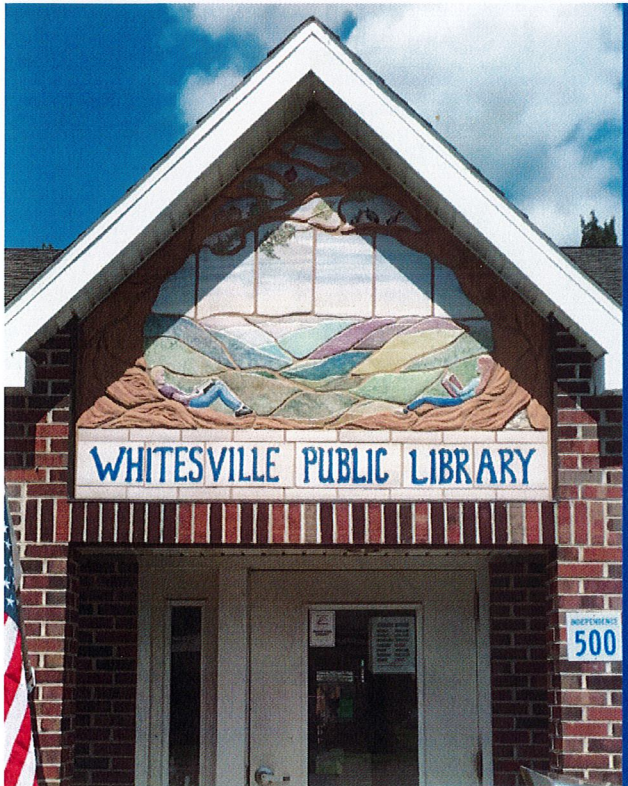


POLICY MANUAL



Whitesville Public Library

500 Main Street
Whitesville, NY 14897

607-356-3645

whitesvillelibrary.org

Revised and updated by the Board of Trustees 1/2025

WHITESVILLE PUBLIC LIBRARY

POLICY NOTEBOOK TABLE OF CONTENTS

Table of Contents.....

Mission Statement.....1

Code of Ethics

Library Bill of Rights

Freedom to View

Freedom to Read

Equal Opportunity Statement

Long Range Plan.....12

Bylaws.....14

Trustees.....19

 Duties and Responsibilities

 Conflict of Interest

 Meetings

 Open Meetings

 Public Comment

 Public Communication

Personnel.....36

 Dress Code

 Whistle Blower

 Sexual Harassment

 Sick Leave

 Paid Leave

 Cell Phone/Device

 Duties of Aides/Substitutes

Operating.....67

 Emergency Closing

 Disaster Response Plan

 Pandemic Operations Plan

Financial.....82

 Investment Policy

 Petty Cash

 Copy/Fax Machine/Lamination

 Debit Card

 System Records Retention

Patrons.....94

 Rules of Resect

 Patron Suspension Due to Bed Bugs Letter

 Tobacco Use

 Circulation Policy

 Borrower Application

 Internet Usage

 Computer Policy

 Internet Consent

 DVD Policy

 DVD Consent

 Overdue Letters

 Patron Ban Letter

 Social Media

Collection Development.....114

 Management

 Confidentiality of Library Records

 Challenge

 Re- Consideration

Miscellaneous.....122

 Gifts and Naming

 Honorarium

 Public Room Use

 Gazebo/Back Lawn Use

 Freedom of Information Law

 Law Enforcement Inquiry

 Incident Report