

Richland Community Library Policy Manual

New policies can be added by inserting between two existing policies (e.g. 1.23 between 1.20 and 1.25), or adding at the end (e.g. Policy 1.40 to follow Policy 1.35).

Section 1 – Governance / Last Updated

- 1.10 Mission Statement / 01-19-11 Amended
- 1.15 Objectives / 06-27-18 Amended
- 1.20 Board By-Laws / 06-27-18 Amended
- 1.21 Board Expenses / 06-27-18 Amended
- 1.22 Public Comment at Board Meetings / 06-27-18 Amended
- 1.23 Open Meetings / 06-27-18 Amended
- 1.25 Equal Opportunity / 06-27-18 Amended
- 1.30 Relationships to Other Governmental Units / 10-16-02 New
- 1.35 Resident and Non-resident / 06-27-18 Amended

Section 2 – Operations

- 2.05 External Door Keys / 01-20-10 New
- 2.10 Bulletin Board / 06-21-06 New
- 2.15 Patron Complaints / 06-27-18 Amended
- 2.20 Cell Phones and Pagers / 06-27-18 Amended
- 2.21 Employee Cell Phone Use / 06-27-18 Amended
- 2.25 Emergency Closing / 05-15-02 New
- 2.30 Code of Conduct – Patron Behavior / 06-17-15 Rev
- 2.35 Library Hours / 07-17-02 New
- 2.40 Use of the Library / 07-17-02 New
- 2.45 Lost and Found / 10-16-02 New
- 2.50 Photo Reproduction / 02-15-06 New
- 2.55 Solicitations / 04-16-03 New
- 2.60 Meeting Room Use / 04-16-03 New
- 2.60A Rules for the Meeting Room / 06-17-15 Amended
- 2.61 Guest Presenters / 01-18-12 New
- 2.61A Art Policy / 06-18-14 Amended
- 2.65 Telephone Use / 08-21-02 New
- 2.70 Weapons / 04-16-03 New
- 2.75 Staffing of the Library / 02-19-14 Amended
- 2.80 Internet Use / 07-15-09 Rev.
- 2.85 Incident Accident Report / 04-20-05 New
- 2.90 Safe Child Policy / 07-18-07 Rev
- 2.95 Facility Space Management / 07-18-07 New

Section 3 – Materials Selection

- 3.10 Material Buying and Selection / 07-21-10 Amended
- 3.15 Periodicals / 08-21-02 New
- 3.20 Patron Requests for Reconsideration / 04-19-06 New
- 3.25 Weeding of Collection / 10-16-02 New

Section 4 – Donations

- 4.10 Aesthetics and Gifts Committee / 11-17-04 New
- 4.15 Gifts and Gift Acceptance / 07-18-07 Amended
- 4.20 Memorials / 07-21-10 Amended

Section 5 – Circulation

- 5.10 Circulation Policy / 11-28-18 Amended
- 5.15 Circulation of Materials / 11-28-18 Amended
- 5.16 Circulation of Elec. Dev / 11-28-18 Amended
- 5.25 Access to Materials / 11-28-19 Amended
- 5.35 Library Privacy and Search Warrants / 06-16-04 New

Section 6 – Finances

- 6.10 Investment Policy / 03-19-04 Reviewed
- 6.15 Library Purchasing / 03-18-09 Amended
- 6.16 Library Check Signing / 03-1-15 New
- 6.20 Library Credit Card / 02-19-14 Amended
- 6.25 Bids / 02-18-09 Amended
- 6.30 Disposition of Tangible Property / 12-15-04 New

Section 7 – Personnel

- 7.10 Diversity / 08-21-03 New
- 7.15 Employment Relationship / 02-18-04 New
- 7.20 Job Postings / 02-18-04 New
- 7.25 Salaries / 07-18-07 Revised
- 7.30 Employment Benefits / 01-20-10 Amended
- 7.35 Staff Development / 04-19-06 New
- 7.40 Staff Recognition / 02-18-09 Amended
- 7.45 Volunteer / 08-16-06 New

Appendix

- A Board / Director Division of Responsibilities / 05-10-12 Amended
- B Board Orientation / 08-16-06 Amended