KEY POLICY AREAS AND LAW

The following is a recommended, though not a comprehensive list, of policies that every library board and every library should have, as appropriate to the local and organizational situation. Examples of policies can be found through the Colorado State Library.

BOARD POLICIES

- By-laws
  - Length and number of terms of board members
  - Good cause for removal of a trustee
  - Designation of officers
  - Rules and regulations for conducting a meeting
  - Rules for public participation in meetings
  - Procedures for amending the bylaws
- Director responsibilities and functions
- Colorado Open Records Act (CORA)
- Library finance
  - Purchasing
  - Investments
  - Financial development
- Long-range planning
- Library facilities

LIBRARY OPERATIONAL POLICIES

- AI Usage
- Privacy and Confidentiality
  - Patron records and upholding intellectual freedom, C.R.S.§24-90-119
  - Data Disposal
- Child Safety
  - Unattended children
  - Internet and youth
- Gifts, donations, and memorials
- Reciprocal borrowing
- Library Use/Behavior
  - User conduct
  - Weapons
  - Complaints
- Public demonstrations/petitions
- Interaction with law enforcement
- Political activity
- Accident, disturbance, vandalism
- Resource sharing and cooperation with other libraries
  - Schools

- Interlibrary loan
- Access
  - Borrower privileges
  - Building and/or equipment
  - Meeting rooms, exhibits, displays, bulletin boards
  - Public computers
  - Digital Accessibility
- Standards for Decisions Regarding Library Resources (SB24-216)
  - Collection development: material selection, weeding
  - Programming
  - Reconsideration of library resources
  - Purchasing, selling, and retention of materials

LIBRARY PERSONNEL POLICIES

Staff benefits and privileges

- Family and Medical Leave Insurance Program (FAMLI)
- Leave Time
  - Vacation leave
  - Holidays
  - Sick/Medical leave
  - Bereavement leave
  - Parental leave
  - Educational leave
  - Leave without pay / family leave
- Professional conduct / staff responsibilities
- Development and training of staff
- Drug-free workplace
- Smoking
- Social media
- Political activity
- Work week
- Absenteeism and tardiness
- Overtime
- Salary / wage payment
- Timecards
- Expense reimbursement
- Termination of employment (resignation, dismissal, retirement, references)

- Organizational authority and responsibility
- Equal opportunity
- Americans with disabilities
- Sexual harassment
- Conflict of interest
- Grievance procedures
- Employment procedure
  - Educational qualification
  - Evaluation of staff
  - Promotions
  - Raises
- Emergency notification
  - Extreme weather
  - Emergency conditions
  - Volunteer