

# Service and Administration Policies

Board of Trustees

Kirkwood Public Library

March 2023



KIRKWOOD  
PUBLIC  
LIBRARY

Service and Administration Policies  
Kirkwood Public Library

**TABLE OF CONTENTS**

<b>Article I</b>	<b>Introduction.....</b>	<b>I</b>
<b>Article II</b>	<b>Cooperation for Development of Public Library Service.....</b>	<b>II</b>
<b>Article III</b>	<b>Service Policies.....</b>	<b>III</b>
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
Section 6	Non-smoking Policy.....	III-18
Section 7	Internet Policy.....	III-19
	A. Social Media Policy	
Section 8	Phone Policy.....	III-23
Section 9	Meeting Room.....	III-23
Section 10	Teen Room Policy.....	III-26
Section 11	Art Exhibits Policy.....	III-27
Section 12	On-Site Library Sponsored Events Policy.....	III-31

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-51
Section 8	Accident Report Policy.....	IV-52

**Article V    Collection Development Policies.....V**

Section 1	Materials Selection Plan.....	V-1
Section 2	Selection Criteria.....	V-2
Section 3	Not Collected.....	V-2
Section 4	Gifts.....	V-2
Section 5	Withdrawal Criteria.....	V-2
Section 6	Community Spotlight.....	V-3
Section 7	Electronic Resources.....	V-3
	a. Online Database and Digital Distributors.....	V-3
	b. Digital Archive.....	V-3
Section 8	Reconsideration of Library Materials.....	V-3

Service and Administration Policies  
Kirkwood Public Library

<b>Article VI</b>	<b>Employee Policy.....</b>	<b>VI</b>
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-6
	A. Termination Date	
	B. Resignation	
	C. Retirement	
	D. Disability	
	E. Dismissal	
	F. Return of Library Property	
	G. Lay Off – Reduction of Work	
	H. Order of Lay Off and Recall	
Section 5	Leaves of Absence.....	VI-7
	A. Holidays	
	B. Vacation	
	C. Personal Sick Leave	
	D. Occupational Injury or Illness	
	E. Emergency Leave	
	F. Victims Economic Safety and Security Leave	
	G. Emergency Sick Pay	
	H. Funeral Leave	
	I. Leave of Absence without Pay	
	J. Unexplained Absence without Leave	
	K. Military Leave of Absence	
	L. Annual Military Training Leave	
	M. Civic Leave	
	N. Vacation/Time Off Scheduling Policy for All Staff	
Section 6	Other Employee Benefits.....	VI-14
	A. Professional Dues Payment	
	B. Conference Attendance	
	C. Tuition Reimbursement Program	

Service and Administration Policies  
Kirkwood Public Library

	D. Mileage Reimbursement Policy	
	E. Insurance	
	F. Employee Assistance Program	
	G. Pension	
	H. Deferred Compensation	
Section 7	Employment of Relatives.....	VI-17
Section 8	Library Hours and Work Schedules.....	VI-18
	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-19
	A. Policy	
	B. Sexual Harassment	
	C. Complaints	
	D. Investigation	
Section 10	Unauthorized Alien.....	VI-20
Section 11	Applicant Employee Background Check.....	VI-20
Section 12	Dress Code for Kirkwood Public Library.....	VI-21
Section 13	Employment Related Fair Credit Reporting Act Disclosure and Release.....	VI-21
Section 14	Whistleblower/Fraud Policy and Procedures.....	VI-22
	A. Reporting	
	B. Review Process	
	C. Investigation	
	D. Responsibilities	
Section 15	Library Director Evaluation Process.....	VI-24
Section 16	Kirkwood Public Library Board of Trustees and Employee Ethics Policy.....	VI-27
Section 17	Alcohol and Drug Policy.....	VI-30
Section 18	Non-Fraternization and Electronic Communication Policies.....	VI-36

**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

Service and Administration Policies  
Kirkwood Public Library

- 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