

Policy Manual

1. Procedures for Board Changes to the Policy Manual

- a. A Board Committee or individual will write up a proposal to add or change a policy in the Policy Manual.
- b. The Library Director will work with Board committees or individuals to refine proposals, discuss policy changes with staff, and will submit final proposals to the Policy Committee.
- c. The Policy Committee will review final proposals and will determine the format and Policy Manual location for approved proposals. There should also be a final section indicating the date when the policy shall go into effect.
- d. Proposals will be given back to the committee or individual proposing the change. The written draft proposal, and motion to adopt, will then be submitted at the next Board meeting.
- e. If the proposal is approved by the Board, the Library Director will make copies of the new Policy to be put in all copies of the Policy Manual.

Policy Manual

2. List of Copy Locations of the Policy Manual

<u>COPY #</u>	<u>LOCATION</u>	<u>COPY #</u>	<u>LOCATION</u>
1	Director	16	Crozet Branch
2	Administrative Assistant	17	Louisa Branch
3	Administrative Assistant	18	Greene Branch
4	Collection Development	19	Nelson Branch
5	Business Office	20	Historical Society
6	Technical Services	21	Albemarle County Trustee
7	Young Adult	22	Albemarle County Trustee
8	Children's Dept	23	Albemarle County Trustee
9	Reference	24	Charlottesville Trustee
10	Circulation	25	Charlottesville Trustee
11	Monticello Avenue	26	Charlottesville Trustee
12	Bookmobile	27	Nelson County Trustee
13	Gordon Avenue Branch	28	Greene County Trustee
14	Northside Branch	29	Louisa County Trustee
15	Scottsville Branch		