

# MATRIX – Key Documents List – Policies, Job Descriptions, By-Laws, Mission Statement

## Presque Isle Community Library

#	Party	Type	Document	Origination Date	Latest Review Date	Review Cycle (yrs.)	~ Review Date
1	Board	By-Laws	PICL Bylaws		02/09/2021	5	02/09/2026
2	Board	Job	Job Application - Library Director	July 12, 2016	7/12/2016	NA	NA
3	Board	Job	Job Description - Library Director	November 10, 2015	03/08/2022	1	03/01/2023
4	Board	Job	Job Posting - Library Director	July 12, 2016	7/12/2016	NA	NA
5	Board	Mission	PICL Mission Statement	July 12, 2016	02/09/2021	5	02/01/2026
6	Board	Policy	Personnel Policy	November 11, 2015	03/08/2022	1	03/01/2023
7	Board	Policy	Bank Signature Authority Policy	November 8, 2016	02/13/2019	5	02/01/2024
8	Board	Job	Job Guidelines - PICL Board Members	December 13, 2016	03/08/2022	1	03/01/2023
9	Board	Policy	Recognition Policy	April 11, 2017	02/08/2022	5	02/01/2027
10	Board	Policy	Heath Emergency Policy	July 14, 2020	03/08/2022	Yearly or as needed	03/01/2023
11	Director	Job	Job Description - Library Assistant	January 13, 2016	11/10/2020	3	11/01/2023
12	Director	Policy	Circulation Policy	September 20, 2016	10/13/2020	3	10/01/2023
13	Director	Policy	Disaster Policy	October 1, 2014	01/12/2021	5	1/1/2026
14	Director	Policy	Displays and Exhibits Policy	October 14, 2014	02/08/2022	6	02/01/2028
15	Director	Policy	Donations & Gifts Policy	September 15, 2015	03/08/2022	5	03/01/2027
16	Director	Policy	Equipment Budgeting Policy	August 9, 2016	10/13/2020	3	10/01/2023
17	Director	Policy	FOL Policy	March 18, 2008	12/14/2021	3	12/01/2024
18	Director	Policy	Internet Policy	October 14, 2014	10/13/2020	3	10/01/2023
19	Director	Policy	Key Policy	November 8, 2016	01/12/2021	3	1/1/2024
20	Director	Policy	Lower Level Storage Policy	October 13, 2015	01/08/2019	5	1/1/2024
21	Director	Policy	Materials Selection & Collection Development Policy	March 18, 2008	12/14/2021	5	12/01/2026
22	Director	Policy	Operation Policy	August 9, 2016	10/08/2019	5	1/1/2024
23	Director	Policy	Patron Responsibilities and Conduct	August 9, 2016	02/08/2022	5	02/01/2027
24	Director	Policy	Privacy and Confidentiality Policy	January 14, 2014	03/08/2022	5	03/01/2027
25	Director	Policy	Public Notice Bulletin Board Policy	October 1, 2014	02/08/2022	5	02/01/2027
26	Director	Policy	Review and Revisions Policy	March 18, 2008	02/08/2022	5	02/01/2027
27	Director	Policy	Volunteer Policy	March 18, 2008	02/08/2022	5	02/01/2027
28	Director	Policy	Who May Use the Library Policy	August 9, 2016	02/08/2022	5	02/01/2027
29	Director	Policy	Meeting Room Policy	March 18, 2008	03/08/2022	1	03/01/2023