

P O L I C Y M A N U A L

FREMONT AREA DISTRICT LIBRARY

104 EAST MAIN STREET. FREMONT, MI 49412

231.924.3480 WWW.FREMONTLIBRARY.NET

TABLE OF CONTENTS

s1000	PHILOSOPHICAL FOUNDATIONS	EFFECTIVE
<u>s1001</u>	MISSION, PURPOSE, VISION and VALUES STATEMENTS	xx/xx/xxxx
<u>s1002</u>	BY-LAWS	10/18/2005
<u>s1003</u>	CODE OF ETHICS	xx/xx/xxxx
<u>s1004</u>	FREEDOM OF INFORMATION ACT (FOIA)	07/01/2015
<u>s1005</u>	LIBRARY PRIVACY	xx/xx/xxxx
<u>s1006</u>	INTELLECTUAL FREEDOM	xx/xx/xxxx
<u>s1007</u>	LIBRARY BILL OF RIGHTS	xx/xx/xxxx
<u>s1008</u>	EXPURGATION OF LIBRARY MATERIALS	xx/xx/xxxx
<u>s1009</u>	FREEDOM TO READ	xx/xx/xxxx
s2000	PERSONNEL	EFFECTIVE
<u>s2000</u>	WELCOME & ACKNOWLEDGMENT	FEB 2009
<u>s2001</u>	APPLICABILITY	FEB 2009
<u>s2002</u>	LIMITATIONS PERIOD/NO 3RD PARTY RIGHTS	FEB 2009
<u>s2003</u>	TERMS OF EMPLOYMENT	FEB 2009
<u>s2004</u>	AMENDMENT OF POLICIES	FEB 2009
<u>s2005</u>	EQUAL EMPLOYMENT OPPORTUNITY	FEB 2009
<u>s2006</u>	TRAINING PERIOD	FEB 2009
<u>s2007</u>	EMPLOYEE CATEGORIES	FEB 2009
<u>s2008</u>	PERSONNEL FILES	FEB 2009
<u>s2009</u>	REFERENCES	FEB 2009
<u>s2010</u>	PERFORMANCE EVALUATIONS	FEB 2009
<u>s2011</u>	SOCIAL SECURITY NUMBER PRIVACY	FEB 2009
<u>s2012</u>	WORK SCHEDULE	12/14/2010
<u>s2013</u>	PAYDAY	FEB 2009

s2000	PERSONNEL	EFFECTIVE
s2014	TIMEKEEPING	FEB 2009
s2015	OVERTIME	FEB 2009
s2016	FAIR LABOR STANDARDS ACT POLICY	FEB 2009
s2017	HOLIDAYS	FEB 2009
s2018	VACATION	1/18/2011
s2019	SICK TIME/PERSONAL TIME	1/18/2011
s2020	DISABILITY LEAVE	2/15/2011
s2021	FUNERAL LEAVE	FEB 2009
s2022	JURY DUTY	FEB 2009
s2023	MILITARY DUTY LEAVE	FEB 2009
s2024	OPEN DOOR POLICY	FEB 2009
s2025	EMPLOYMENT OF RELATIVES	FEB 2009
s2026	FRATERNIZATION	FEB 2009
s2027	COMMUNICATIONS SYSTEMS	FEB 2009
s2028	ABSENCE AND LATENESS	FEB 2009
s2029	CONFIDENTIAL INFORMATION	FEB 2009
s2030	CUSTOMER RELATIONS	FEB 2009
s2031	UNLAWFUL HARASSMENT	FEB 2009
s2032	SUBSTANCE ABUSE POLICY	FEB 2009
s2033	CRISIS INTERVENTION	FEB 2009
s2034	CONFLICT OF INTEREST	FEB 2009
s2035	MOONLIGHTING	FEB 2009
s2036	SOLICITATION AND DISTRIBUTION	FEB 2009
s2037	DRESS CODE	FEB 2009
s2038	USE OF TOBACCO POLICY	FEB 2009
s2039	TERMINATION	FEB 2009
s2040	FLOWER FUND	6/19/2018
s2041	TUITION REIMBURSEMENT	10/08/2002
s2042	AMERICANS WITH DISABILITY ACT	xx/xx/xxxx
s2043	BUSINESS TRAVEL EXPENSES	xx/xx/xxxx
s2044	HOSPITALIZATION/MEDICAL COVERAGE	xx/xx/xxxx
s2045	LIFE INSURANCE	xx/xx/xxxx

