

## Library Board Policies Review Timeline

It is recommended that the library board review policies on a regular basis and revise them if necessary. This document lists policies a library should have, an overview of each policy's contents, and suggests a three-year review cycle. This is not an exclusive list; a library may have additional policies not listed here. If a policy is affected by a change in statute or a court decision you may need to review it before its scheduled time.

### Year 1

- **Opening statements:** the library's mission and goals, statement of intent, library services, library open to all
- **Personnel:** Staff code of conduct, job descriptions, salary, benefits, paid time off, performance review, discipline, grievance.
- **Library board bylaws:** identification, officers, meetings, committees, powers & duties, quorum & voting,
- **Financial:** disposal of gifts of money and other property, investment of funds, credit cards, access to library accounts
- **PR and Promotion:** library web page, social media

### Year 2

- **Materials Selection/Collection Development:** selection of materials, criteria for selection, gifts & donations of books, etc, weeding, challenges to materials.
- **Computer & Internet Use:** public access computers, minors' access, time limits, wireless, appropriate use of computer resources, warnings and disclaimer, use form
- **Displays and Exhibits:** availability, guidelines for allowable exhibits, disclaimer
- **Public Notice Bulletin Board:** availability, guidelines for allowable postings (size, content, and length of posting), disclaimer
- **Volunteers and Friends:** volunteer jobs, procedures for accepting volunteers, volunteers subject to staff code of conduct

### Year 3

- **Circulation:** registration of borrowers, lost cards, loan periods, reserves, fines & charges, damaged materials, confidentiality
- **Patron Responsibilities and Conduct:** standards of behavior, theft and damage of materials, disruptive children, unaccompanied children, procedure for suspending patrons, appeal
- **Meeting Room:** use of library building and grounds by outside groups, permitted uses, room availability
- **Safety & Security/Emergency:** Fire, snow storms, first aid, tornado, weapons
- **Records retention:** how long documents and other records are kept
- **Equipment Use:** printers & copiers, fees, loans of equipment
- **Appendices:**
  - Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
  - Freedom to Read Statement <http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>