

MARSHFIELD PUBLIC LIBRARY POLICY INDEX

.000 Introductory Items

.010	Disclaimer
.020	Index
.030	Distribution List

1.000 Mission and Structure

1.100	Mission statement
1.200	Library Roles
1.300	Bylaws of Board of Trustees

2.000 Agreements

2.100	Marshfield Public Library Foundation, Inc.
2.200	Friends of the Marshfield Public Library, Inc.
2.300	Agreement between the South Central Library System and the Marshfield Public Library
2.400	Agreement between the Wood County Library Board and the Marshfield Public Library

3.000 Operations

3.100	Policies
3.210	Emergency Closure/Inclement Weather
3.220	Smoke Free Library
3.310	Engagement of Professional Services
3.315	Purchase Incentives
3.320	Expenditure Authorization
3.410	Holiday Closings
3.420	Confidentiality of Patron Records
3.510	Code of Ethic for Librarians

4.000 Personnel

4.100 Affirmative Action and Equal Employment Opportunity

- 4.010 Purpose of the Personnel Policies
- 4.020 Personnel Records and Reports
- 4.030 Equal Opportunity Employment
- 4.040 Employment Verification
- 4.050 Equal Pay
- 4.112 Drug-Free and Alcohol-Free Workplace
- 4.115 Sexual Harassment
- 4.130 Types of Appointment
- 4.135 Management Personnel
- 4.150 Residency
- 4.155 Outside Employment
- 4.160 Nepotism
- 4.165 Interview Expenses
- 4.170 Moving Expense Reimbursement
- 4.175 Probationary Period

4.200 Reassignment

- 4.210 Employment Transfers/Change of Status

4.300 Employee Conduct and Relations

- 4.310 Corrective Action for Unsatisfactory Performance
- 4.320 Employee Grievance
- 4.340 Political Activity
- 4.350 Absence Without Permission

4.400 Separation

- 4.410 Voluntary Termination of Employment
- 4.420 Layoffs

4.500 Employee Benefits

- 4.510 Vacation

4.520	Sick Leave
4.525	Family and Medical Leave
4.530	Holidays
4.540	Emergency Leaves
4.545	Leave of Absence (General, Military, Educational)
4.560	Group Insurance Program
4.570	Retirement Plan
4.575	Voluntary Payroll Deductions
4.590	Employees Assistance Program

4.600 Career Development

4.620	Business and Professional Travel
4.640	License and Certification Payment

4.700 Classification

4.710	Job Evaluation System
-------	-----------------------

4.800 Compensation

4.801	Wage and Salary Plan
4.805	Personnel Evaluations
4.810	Pay Policy
4.820	Overtime Pay for Non-Exempt Personnel
4.840	Rate of Pay Resulting from Temporary Assignment
4.870	Call Time
4.874	Transportation for Library Business
4.875	Reimbursed Expenses for Out-of-City Travel
4.878	Reimbursed In-City Expenses
4.880	Jury Duty
4.890	Hours of Work

4.900 Safety

5.000 Service Policies

5.100	Media Contact
-------	---------------

5.110	Material Selection Policy
5.210	Circulation Policy
5.220	Meeting Rooms
5.230	Public Display Areas
5.240	Adult Section Public Access Computer Policy
5.250	Temporary Deposit Collections
5.260	Internet Public Access Policy
5.310	Service Fees for Out-of-County, Out-of-System Usage
5.320	Fees for Equipment Use

6.000 Vacant

7.000 Marshfield Public Library Foundation, Inc.

The following Foundation policies are included for information purposes only. The Foundation Board creates these policies.

7.050	Investment Policy
7.100	General Fund Policy
7.200	Endowment Fund Policy
7.250	Laird Endowment - For Library Materials
7.300	Major Donor Plaque
7.350	Dedicated/Named Endowments and Special Funds

8.000 Friends of the Marshfield Public Library, Inc.

The following Friends policies are included for information purposes only. The Friends Board creates these policies.

Vacant

1-21-98