**TROCHU MUNICIPAL LIBRARY**

**TRUSTEE MANUAL**

**TABLE OF CONTENTS**

Section 1

* 1. Mission Statement
  2. Bylaws

Section 2

* 1. Plan of Service
  2. Goals and Objectives

Section 3: Policies

* 1. Trusteeship Policy
  2. Facilities Policy
  3. Hours of Service Policy
  4. Internet Public Access Policy
  5. Records Management Policy
  6. Finance Policy
  7. Confidentiality of User Records Policy
  8. Violence and Harassment Policy
  9. Working Alone Policy
  10. Resource Sharing policy
  11. Personnel Policy
  12. Information Technology Policy

Section 4: Job descriptions:

* 1. Library Manager
  2. Library Assistant

Section 5: Reference Materials

1. Collection Management-Library Service Points