

Service and Administration Policies

Board of Trustees

Kirkwood Public Library

February 2021



KIRKWOOD
PUBLIC
LIBRARY

Service and Administration Policies
Kirkwood Public Library

TABLE OF CONTENTS

Article I Introduction.....I

Article II Cooperation for Development of Public Library Service.....II

Article III Service Policies.....III

Section 1 Individuals..... III-1

Section 2 Groups..... III-1

Section 3 Community Relations..... III-1

A. Organized Groups

B. Communications

C. Annual Report

D. Public Library – School Library Relationship

E. Gift Acceptance

F. Sponsorship Policy and Procedures

Section 4 Accessibility..... III-6

A. Welcome

B. Rights

C. Parental Supervision

D. Theft

E. Outreach

F. Internet Access Policy

G. Hours of Service

H. Displays

I. Book Returns

J. Behavior and Conduct

K. Unattended Child Policy

L. Surveys, Solicitation and Literature Distribution

M. Filming & Photography Policy

N. Kirkwood Public Library Technology Lab Policy

O. Kirkwood Public Library 3D Printing Policy

P. Video/Audio Conversion Policy

Section 5 A. Civic Responsibility..... III-18

B. Exam Proctoring

Section 6 Non-smoking Policy..... III-19

Section 7 Internet Policy..... III-19

A. Social Media Policy

Section 8 Phone Policy..... III-24

Section 9 Meeting Room..... III-24

Section 10 Teen Room Policy..... III-39

Section 11 Art Exhibits Policy..... III-30

Section 12 On-Site Library Sponsored Events Policy..... III-34

Service and Administration Policies
Kirkwood Public Library

Article IV Administrative Policies.....IV

Section 1	Organization-Staff.....	IV-1
	A. Service to Adults	
	B. Service to Young Adults	
	C. Service to Children	
	D. Circulation (Loan) Service	
	E. Acquisitions & Cataloging Department	
	F. The Administration	
	G. The Business Office	
	1. Records Retention & Destruction Policy	
	H. Maintenance Department	
Section 2	Finances	
	A. Fiscal Policy.....	IV-7
	B. Purchasing Policies and Procedures.....	IV-8
	C. Capital Assets Policy.....	IV-14
	D. Investment Policy.....	IV-30
	E. Long Term Investment Policy.....	IV-38
Section 3	Technology and Automation.....	IV-43
Section 4	Publicity and Promotion.....	IV-43
Section 5	Materials Collection.....	IV-43
	A. Classification	
	B. Selection and Evaluation	
	C. Inventory	
Section 6	Circulation (Loan) Service.....	IV-43
	A. Registration	
	B. Confidentiality of Library Records	
	C. Policy on Presenting Library Cards	
	D. Borrowing Regulations	
	E. Umbrella Technology Policy	
	F. Early Literacy iPad Kit Policy	
Section 7	Volunteer Policy.....	IV-53
Section 8	Accident Report Policy.....	IV-53

Article V Collection Development Policies.....V

Section 1	Objectives.....	V-1
Section 2	Materials Selection Plan.....	V-1
Section 3	Adult Book Selection.....	V-3
	A. Fiction	
	B. Nonfiction	
Section 4	Young Adult Fiction and Non-Fiction.....	V-3
Section 5	Children's Book Selection.....	V-4
Section 6	Reference and Online Information Resources...V-4	
Section 7	Periodicals and Newspapers.....	V-4

Service and Administration Policies
Kirkwood Public Library

Section 8 Audio-Visual Collections..... V-4
Section 9 Gifts and Memorials..... V-4
Section 10 Withdrawing Materials from Collections..... V-4
Section 11 Replacement of Library Materials..... V-5
Section 12 Archival..... V-5
Section 13 Rare & Expensive Books..... V-5
Section 14 Controversial Materials..... V-5
Section 15 Reconsideration of Library Materials..... V-6
Section 16 Kirkwood Public Library Digital Archives..... V-7
 1. Scope of Digital Collection
 2. Selection Guidelines
 a. Limitations
 3. Patron Suggestions and Donations
 a. Specifications
 b. Accompanying Information
 c. What we do not Accept
Section 17 Community Spotlight Collection Policy..... V-9
 1. Who Can Submit
 2. What to Submit
Section 18 Video Game Collection..... V-10

