

INDEX (6/11)

Absent without Leave	2.43
Accidents	
Occurring in workplace	2.5
Patron Accidents or Illness	4.233
Accounting Officers (Bylaws Art. 2, Sec. 2)	1.21
Administrative Services Agreement, City of Charlottesville	1.25
Audit (Bylaws Art. 5, Sec. 2(f))	1.21
Availability of Library Services	4.21
Banning Patrons from J-MRL	4.232
Blind and Physically Handicapped, Services to	4.42
Board of Trustees	1.2
Book Purchase Suggestions	4.14
Bookmobile	4.41
Branch Report, Monthly	1.5
Bulletin Boards – Posting Signs	4.51
Buy-A-Book	4.15
Bylaws of the Board of Trustees	1.21
Call Back, Reference	4.313
Cash Collection and Handling	3.3
Cash Transmittal Fax Form	4.34
Cell Phones	4.232
Children, Unattended	4.234
Circulation Policy	4.22
Circulation Scripts	4.223
Charlottesville Administrative Services Agreement	1.25
Code of Ethics	
Public Employees	2.1
Library Employees	2.11
Community Partnerships	4.53
Computer and Internet Access	4.7
Conduct in J-MRL	4.232
Confidentiality of Patron Activity Records	4.224
Co-operation with the Schools	4.54
Damaged Materials	4.226
Demotion	2.43
Desk Reference – Branches	4.314
Desk Reference – Central	4.31
Disciplinary Actions	2.43
Dismissal	2.43
Displays, Handouts, and Signage	4.51
Displays of Original Art	4.52
Disposal of Library Equipment	3.1
Emergencies	

Closing	5.3
Other Emergencies	5.2
Employee Status	2.4
Equipment Fund	3.2
Excessive Absenteeism	2.42
Fax Machine	4.34
Fees and Fines	4.225
Fixed Assets	3.11
Financial Matters	
Accounting Officers (Bylaws Art. 2, Sec. 2)	1.21
Audit (Bylaws Art. 5, Sec. 2 (f))	1.21
Buy-A-Book Donations	4.15
Cash Collecting and Handling	3.3
Cash Transmittal Fax Form	4.34
Disposal of Library Equipment	3.1
Inventory Procedures	3.11
Fax Machine Fees	4.34
Fees and Fines	4.225
Library Equipment Fund	3.2
Parking Reimbursement	2.7
Photocopy Use Fee	4.33
Records Retention	3.3
Requesting Donations through Community Partnerships	4.53
Staff Training and Development Funding	2.2
Travel Reimbursement	2.6
Trustees Budget Committee (Bylaws Art. 4, Sec. 1)	1.21
Tuition Reimbursement	2.2
Virginia Library Association Membership	2.2
Financial Records Retention	3.3
Food	4.232
Friends of the Library	1.4
Gifts	
Buy-A-Book	4.15
Library Materials	4.13
Periodical Subscriptions	4.16
Unsolicited Gifts	1.6
Group Visits	4.231
Handouts, In-Library	4.39
Hiring Employees	2.3
Holidays – Schedule of Library Closings	5.4
Illness, Patron	4.233
Incident Reports	4.232
Information Providers	4.62
Interlibrary Loan	4.32
Internet Access	4.7
Internet Privacy	4.7
Inventory Procedures	3.11

Leave Slips	2.41
Library Cards	4.221
Library Employees Code of Ethics	2.11
Library Equipment Fund	3.2
Library Materials	
Gifts of	4.13
Reconsideration of	4.12
Library Programs	4.38
Library Services	4.21
Library Vehicle Use	2.61
Locations of the Policy Manual	1.28
Magazine Mail Check-in	4.35
Materials Selection	4.11
Meeting Rooms	5.1
Guidelines – All Branches	5.1
Guidelines – Central	5.11
Guidelines – Crozet	5.12
Guidelines – Gordon Avenue	5.13
Guidelines – Greene County	5.14
Guidelines – Louisa County	5.15
Guidelines – Nelson Memorial	5.16
Guidelines – Northside	5.17
Guidelines – Scottsville	5.18
Microform Reader/Printers	4.33
Mission Statement	1.1
Monticello Avenue	4.61
Complaints	4.63
Information Providers	4.62
Printing from the Internet	3.3
Non-Resident Use	4.221
Notary Public Services	4.9
Official Statements	1.3
Oral Reprimand	2.43
Out-Of-Area Use of Library	4.221
Parking Reimbursement	2.7
Patrons	4.23
Periodical Gifts	4.16
Photocopier Use	4.33
Photography, Audio and Video Taping in Library Facilities	5.5
Physically Handicapped, Services to	4.42
Policy Manual	
Changes to	1.28
Locations of	1.28
Portraits in the Libraries	2.81
Positions, Filling at J-MRL	2.3
Posting Signs	4.51
Printing and Photocopying	4.33

Printing from the Internet	3.3
Public Employees' Code of Ethics	2.1
Public Comments at J-MRL Board Meetings	1.261
Public Hearings	1.262
Reconsideration of Library Materials	4.12
Records Retention and Disposition	1.7
Reduction in Pay	2.43
Reference	
Call Back	4.313
Desk – Branches	4.314
Desk – Central	4.311
Telephone	4.312
References for Employment	2.4
Regional Agreement	1.24
Request for Workshop/Conference Attendance	2.2
Requesting Donations	4.53
Safe Child	4.234
Schedule of Library Closings	5.4
Schools, Cooperation with	4.54
Signs	4.51
Smoke-Free Library	4.236
Smoking	4.232
Social Media	4.81
Soliciting in the Library	4.232
Staff Memorials	2.8
Staff Representation to the J-MRL Board	1.23
Staff Representatives to J-MRL Board Committees	1.23
Standing Orders, Rotation of	4.36
Suggestions and Complaints	4.235
Suspension of Employee	2.43
Training and Development	2.2
Travel Regulations	2.6
Tuition Reimbursement	2.2
Unattended Children	4.234
Unsolicited Gifts of Non-Library Materials	1.6
Vacant Positions	2.3
Vehicle Use	2.61
Vertical File	4.37
Video Taping	5.5
Virginia Library Association Membership	2.2
Volunteers	2.9
Warnings	2.43
Website	4.8
Weeding	4.17
Workshop/Conference Attendance	2.2