

**NILES PUBLIC LIBRARY DISTRICT**

**POLICY MANUAL**

# Table of Contents

I.	Library Mission and Long Range Plan	
	Mission .....	1.01
	Long Range Plan .....	1.02
II.	Bylaws .....	2.01
III.	Administrative and Service Policies	
	Library Records.....	3.01
	Library Rules.....	3.02
	Services of the Library .....	3.03
	Borrowers and Borrowers' Cards.....	3.04
	Lending Regulations .....	3.05
	Library Collection .....	3.06
	Maintaining the Collection.....	3.07
	Library Programming .....	3.08
	Displays and Exhibits.....	3.09
	Bulletin Boards, Posters and Handouts .....	3.10
	Unattended Children .....	3.11
	School and Public Library Cooperation .....	3.12
	Cooperation With Other Libraries .....	3.13
	Meeting Rooms .....	3.14
	Public and Community Relations.....	3.15
	Gifts and Special Donations.....	3.16
	Friends of the Library .....	3.17
	Parking Lot.....	3.18
	Smoke-Free Facilities .....	3.19

Americans with Disabilities Act .....	3.20
Internet Access .....	3.21
Investment Policy .....	3.22
Verbatim Record of Closed Meetings.....	3.23

IV. Personnel Policies

Personnel Manual .....	4.01
Appointment .....	4.02
Employment and Discipline.....	4.03
Grievance Procedure .....	4.04
Absence Reporting .....	4.05
Sick Leave.....	4.06
Holidays and Closings .....	4.07
Vacation Allowances .....	4.08
Personal Days.....	4.09
Leaves of Absence without Pay.....	4.10
Compassionate Leave .....	4.11
Jury Duty .....	4.12
Attendance at Professional Meetings .....	4.13
Travel Expenses .....	4.14
Computer, Staff Use of .....	4.15
Drug-Free Workplace.....	4.16
Sexual Harassment Policy .....	4.17
Nepotism.....	4.18
Personnel Records Policy.....	4.19

V. Appendices

Americans with Disabilities Act Grievance Procedures ..... Appendix A

Americans with Disabilities Act Grievance Form ..... Appendix B

Forms ..... Appendix C

    Incident Report Form..... C-1

    Request for Reconsideration of Library Material..... C-2

    Reservation of Meeting Room..... C-3

    Leave of Absence Application ..... C-5

    Staff Performance Evaluation..... C-8

    Request to Recognize Performance Which Exceeds Requirements..... C-9

Bill of Rights/Freedom to Read ..... Appendix D

    Library Bill of Rights..... D-1

    Freedom to Read Statement ..... D-2

Job Descriptions and Salary Schedule ..... Appendix E

Rules for Participation in Meetings by Telephone Conference Call  
Or Other Electronic Means.....Appendix F

Freedom of Information Act Practices and Procedures.....Appendix G

    NPLD Organization Chart.....G-1