARY~~
~~EMERGENCY CLOSINGS~~
~~DRUG-FREE WORKPLACE~~
EMPLOYEE COMPLAINTS
HARASSMENT
SEXUAL HARASSMENT
WHISTLE BLOWER (proposed policy addition)

~~VEHICLE USE~~
~~JOB PERFORMANCE EVALUATIONS~~
~~PROMOTIONS AND TRANSFERS~~
~~SUCCESSION POLICY~~
~~STAFF DEVELOPMENT~~
~~EMPLOYEE ASSISTANCE PROGRAM~~

Leave

LEAVE WITH PAY PROGRAMS
PAID TIME OFF (PTO)
HOLIDAYS
BEREAVEMENT
CIVIC DUTIES
MILITARY LEAVE
PERSONAL LEAVE BANK
SHARED LEAVE BANK
PTO DONATIONS
COMPENSATORY TIME/LEAVE
LEAVE WITHOUT PAY PROGRAMS
 Family & Medical Leave Act (FMLA)
 Health Benefits During FMLA
 Serious Health Conditions
 Military Family Leave Entitlements
 Job Restoration after FMLA
EXTENDED LEAVE WITHOUT PAY
DISCIPLINARY LEAVE WITHOUT PAY
~~RETIREMENT~~
 ~~Phased Retirement~~
 ~~Early Retirement~~

Separation:

TERMINATION OF EMPLOYMENT
~~RETIREMENT~~
 Phased Retirement
 Early Retirement
WORKFORCE REDUCTION
~~EMPLOYEE COMPLAINTS~~

~~VOLUNTEERS~~

FRIENDS OF THE LIBRARY

Library Board of Trustees

PUBLIC PARTICIPATION AT BOARD MEETINGS
BOARD OF TRUSTEES-DIRECTOR RELATIONSHIP
BOARD OF TRUSTEES
DIRECTOR

Appendixes

APPENDIX A
LIBRARY BILL OF RIGHTS

ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER
NONPRINT FORMATS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS
ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS: AN
INTERPRETATION OF THE LIBRARY BILL OF RIGHTS
QUESTIONS AND ANSWERS: ACCESS TO ELECTRONIC INFORMATION,
SERVICES, AND NETWORKS: AN INTERPRETATION OF THE LIBRARY BILL OF
RIGHTS
ACCESS TO LIBRARY RESOURCES AND SERVICES REGARDLESS OF GENDER
OR SEXUAL ORIENTATION:
AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS
DIVERSITY IN COLLECTION DEVELOPMENT: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS
ECONOMIC BARRIERS TO INFORMATION ACCESS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS
EXHIBIT SPACES AND BULLETIN BOARDS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS
EXPURGATION OF LIBRARY MATERIALS: AN INTERPRETATION OF THE LIBRARY
BILL OF RIGHTS
FREE ACCESS TO LIBRARIES FOR MINORS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS
LIBRARY-INITIATED PROGRAMS AS A RESOURCE: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS
MEETING ROOMS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS
PRIVACY: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS
PROTECTION OF PRIVACY AND LIBRARY RECORDS
RESTRICTED ACCESS TO LIBRARY MATERIALS: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS
STATEMENT ON LABELING: AN INTERPRETATION OF THE LIBRARY BILL OF
RIGHTS
THE UNIVERSAL RIGHT TO FREE EXPRESSION: AN INTERPRETATION OF THE
LIBRARY BILL OF RIGHTS
THE FREEDOM TO READ STATEMENT
FREEDOM TO VIEW STATEMENT

APPENDIX B

LIBRARIES: AN AMERICAN VALUE

APPENDIX C

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

APPENDIX D

BRANCH HOURS & LOCATIONS

APPENDIX E

PAID TIME OFF (PTO) LEAVE CHART

APPENDIX F

PERSONAL LEAVE BANK RESERVE CHART

Current:

DISCLAIMER	7
MISSION STATEMENT	8
LIBRARY SERVICES	8
ACCESS	9
PUBLIC INPUT	10
PUBLIC PARTICIPATION AT BOARD MEETINGS	10
RULES OF CONDUCT FOR LIBRARY CUSTOMERS	11
JUVENILE CUSTOMERS	12
POSSESSION OF WEAPONS	13
USE OF COMPUTER RESOURCES	13
COLLECTION MANAGEMENT	15
Purpose Of Selection	15
Responsibility For Selection (Legal And Delegated)	16
Criteria For Selection	16
Materials Requiring Additional Criteria	18
Free Distribution Of Multiple Copies	24
Maintenance Of Collection	25
Area Resources	28
CIRCULATION	28
Registrations	28
Non-Resident Borrower	29
Loan Period	29
Number of Items Loaned	29
Fines	30
Overdue Notification and Suspensions	31
Lost or Damaged Materials	31
Equipment Loans	31
CONFIDENTIALITY OF RECORDS	31
Receipt And Response To Judicial Process	32
ELECTRONIC MONITORING AND VOLUNTARY DISCLOSURE	32
FAX SERVICES	33
NOTARY SERVICE	33
RESEARCH SERVICE	34
MATERIALS SECURITY	35
RESEARCH	35
VIRGINIANA	35
EQUIPMENT	36
GIFTS	36
FISCAL POLICIES	36