Article VI Employee Policy..... VI

Section 1 Introductory Provisions..... VI-1
 A. Authority
 B. Purpose
 C. Intent
Section 2 Pay Plan Administration..... VI-1
 A. Establishment of Plan
 B. Administration of Plan
 1. New Employees
 2. Exempt and Non-Exempt Employee Pay
 3. Promotions and Transfers
 4. Merit Increases
 5. Dates of Performance Evaluations
 6. Prior Salary Scale
Section 3 Progressive Discipline..... VI-5
Section 4 Separation from Employment..... VI-10
 A. Termination Date
 B. Resignation
 C. Retirement
 D. Disability
 E. Dismissal
 F. Return of Library Property
 G. Lay Off – Reduction of Work

Service and Administration Policies
Kirkwood Public Library

	H. Order of Lay Off and Recall	
Section 5	Leaves of Absence.....	VI-11
	A. Holidays	
	B. Vacation	
	C. Personal Sick Leave	
	D. Occupational Injury or Illness	
	E. Emergency Leave	
	F. Funeral Leave	
	G. Leave of Absence without Pay	
	H. Unexplained Absence without Leave	
	I. Military Leave of Absence	
	J. Annual Military Training Leave	
	K. Jury Duty	
	L. Civic Leave	
	M. Scheduling Policy for All Staff	
	N. Families First Coronavirus Response Act (FFCRA)	
Section 6	Other Employee Benefits.....	VI-17
	A. Professional Dues Payment	
	B. Conference Attendance	
	C. Tuition Reimbursement Program	
	D. Mileage Reimbursement Policy	
	E. Insurance	
	F. Employee Assistance Program	
	G. Pension	
	H. Deferred Compensation	
Section 7	Employment of Relatives.....	VI-21
Section 8	Library Hours and Work Schedules.....	VI-21
	A. Hours	
	B. Inclement Weather	
	C. Pay Day and Pay Period	
	D. Time and Attendance Records	
	E. Hours of Work	
	F. Family Visits	
	G. Staff Development Day	
Section 9	Anti-Harassment.....	VI-22
	A. Policy	
	B. Sexual Harassment	
	C. Complaints	
	D. Investigation	
Section 10	Unauthorized Alien.....	VI-23
Section 11	Applicant Employee Background Check.....	VI-23
Section 12	Dress Code for Kirkwood Public Library.....	VI-24
Section 13	Employment Related Fair Credit Reporting Act Disclosure and Release.....	VI-25
Section 14	Whistleblower/Fraud Policy and Procedures.....	VI-26
	A. Reporting	

Service and Administration Policies
Kirkwood Public Library

	B. Review Process	
	C. Investigation	
	D. Responsibilities	
Section 15	Library Director Evaluation Process.....	VI-29
Section 16	Kirkwood Public Library Board of Trustees and Employee Ethics Policy.....	VI-32
Section 17	Alcohol and Drug Policy.....	VI-35
Section 18	Non-Fraternization and Electronic Communication Policies.....	VI-42

Appendices

A.	Guidelines for Fines and Charges	
B.	Fines and Charges	
C.	Property Disposal Procedure	
D.	Ordinance #5939	
E.	Internet and Technology User Agreement	
F.	Freedom to Read Statement	
G.	Library Bill of Rights	
H.	Library-Initiated Programs as a Resource	
I.	Labeling and Rating Systems	
J.	Access to Library Resources and Services for Minors	
K.	Diversity in Collection Development	
L.	Freedom to View	
M.	Reconsideration Form	
N.	Request for Disclosure of Library Records	
O.	Schedule of Fees for Searching & Duplication of Records	
P.	Confidentiality of Library Records	
Q.	National Interlibrary Loan Code	
R.	Ordinance #9684	
S.	Meeting Room Application	
T.	Kirkwood Public Library Circulating Technology User Agreement	
U.	Art Exhibits Application Form	
V.	Alcohol and Drug Policy Acknowledgment of Receipt	
W.	Kirkwood Public Library Building Maintenance Plan	
Y.	Early Literacy iPad Kit Agreement, Check-Out & Check-In	
Z.	Digital Archive Agreement	
AA.	Video/Audio Conversion Agreement	
AB.	Special Interest Library Cards	
AC.	Families First Coronavirus Response Act (FFCRA)	