

Maryville Public Library Policy Manual

Table of Contents

Section A: Library History, Mission, State Law

A-100 Mission of the Maryville Public Library

A-200 History of the Maryville Public Library

A-300 A Primer in Missouri Library Law

Section B: Executive Board Bylaws and Administration

B-100 Executive Board Bylaws

B-200 Board Calendar

B-300 Goals and Objectives

B-400 Recommended Policies for General Operation of the Library

B-500 Budget and Financial Procedures

B-501 Gift Policy

B-501.1 Tax Letter for Donations to the Library

B-600 Open Records

B-700 Conflict of Interest

B-800 Non-Appropriation Clause

Section C: Personnel

C-100 American Library Association Code of Ethics

C-200 Personnel Practices

C-200.1 Tuition Reimbursement Policy

C-201 Family & Medical Leave

C-202 Drug & Alcohol-Free Workplace Policy

C-300 Personnel Job Descriptions

C-400 Annual Performance Evaluation of the Director

C-500 Performance Evaluation Form for Support Staff

C-600 Salary Schedule

C-700 Extra Duty Pay

C-800 Travel Authorization and Report

Section D: Public Access & Services

D-100	Acceptable Behavior in the Library
D-101	Enforcement of Expectations of Behavior
D-102	Pets and Service Animals
D-200	Full Access Library Card Agreement
D-201	Three-Book Limited Use Library Card Agreement
D-202	Five-Book NWMSU NonTaxpayer Limited Use Library Card Agreement
D-300	Nonresident Fee
D-400	Limited Use Library Cards
D-500	Public Computer and Internet Use Policy & Agreement
D-600	Meeting Room Use
D-700	Confidentiality and Privacy
D-701	Information Requests from Law Enforcement Officers
D-800	Security Cameras
D-900	Print, Fax, Scan, and Test Proctor Fees
D-901	Notary Services Policy
D-1000	Denial of Service/Appeal

Section E: Collection Development, Access to Information

E-100	Collection Development Policy
E-100.1	American Library Association Library Bill of Rights
E-100.2	American Library Association Freedom to Read Statement
E-100.3	American Library Association Freedom to View Statement
E-200	Citizen's Request for Reconsideration of Library Materials

Section F: Miscellaneous Policies and Procedures

F-100	Disaster Procedures: Fire
F-200	Library Procedures: Epidemic/Pandemic