s2000	PERSONNEL	EFFECTIVE
s2046	RETIREMENT PROGRAM	XX/XX/XXXX
s2047	PROFESSIONAL LEAVE	XX/XX/XXXX
s2048	GRIEVANCE PROCEDURE	XX/XX/XXXX
s2049	PROFESSIONAL DEVELOPMENT	XX/XX/XXXX
s2050	SALARY SCALE	XX/XX/XXXX
s2051	IMMIGRATION LAW COMPLIANCE	XX/XX/XXXX
s2052	EMPLOYMENT APPLICATIONS	XX/XX/XXXX
s2053	FUNERAL CLOSINGS	XX/XX/XXXX
s2054	CONTEST PARTICIPATION	XX/XX/XXXX
s2055	INCLEMENT WEATHER	XX/XX/XXXX
s3000	BUILDING USE	EFFECTIVE
s3001	MEETING ROOM USE	2/21/2012
s3002	PHOTOGRAPHING AND FILMING OF THE LIBRARY	XX/XX/XXXX
s3003	QUIET STUDY ROOMS	4/17/2001
s3004		XX/XX/XXXX
s3005		XX/XX/XXXX
s3006	SUSPENSION OF PATRON ACCESS	XX/XX/XXXX
s3007		XX/XX/XXXX
s3008	EMERGENCY CLOSINGS	XX/XX/XXXX
s3009	SAFETY	XX/XX/XXXX
s3010	KEYS TO THE BUILDING	XX/XX/XXXX
s3011	EATING/DRINKING	XX/XX/XXXX
s3012	VOLUNTEERS	XX/XX/XXXX
s3013	SERVICE ANIMALS	XX/XX/XXXX
s3014	HOURS OF OPERATION	09/20/2005

s4000R s4001R	LIBRARY FUNCTION — REFERENCE REFERENCE SERVICE	EFFECTIVE 04/17/2001
s4000I s4001I	LIBRARY FUNCTION — INTERLIBRARY LOAN INTERLIBRARY LOAN SERVICE	EFFECTIVE xx/xx/xxxx
s4000C s4001C s4002C s4003C s4004C s4005C s4006C s4007C	LIBRARY FUNCTION — CIRCULATION LIBRARY CARD TYPES & THEIR REGISTRATION PRIVACY OF USER RECORDS LIBRARY DOCUMENTS FEES AUDIO-VISUAL MATERIALS USE CIRCULATION RULES	EFFECTIVE xx/xx/xxxx xx/xx/xxxx xx/xx/xxxx xx/xx/xxxx xx/xx/xxxx xx/xx/xxxx 09/11/2001
s4000H s4001H s4002H	LIBRARY FUNCTION — LOCAL HISTORY LOCAL HISTORY ROOM SERVICE HARRY L. SPOONER	EFFECTIVE xx/xx/xxxx 05/04/2001
s4000K	LIBRARY FUNCTION — CHILDREN	EFFECTIVE

