TABLE OF CONTENTS

BOARD OF TRUSTEES

HEWLETT-WOODMERE PUBLIC LIBRARY BY-LAWS
TRUSTEE EDUCATION POLICY
MISSION STATEMENT

POLICY 001 EXECUTIVE SESSIONS
POLICY 002 MEMBERSHIP IN THE HEWLETT-WOODMERE PUBLIC LIBRARY
POLICY 003 FREEDOM OF INFORMATION
[application for public access to records included]
POLICY 004 CONFIDENTIALITY OF LIBRARY RECORDS
[procedure - Law Enforcement Inquiries-included]
POLICY 005 MAINTENANCE OF PUBLIC ORDER AT LIBRARY FACILITIES
POLICY 006 SELECTION OF LIBRARY MATERIALS
POLICY 007 RETENTION OF RECORDS
POLICY 008 PHOTOGRAPHING, RECORDING AND BROADCASTING PUBLIC MEETINGS
AND AVAILABILITY OF DOCUMENTS PRIOR TO BOARD MEETINGS
POLICY 009 TRUSTEE, OFFICER, EMPLOYEE AND VOLUNTEER CODE OF ETHICS
AND CONFLICT OF INTEREST
POLICY 010 WHISTLEBLOWER
POLICY 011 UNATTENDED CHILD
POLICY 012 PUBLIC PARTICIPATION AT BOARD MEETINGS
POLICY 013 CODE OF CONDUCT

FINANCE

POLICY 101 ENDOWMENT FUND
POLICY 102 CINNABELLE MORRIS ESTERMAN FUND OF THE HEWLETT-WOODMERE PUBLIC
LIBRARY – RESCINDED – BOARD OF TRUSTEES, JULY 17, 2013
POLICY 103 PROCUREMENT AND PURCHASING
POLICY 104 PRE-PAYMENT FOR LIBRARY PURCHASES
POLICY 105 DISBURSEMENT OF PETTY CASH
POLICY 106 ACCOUNTING FOR CAPITAL ASSETS
POLICY 107 INVESTMENTS
POLICY 108 BUDGET TRANSFERS
POLICY 109 FINANCIAL GOALS
POLICY 110 FUND BALANCE CLASSIFICATIONS [PURSUANT TO GASB STATEMENT 54]
POLICY 111 CREDIT CARD USE

ADMINISTRATIVE

POLICY 201 NOTIFICATION/DISSEMINATION OF INFORMATION ON SEX OFFENDERS
PLACED WITHIN THE COMMUNITY
[procedure included]
POLICY 202 ACCESS TO UPPER LEVEL
POLICY 203 POSTING OF NOTICES
POLICY 204 DISTRIBUTION OF UNSOLICITED MATERIALS

FACILITIES AND EQUIPMENT

POLICY 301 PRIVATE STUDY ROOMS AND GROUP STUDY ROOM
[procedure included]
POLICY 302 MULTI-MEDIA WORKSTATIONS IN THE CHILDREN’S LIBRARY
POLICY 303 GROUP STUDY ROOM – RESCINDED AND COMBINED WITH POLICY 301
BOARD OF TRUSTEES, MARCH 13, 2006, TO BE EFFECTIVE MAY 10, 2006
POLICY 304 LESTER ROSEN LISTENING ROOM
POLICY 305 INTERNET ACCESS
POLICY 306 PERSONAL COMPUTERS FOR PUBLIC USE
POLICY 307 BOEHM FIVE TOWNS FORUM MEETING ROOM, GOLD HALL
[reservation forms and fee schedule included]
POLICY 308 USE OF PHOTOGRAPHIC, VIDEO AND SOUND RECORDING EQUIPMENT
POLICY 309 PROHIBITION ON SMOKING – RESCINDED AND COMBINED WITH POLICY 013
BOARD OF TRUSTEES, JULY 24, 2023
POLICY 310 ART AND EXHIBIT GUIDELINES AND POLICY
POLICY 311 DONOR AGREEMENT
POLICY 312 CHARGING STATION
CIRCULATION SERVICES

POLICY 401  FINES AND FEES SCHEDULE
POLICY 402  VIDEO-RECORDINGS
POLICY 403  BOOKS-ON-TAPE, BOOKS-ON-CD & PLAY-A-WAYS
POLICY 404  CD-ROM EDUCATIONAL SOFTWARE
POLICY 405  VACATION [EXTENDED] LOANS
POLICY 406  DIRECT ACCESS BORROWING
             STATE MANDATED ACCESS

LIBRARY PROGRAMS AND OTHER SERVICES

POLICY 501  LIBRARY PROGRAMS
POLICY 502  AUTHORS' APPEARANCES
POLICY 503  SPECIAL SERVICES TO THE HOMEBOUND