



Personnel Conduct Policy

Chain of Command:

Employee → Library Director → Board of Trustees

- A. If there is an issue with workload, programming, patron, routine, etc., inform the director immediately (there are good odds that things can be tweaked to rectify the issue)
- B. Mutual respect is expected among the staff
- C. Complainants against other staff must be addressed solely by the director

Professional Environment:

- A. Minimize personal business in the library or on library premises
- B. Voices carry: sensitive information must be conducted behind closed doors; other conversations (with staff or patrons) should be conducted at low volume as what you're saying can be heard throughout the library
- C. People are visual; the library needs to look nice at all times so that we are making a good impression and creating a welcoming environment when everyone who walks through the door
- D. Bookshelves should be orderly, trash cans should be empty, and floors should be clean
- E. Staff shall follow the dress code policy

Displays:

- A. All items placed on a display shelf or in a display case must be marked in the system as "on display" so other staff know where to locate or to place back upon return of item.
- B. Keep relevant to monthly or current events
- C. Replenish if items are being checked out

Employee Conduct:

- A. Keep personal contact information up to date with director
- B. Put approved time off on employee calendar
- C. Put programming on employee calendar
- D. Do not distribute staff contact information without express permission from staff member
- E. Respect other people's property
- F. Take responsibility for your actions and mistakes (we are all human)
- G. Be familiar with library resources and materials
 - a. Know what is on our website and Facebook
 - b. Know what programming is upcoming
 - c. Know how to direct patrons to our services and resources
 - d. Know the cost of services we provide
 - e. Know where all the sections are



Sexual Harassment:

To be defined as unwelcome sexual advances, flirtations, propositions, sexually degrading words to describe an individual, graphic or suggestive comments, or requests for sexual favors. It also includes the display in staff work areas of sexually suggestive pictures or objects, including photographs or illustrations of nude or seminude figures. All employees are responsible for assuring that the workplace is free of sexual harassment and should promptly report incidents or possible incidents of sexual harassment to the library director. After investigation, any employee found to have engaged in sexual harassment will be subject to disciplinary actions that range from counseling and education up to and including termination of employment.

Routines:

- A. Default computers back 15 minutes before closing
- B. Check email (personal and library)
- C. Check employee calendar for scheduled items
- D. Checking materials back into the system
 - a. Verify discs are in correct sleeves or cases
 - b. Lock family, inspirational, and western cases
 - c. Pull out date slips
 - d. Count all audio discs
 - e. Remove any fines if it is a Friday
 - f. Check condition of books and discs
 - i. If item needs new label or cover, fix immediately and then reshelv
 - ii. If item needs binding, put note on item and place on mending shelf (and mending status in system)
 - iii. If disc needs resurfaced, set aside with note and place on mending status in system
 - g. Place TV series in white basket to be processed by librarian in charge of DVDs
- E. Checking materials out to patrons
 - a. Read all messages on top of patron account and verify there are no holds waiting
 - b. Verify the patron has no fines due
 - c. Make sure case for a TV series is removed from shelf and placed in office
 - d. Verify items are checking out for the correct dates
 - e. Pay attention to all pop ups when checking out items
- F. Paperwork
 - a. Pink slips are for requests that the patrons will be purchasing for themselves
 - b. Book requests for additions to our collection will be submitted through an Excel spreadsheet on the shared drive
 - c. Interlibrary Loan slips are to be submitted directly to the librarian in charge of our library network



- d. Verify that any requested items are not currently in our collection or have already been published

G. ILL

- a. Do not give patrons timeframes on book requests because the range is unreliable and dependent on shipping
- b. New releases cannot be requested from other libraries until they are 6 months past publication

H. Money

- a. Only director will count the money in the evenings, per the board, except when they are not present
- b. If there are large bills in petty, place a note on the bag so someone will know to run to the bank

Employee signature: _____

Date: _____

Signature of Library director: _____

Date: _____