

LIBRARY POLICY MANUAL

ADM: Staff Bulletin Board

Date Issued: 9/17/02

Revised:

Attachment(s): 0

1. Policy

The Mary Riley Styles Public Library provides a bulletin board in the Staff Lounge for use by staff. Any staff member may post items on it that he/she wants to share with other staff.

Items regularly posted on this board include, but are not limited to:

- Chain of Command Chart
- Recruitment announcements nearby library systems
- Annual City payroll schedule
- Equal Employment Opportunity Poster
- List of City holidays for the current fiscal year
- Calendar of the current year
- Workman's Compensation Poster
- Job Safety and Health Protection Notice
- Annual Leave Accumulation Chart
- Employee Assistance Services, Inc. brochures/business cards
- News releases

Items are removed by the Housekeeper of the Month the day following an event or once a week. Each item should have the date posted on it.