

ITEM NUMBER: 1.03
CHAPTER 1: OVERVIEW
CODE: PROCEDURE
COMPUTER ID: OV-3

Title: Operations Manual: Updating, Copies and Form
Effective Date: 11-24-86
Authorized By: Library Director
Date of Last Revision: 7/2008

1. Changes to Policies
Proposed policies or procedures may originate from staff, managers or by administration as needs arise.
 - a. Employee(s) recommend changes or additions to the Library Director.
 - b. The Director makes the decision for changes.
 - c. The Director takes the policy to the Library Board for discussion and approval.

2. After Board approval, the policy is updated or added by Administration staff as follows:
 - a. Electronic Operations Manual is updated.
 - b. Paper copies are updated.
 1. Original: Administration Office
 2. 1 Copy: Library Director
 3. 2 Copies: Administration Office
 4. 1 Copy: Information Desk, Wausau location