

Policy Statement Topics Review

NEKLS Accreditation Standard 7:

The library board has adopted written bylaws and policies that explicitly address the following topics. (Note: These need not be individual policies; “like” topics may be addressed together.)

Library will provide copies of all policies to NEKLS in electronic format.

Appropriate Use of Online Services & Internet Safety	Intellectual Freedom
Budget and Finance	Internet Privacy
Building/Meeting Room Use	Patron Behavior
Capital Improvements	Personnel
Children’s Internet Protection Act (CIPA)	Public Services
Confidentiality of Patron & Library Records	Selection/Collection Management
Continuing Education	Surplus Property
Emergency Preparedness & Disaster Recovery	Trustee Bylaws
Equipment Use	Use of Personal Devices in Library
Gifts	KORA – Freedom of Information Officer Appointment

Note:

The topics above are arranged by category below. As the standard states, your library does not need a separate policy for each topic. However, all of the topics listed must be addressed by your library’s policy statements.

Levels of Revision Needed:

- 0 no revision needed to meet standard
- 1 minor revision needed to meet standard
- 2 moderate rewrite needed to meet standard
- 3 total rewrite needed to meet standard
- 4 does not currently exist - needs to be written

NEKLS topic <i>(from above)</i>	Located in my library's policy statement <i>(list title or number)</i>	Date relevant policy statement was last reviewed	Level of revision needed <i>(0 - 4)</i>	Notes <i>(You may want to include the name/initials of the person completing each line and the date.)</i>
Administration				
Budget and Finance				
Capital Improvements				
Emergency Preparedness & Disaster Recovery				
Surplus Property				
Gifts				
Personnel				
Continuing Education				
KORA: Freedom of Information Officer Appointment				
Trustee Bylaws				

Library Service to the Public				
Public Services				
Confidentiality of Patron & Library Records				
Intellectual Freedom				
Internet Privacy				
Children's Internet Protection Act (CIPA)				
Selection/Collection Management				
Patrons' Use of Library Resources				
Patron Behavior				
Building/Meeting Room Use				
Equipment Use				
Appropriate Use of Online Services & Internet Safety				
Use of Personal Devices in Library				