AUDIT POLICY	37
ACCOUNTING POLICY	37
FUND BALANCE POLICY	37
INVESTMENT POLICY	38
INTERNAL CONTROLS POLICY	39
BUDGET POLICY	39
MEETING ROOMS	39
AVAILABILITY	39
PRIVILEGES AND RESPONSIBILITIES	41
LIBRARY CLASSES AND EVENTS	42
COOPERATION WITH OTHER LIBRARIES	43
COOPERATION WITH OTHER AGENCIES & PARTICIPATION IN COMMUNITY EVENTS	43
PUBLIC LIBRARY–SCHOOL RELATIONSHIPS	44
DISPLAYS	44
BULLETIN BOARD/POSTERS	45
PETITIONING, SOLICITATION, OR DISTRIBUTION OF LITERATURE	46
PROCUREMENT	46
LIBRARY EMPLOYMENT	48
EQUAL EMPLOYMENT OPPORTUNITY	48
TYPES OF EMPLOYEES	49
WORK HOURS	49
TELECOMMUTING/ALTERNATE DUTY STATION	50
ATTENDANCE AND PUNCTUALITY	52
CODE OF CONDUCT	53
MAJOR OFFENSES	54
CONFLICTS OF INTEREST	56
WORKPLACE SAFETY/LOSS CONTROL	57
EMERGENCIES IN THE LIBRARY	58
EMERGENCY CLOSINGS	59
DRUG-FREE WORKPLACE	59
HARASSMENT	60
SEXUAL HARASSMENT	61
VEHICLE USE	62
JOB PERFORMANCE EVALUATIONS	63
PROMOTIONS AND TRANSFERS	63
SUCCESSION POLICY	64
STAFF DEVELOPMENT	65
EMPLOYEE ASSISTANCE PROGRAM	66
LEAVE WITH PAY PROGRAMS	66
PAID TIME OFF (PTO)	66
HOLIDAYS	68
BEREAVEMENT	69
CIVIC DUTIES	69

MILITARY LEAVE	69
PERSONAL LEAVE BANK	70
SHARED LEAVE BANK	72
PTO DONATIONS	72
COMPENSATORY TIME/LEAVE	73
LEAVE WITHOUT PAY PROGRAMS	74
Family & Medical Leave Act (FMLA)	75
Health Benefits During FMLA	77
Serious Health Conditions	77
Military Family Leave Entitlements	78
Job Restoration after FMLA	79
EXTENDED LEAVE WITHOUT PAY	79
DISCIPLINARY LEAVE WITHOUT PAY	80
RETIREMENT	80
Phased Retirement	80
Early Retirement	81
TERMINATION OF EMPLOYMENT	82
WORKFORCE REDUCTION	83
EMPLOYEE COMPLAINTS	84
VOLUNTEERS	84
FRIENDS OF THE LIBRARY	85
BOARD OF TRUSTEES-DIRECTOR RELATIONSHIP	86
BOARD OF TRUSTEES	86
DIRECTOR	87
APPENDIX A	89
LIBRARY BILL OF RIGHTS	89
ACCESS FOR CHILDREN AND YOUNG PEOPLE TO VIDEOTAPES AND OTHER NONPRINT FORMATS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	90
ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	93
QUESTIONS AND ANSWERS: ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	97
ACCESS TO LIBRARY RESOURCES AND SERVICES REGARDLESS OF GENDER OR SEXUAL ORIENTATION:	109
AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	109
DIVERSITY IN COLLECTION DEVELOPMENT: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	112
ECONOMIC BARRIERS TO INFORMATION ACCESS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	114
EXHIBIT SPACES AND BULLETIN BOARDS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	117
EXPURGATION OF LIBRARY MATERIALS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	119

FREE ACCESS TO LIBRARIES FOR MINORS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	120
LIBRARY-INITIATED PROGRAMS AS A RESOURCE: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	122
MEETING ROOMS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	124
PRIVACY: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	126
PROTECTION OF PRIVACY AND LIBRARY RECORDS	135
RESTRICTED ACCESS TO LIBRARY MATERIALS: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	147
STATEMENT ON LABELING: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	148
THE UNIVERSAL RIGHT TO FREE EXPRESSION: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS	150
THE FREEDOM TO READ STATEMENT	154
FREEDOM TO VIEW STATEMENT	160
APPENDIX B	161
LIBRARIES: AN AMERICAN VALUE	161
APPENDIX C	163
CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION	163
APPENDIX D	165
Branch Hours & Locations	165
APPENDIX E	168
PAID TIME OFF (PTO) LEAVE CHART	168
APPENDIX F	169
PERSONAL LEAVE BANK RESERVE CHART	