Recommended Policies Checklist
From the Handbook for Library Trustees of New York State, 2023 Edition

**External**

**Circulation**
- Customer Service
  - Law Enforcement Inquiry
- Lending Rules/Procedures
  - Non-Resident Borrowing
- Patron Confidentiality

**Collection**
- Collection Development
  - Request for Reconsideration
  - Weeding
- Copier/Copyright
- Freedom to Read (ALA)
- Freedom to View (ALA)
- Library Bill of Rights
- Local History

**Public Space**
- Accessibility/ADA Statement
- Exhibit/Posting
  - Request for Reconsideration
- Incident Report Form & Procedures
- Meeting Space
- Patron Behavior/Code of Conduct
  - Request for Reconsideration
- Patron Complaints
- Programming
  - Request for Reconsideration
- Tutoring
- Unattended Children
- Vulnerable Adults

**Technology**
- Internet Use
- Library Equipment Usage
- Privacy
  - General Data Protection Regulation
- Social Media
- Website
- Wi-Fi Network Use

**Internal**

**Board**
- Code of Ethics/Conduct
- Conflict of Interest
  - Annual Disclosure Form
- Equity, Diversity & Inclusion
- Meeting Procedures
  - Public Comment
  - Videoconferencing
  - Protests
- Training Mandates
  - Trustee Education Requirements
  - Sexual Harassment Prevention Training
- Removal of Trustee

**Administrative**
- Inclement Weather Closing
- Records Retention
- Public Access to Records (FOIL)
- Public Relations
  - Crisis Communication Plan
- Sustainability
Financial Controls
- Audit/Review Schedule
- Claims Audit Process
- Credit Card
- Data Security
- Disposition of Surplus Property
- Friends Group Memo of Understanding
- Fundraising/Gift
- Investments
- Inventory/Fixed Assets
- Online Banking & Wire Transfers
- Petty Cash
- Purchasing/Procurement
- Reserve Funds
- Travel and Conference

Personnel
- Anti-Bullying
- Anti-Nepotism
- Attendance/Leave
- Code of Conduct
- Computer/Internet/Email/Social Media
- Conflict of Interest
- Continuing Education
- Discipline/Termination
- Equal Employment Opportunity
- Evaluation Procedure
- Grievance Procedure
- Introductory Period
- Jury Duty
- Orientation
- Outside Employment
- Personnel Records Access
- Recruitment/Hiring
- Salary/Benefits
- Telecommuting
- Volunteers
- Workplace Monitoring and Surveillance
- Whistleblower Protection

Safety
- Airborne Infections Disease Exposure Prevention Plan / Pandemic Response Plan
- Continuity of Operations Plan (COOP)
- Disaster Preparedness
- Emergency Action Plan
- Fire Safety
- Incident Action Pan
- Workplace Safety/Violence Prevention