s5000	COLLECTION	EFFECTIVE
<u>s5001</u>	MATERIALS SELECTION	xx/xx/xxxx
<u>s5002</u>	GIFTS	xx/xx/xxxx
<u>s5003</u>	COLLECTION MAINTENANCE	xx/xx/xxxx
<u>s5004</u>	DONATIONS	xx/xx/xxxx
s6000	EQUIPMENT	EFFECTIVE
<u>s6001</u>	ACCEPTANCE OF NON-FADL PURCHASED TECHNOLOGY	xx/xx/xxxx
<u>s6002</u>	FIXED ASSET DISPOSAL	6/19/2018
<u>s6003</u>	USE OF LIBRARY EQUIPMENT	09/11/2001
s7000	SPECIAL SERVICES	EFFECTIVE
<u>s7001</u>	DISPLAY SPACES AND BULLETIN BOARD	11/21/2017
<u>s7002</u>	LITERATURE DISPLAY AND DISTRIBUTION	xx/xx/xxxx
<u>s7003</u>	PUBLIC RELATIONS	xx/xx/xxxx
<u>s7004</u>	LIBRARY PROGRAMS	xx/xx/xxxx
s8000	BUDGET & FINANCE	EFFECTIVE
<u>s8001</u>	INVESTMENTS	07/01/2000
<u>s8002</u>	ANNUAL BUDGET AND ADJUSTMENT(S)	xx/xx/xxxx
<u>s8003</u>	FUND BALANCE	xx/xx/xxxx
<u>s8004</u>	BIDDING	12/10/2002
<u>s8005</u>		xx/xx/xxxx
<u>s8006</u>		xx/xx/xxxx
<u>s8007</u>	PETTY CASH	xx/xx/xxxx
<u>s8008</u>	ACCEPTANCE OF NON-BOOK GIFTS	xx/xx/xxxx
<u>s8009</u>	COLLECTION AGENCY	xx/xx/xxxx
<u>s8010</u>	CREDIT CARD USE	12/10/2012
<u>s8011</u>	NSF CHECK RETURN FEE	xx/xx/xxxx
<u>s8012</u>	BANKING RESOLUTION	xx/xx/xxxx
<u>s8013</u>	RECORDS RETENTION AND SCHEDULE	xx/xx/xxxx

s9000	PATRON RIGHTS & RESPONSIBILITIES	EFFECTIVE
s9001	CODE OF CONDUCT	10/09/2001
s9002	BEDBUGS	xx/xx/xxxx
s9003	LAW ENFORCEMENT REQUEST FOR PATRON RECORDS	04/15/2003
s9004	SURVEILLANCE	xx/xx/xxxx
s9005	AMERICANS WITH DISABILITY ACT	xx/xx/xxxx
s9006	OPEN MEETINGS ACT	xx/xx/xxxx
s9007	ACCEPTABLE COMPUTER USE	04/17/2001
s9008	DISRUPTIVE BEHAVIOR	xx/xx/xxxx
s9009	UNATTENDED CHILDREN	10/09/2001
s9010	SUSPENSION OF PATRON ACCESS	xx/xx/xxxx
s10000	FRIENDS OF THE FREMONT AREA DISTRICT LIBRARY	EFFECTIVE
s10001	MEMORANDUM OF UNDERSTANDING	06/19/2018
s11000	JOB DESCRIPTIONS	EFFECTIVE
s11000	ORGANIZATIONAL CHART	xx/xx/xxxx
s11001	TECHNICAL SERVICES CLERK	12/10/2002
s11002	ADMINISTRATIVE SERVICES MANAGER	12/10/2002
s11003	LIBRARY PAGE	12/10/2002
s11004	LOCAL HISTORY ROOM CLERK	12/10/2002
s11005	LIBRARY DIRECTOR	12/10/2002
s11006	HEAD OF CHILDREN'S SERVICES	04/13/2004
s11007	LIBRARIAN ASSISTANT—CHILDREN'S DEPARTMENT	12/10/2002
s11008	HEAD OF REFERENCE AND ADULT SERVICES	12/10/2002
s11009	LIBRARIAN ASSISTANT—REFERENCE/ADULT SERVICES	12/10/2002
s11010	CIRCULATION SUPERVISOR	12/10/2002
s11011	CIRCULATION CLERK	12/10/2002
s11012	LOCAL HISTORY ROOM SUPERVISOR	12/10/2002
s11013	ADMINISTRATIVE ASSISTANT	xx/xx/xxxx
s12000	ABBREVIATIONS, GLOSSARY & TERMINOLOGY	EFFECTIVE
s12002	INSURANCE TERMINOLOGY	xx/xx/xxxx