

**RED LODGE CARNEGIE LIBRARY  
POLICY MANUAL**

**ADOPTED: MARCH 19, 2009**

**REVISED: JANUARY 8, 2014**

*Jodie E. Mower* \_\_\_\_\_ *2/5/2014*  
Library Director Date

*Jack Y. Sley, CEO* \_\_\_\_\_ *2/4/14*  
Chair, Red Lodge Carnegie Library Board Date

## Table of Contents

Policy Review Schedule	4
1.0 Mission & Goals	5
1.1 Mission Statement	5
1.2 General Goals	5
2.0 Collections	6
2.1 Circulation	6
2.2 Collections development/materials selection	8
2.3 Donations	12
3.0 Public Space	15
3.1 Patron conduct	15
3.2 Minor children	16
4.0 Meeting space	18
4.1 Meeting room use	18
4.2 Posting & displaying materials	19
5.0 Internet/technology	20
5.1 Internet use policy	20
5.2 Penalties for violations of the internet use policy	21
5.3 Laptop computer use policy	21
5.4 Digital projector use policy	23
6.0 Volunteers & Friends	24
6.1 Volunteers	24
6.2 Friends of the Red Lodge Carnegie Library	24
7.0 Confidentiality of Records	25
7.1 Confidentiality statement	25
7.2 Disclosure of confidential records	25
8.0 Personnel policies	26
8.1 Employment of the Director of the Library	26
8.2 Harassment	26
8.3 Drug-Free Workplace	26
8.4 Personnel Management Policies	27
9.0 Public Relations	28
9.1 Goals of Public Relations	28
9.2 Public Relations Initiatives	28

10.0 Policies Adoption and Revision	29
10.1 Policy Adoption	29
10.2 Policy Review	29
Appendix A: Library Bill of Rights	30
Appendix B: The Freedom to Read Statement	31
Appendix C: Library Laptop User Liability Agreement	35
Appendix D: Digital Projector Use Agreement	36

## Policy Review Schedule

	YEAR 1	YEAR 2
July	Election of Board Officers	Election of Board Officers
August	Three-Year Long Range Plan Development & Review	Three-Year Long Range Plan Development & Review
September	7.0 CONFIDENTIALITY OF RECORDS	10.0 POLICIES ADOPTION & REVISION
October	Library Director Evaluation	Library Director Evaluation
November	5.0 INTERNET & TECHNOLOGY USE	3.0 PUBLIC SPACE
December	2.0 COLLECTIONS POLICIES	4.0 MEETING SPACE
January	Facility Review	Facility Review & Insurance Coverage Review
February	Library Board Review & By-Laws Review Review Annual Statistics	Library Board Review & Development Review Annual Statistics
March	Preliminary Budget Request Preparation	Preliminary Budget Request Preparation
April	6.0 VOLUNTEERS & FRIENDS	9.0 PUBLIC RELATIONS
May	1.0 MISSION & GOALS	8.0 PERSONNEL POLICIES & Job Description Review
June	State Library Standards	State Library Standards

