This document describes the content, purpose, distribution, and management of the Administrative Regulations Manual.

Effective Date: May 20, 1986

Reviewed
August 2, 2016
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REGULATIONS

a. The County Librarian will maintain an Administrative Regulation Manual that contains the rules and regulations adopted by the Library Board.

b. The County Librarian will be responsible for providing an online version for all other users.

c. A comprehensive biennial review of the rules and regulations will be conducted by library staff with a summary report of recommended revisions submitted to the Library Board during the first quarter of even numbered years. Library Board members may also recommend revisions to the rules and regulations at this time. The library staff or members of the Library Board may recommend revision of a particular rule or regulation at any time.