

**J. V. FLETCHER LIBRARY POLICIES INDEX****BOARD POLICIES**

(Prefix = Board.)

- 1...Independent Roles of Board of Trustees/Director/Friends (10/1/18)
- 2...Trustee Orientation (9/4/90)
- 3...Policy on Library Physical Assets (4/7/03)
- 4...Trust Fund Policy (10/1/18)
- 5...~~Safety Deposit Box Access Policy (7/8/19) deleted 1/8/24~~
- 6...Donation and Gifts Policy (12/4/17)
- 7...Pandemic Policy (12/6/21)
- 8...Policy on Naming and Recognition (4/1/2024)

**PHILOSOPHICAL POLICIES**

(Prefix = Philos.)

- 1...Library Bill of Rights (3/4/19)
- 2...Basic Policies of Library Service (9/4/90)
- 3...Right to Read (9/4/90)
- 4...Mission Statement; Library Goals and Objectives (10/21/96)
- 5...Library CORI Policy (5.1.23)
- 6...Customer Services Policy (7/11/22)
- 7...Collection Development Policy (4/4/22) & Request for Reconsideration Form
- 8...Policy on Privacy and Requests (3/1/04)
- 9...Code of Ethics of ALA (11/5/12)
- 10...Reconsideration of Library Materials (4/1/19) [see *FORMS below*]
- 11...Freedom to View (5/6/19)
- 12...The Freedom to Read Statement (7/11/22)

**PERSONNEL POLICIES**

(Prefix = Pers.)

- 1...Annual Performance Reviews (9/4/90)
- 2...Staff Personal Days (10/7/02)
- 3...Sexual Harassment Policy (9/29/97)
- 4...~~Policy on Leaves (9/4/90) – deleted 2/4/19~~
- 5...Guidelines for Awarding Staff Development Funds (11/4/19)
- 6...Closing Policy (12/4/2017)
- 7...Director's Evaluation Procedure and Timeline (5/3/04)
- 8...Volunteer Policy (6/7/21)
- 9...Lay Off Policy (11/13/91)
- 10...Dealing with News Media and Public Inquiries (8/5/13)
- 11...Library Conference Attendance (3/6/23)
- 12... Staff Safety at Closing Time (9/9/24 DRAFT)

**TOWN OF WESTFORD POLICIES**

(Prefix = Town)

- 1...Workplace Violence Policy (2/23/10)
- 2...Town of Westford Sexual Harassment Policy (10/29/19)
- 3...[Information Technology Acceptable Use Policy DRAFT \(5/21/2012\)](#)
- 4...Conduct, Discipline and Termination Policy (6/28/2011)
- 5...Sick Leave Buyback (2/22/11)
- 6...[Email Policy DRAFT \(5/21/08\)](#)
- 7...Social Media Participation (3/26/14)
- 8...Vacation Leave (8/23/11)

**J. V. FLETCHER LIBRARY POLICIES INDEX, Cont.****USAGE/SERVICE POLICIES****(Prefix = Usage.)**

- 1... Meeting Room Policy (3/6/23) [Meeting Room Reservation Form 10/29/24]
- 2...Display Case Usage (4/9/2012)
- 3...Video (1/5/15)
- 4...Museum Pass Usage (12/6/21)
- 5...Policy on Program Attendance and Sponsorship (1/8/24)
- 6...Policy on Sale of Tickets, Raffle Tickets, Articles, etc. (1/5/21)
- 7...Library Card Registration and Responsibilities (5/14/18)
- 8...Library Displays Policy (5/14/18)
- 9...Information Services Policy and Procedures (5/3/04)
- 10...Power Outage Policy (4/4/16) [Procedure follows]
- 11...Policy on Services Available to Teachers... (11/19/15) [Procedure follows]
- 12...Community Bulletin Board Policy (2/5/07)
- 13...Staff/Attendee Program Ratio (5/1/23)
- 14...Requests for Information about Westford Residents (4/5/04)
- 15...Child Safety Policy (6/5/23)
- 16...Piano Usage Policy (8/4/97)
- 17...Internet Access Policy and Guidelines (7/9/18)
- 18...Special Collections Care, Access and Usage (4/9/2012)
- 19...Code of Conduct (2/6/23)
- 20...Examination Proctoring Policy (11/7/2016)
- 21...Cell Phone Policy (11/7/22)
- 22...Policy on Lending Materials to Resident of Municipalities with Decertified Libraries (10/6/03)
- 23...Policy on Study Rooms and Tutorials (11/6/2023)
- 24...Collection of Donated Items as a Community Service (3/3/08)
- 25...~~Library Laptops for In-House Use (11/6/17) deleted 11/6/23~~
- 26...Library Graphics/Signage/Poster/Banner/Decorative Flag/Button, etc. (5/1/23)
- 27...Homebound Policy (6/6/2011)
- 28...Network Transfer & ILL Policy (6/5/23)
- 29...Policy on Report of a Missing Child (7/8/19)
- 30...Friends Book Sale Policy (5/14/2014)
- 31...Telescope Lending Policy (6/1/2015)
- 32...Playaway Launchpad Loan Policy (3/2/2020)
- 33...Safety at Closing Time Policy (11/2/15)
- 34...Policy on Hate Speech (2/6/23)
- 35...Guidelines for Interactions with Minors (5/1/23)
- 36...Hotspots Loan Policy (11/6/23)

**FORMS****(Prefix = Forms.)**

- 1...Request for Reconsideration of Library Materials (ALA: 4/4/22)

**NETWORK**

- MVLC – Patron Registration Policy and Best Practice (2/27/24)