

Professional Behavior For Staff and Volunteers

Employees of the Kingston Public Library and its volunteers are expected to act in a professional manner at all times while in the library. It is the responsibility of all staff and volunteers to make a patron, a visitor, or a guest's experience at this Library a welcoming and meaningful one.

All Staff and Volunteers are required to read the KPL Policy Manual annually and sign a signature sheet indicating that they have read and understand the policies within. A copy of the employees' signature sheet will be placed in their personnel file. The Director will keep volunteers' signature sheets.

Library employees and volunteers are required to dress in a professional manner. Employees are prohibited from wearing clothing that reflects a religious, political, or controversial nature that could be offensive to another employee, volunteer, or patron, visitor, or guest. Employees are not to wear jeans, t-shirts, jogging outfits, sweat pants or shirts or similar clothing unless approved by the Director. The Director at his/her discretion may allow the wearing of jeans or other items due to inclement weather or work assignments.

There will be no smoking in the library or at either the entrance to or the exits from the Library. A designated smoking area has been established for staff, volunteers, and patrons.

Food or drink will be permitted in the Library at the Director's discretion.

In matters of dispute, where patrons and staff cannot find common ground, the Staff shall refer to the Kingston Public Library Policy KPLP-4 for guidance.