



**RED JACKET  
COMMUNITY  
LIBRARY**

**POLICIES**

<b>1</b>	<p><b>ALA STANDARDS AND CHARTER</b> 100-1 ALA Standards Charter</p>													
<b>2</b>	<p><b>TRUSTEE RESPONSIBILITY</b> 200-1 Bylaws 200-2 Contract Between RJCL and BOE 200-3 Long Range Plan 200-4 Conflict of Interest Policy 200-5 Public Comment Policy</p>													
<b>3</b>	<p><b>PERSONNEL</b> 300-1 General Personnel Policy 300-2 Prohibiting Harassment and Discrimination</p>													
<b>4</b>	<p><b>OPERATIONS</b> 400-1 Hours &amp; Closings <i>(was General Operations)</i> 400-2 Gifts &amp; Donations 400-3 Use of Display Space 400-4 Internet Use 400-5 Collection Development 400-6 Reconsideration of Library Materials 400-7 Circulation and Use of Library Materials 400-8 Operating Budget / Expense System 400-9 Meeting Room Use 400-10 Public Relations 400-11 Food &amp; Beverage 400-12 Community Health 400-13 Pest Control 400-14 Library Safety and Patron Conduct</p>													
<b>5</b>	<p><b>FINANCIAL</b> 500-1 Accounting Manual of Procedures <i>A, B, C – Retired</i> D – Financial Signature/Review E – Insurance Protection F – Payroll Procedures G – Memorials and Donations H – Petty Cash and Receipts 500-2 Whistleblower Policy 500-3 Library Treasurer 500-4 Procurement 500-5 Reserve Funds</p> <p style="text-align: right;">I – Cash Register Procedure J – Claims Auditor Policy K – Payment of Bills L – Online Banking M – Debit Card Policy N – Meals &amp; Refreshment</p>													
<b>6</b>														
<b>7</b>	<p><b>APPENDIX 1 - FORMS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1A Incident Report</td> <td style="width: 50%;">1G Conflict of Interest Annual Statement</td> </tr> <tr> <td>1B Harassment Complaint Form</td> <td>1H Safe Log In Sheet</td> </tr> <tr> <td>1C Request for Reconsideration</td> <td>1I Debit Card Use Agreement</td> </tr> <tr> <td>1D Internet Users Agreement</td> <td>1J Daily/Weekly Income Log</td> </tr> <tr> <td>1E Quarterly Audit Form</td> <td>1K Donation Acknowledgement</td> </tr> <tr> <td>1F Whistleblower Acknowledgement</td> <td>1L Use of Display Space Waiver</td> </tr> </table>	1A Incident Report	1G Conflict of Interest Annual Statement	1B Harassment Complaint Form	1H Safe Log In Sheet	1C Request for Reconsideration	1I Debit Card Use Agreement	1D Internet Users Agreement	1J Daily/Weekly Income Log	1E Quarterly Audit Form	1K Donation Acknowledgement	1F Whistleblower Acknowledgement	1L Use of Display Space Waiver	
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<b>8</b>	<p><b>APPENDIX 2 – FOR TRUSTEES</b> <i>Statement on the Governance Role of a Trustee or Board Member from the SUNY Board of Regents</i></p>													