

RED JACKET COMMUNITY LIBRARY POLICIES
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Policy #	Title	Approval Date	Next Review Due
100	ALA Standards & Policies		
100-1	Adoption of Standards of ALA Policies	10 - 2009	
200	Trustee Responsibility		
200-1	Bylaws	10 – 2009	03-2017
200-2	Contract between Board of Trustees of the Red Jacket Community Library and the Manchester/Shortsville Board of Education	Expire Date:	
200-3	Long Range Plan	2013	2017
200-4	Conflict of Interest Policy	06-2015	06-2017
300	Personnel		
300-1	General Personnel Policy	03-2016	03-2018
300-2	Prohibiting Sexual Harassment	11-2013	
400	Operations		
400-1	General Operations	09-2014	09-2016
400-2	Gifts & Donations	03-2016	03-2018
400-4	Internet Use	09-2014	06-2017
400-5	Collection Development	06-2013	
400-6	Reconsideration of Library Materials	03-2016	03-2018
400-7	Circulation and Use of Library Materials	09-2014	06-2017
400-8	Operating Budget/Expense System	10-2013	
400-9	Meeting Room Use	10-2013	
400-10	Public Relations Policy	10-2013	
400-12	Community Health Policy	11-2013	
400-13	Disaster Plan – Removed from Policy Manual Jan 2016	12-2010	
500	Financial		
500-1	Accounting Manual of Fiscal Procedures A – Treasurer Responsibilities B – Maintenance of General Ledger C – Financial Statements D – Financial Signature/Review Policy E – Insurance Protection F – Payroll Procedures G – Memorials and Donations H – Petty Cash and Receipts I – Cash Register Procedure J – Claims Auditor Policy K – Payment of Bills L – Online Banking M – Debit Card Policy N – Meals & Refreshment Policy	03-2016	03-2017
500-2	Whistle Blower Policy	06-2015	06-2017
500-3	Record Retention, Recovery, and Destruction Plan	10-2009	
	Appendix		
1	Appendix 1 – Forms		

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	1A – Incident Report	02-2013	
	1C – Request for Reconsideration Form	06-2015	
	1D – Internet Users Agreement	09-2014	
	1E – Quarterly Audit Form	06-2015	03-2017
	1F – Whistleblower Acknowledgement	06-2015	
	1G – Conflict of Interest Annual Statement	06-2015	
	1H – Safe Log In Sheet	06-2015	
	1I – Debit Card Use Agreement	06-2015	
	1J – Daily/Weekly Income Log	06-2015	
	1K – Donation Form	03-2016	