

Joyner Library Procedure Manual

100.10

Contents:

This manual contains:

1. operational procedures adopted by the Library Assembly through its Operations Procedure Review Committee (OPRC);
2. administrative procedures established by the Director and Associate Director(s);
3. library-wide and departmental collection development procedures;
4. procedures for operational and administrative procedures which apply to several or all departments of the library;
5. no procedures which apply only to specific departments (these are contained in the respective department's manuals).

Format:

The official copy of this manual is maintained as an electronic document accessed through the Joyner Library web page. Joyner Library departments and individuals are authorized to create and maintain print copies of the manual if they so desire.

Procedure for updating:

1. The OPRC will make decisions regarding (1) the placement and numbering of new procedures and (2) use and placement of hypertext links in consultation with appropriate individuals and/or departments.
2. The chairperson of the OPRC is responsible for sending an electronic copy of each new or revised operational procedure to the designated Systems staff member no later than 10 working days after the Library Assembly approves the procedure. Each new or revised operational procedure must be in PDF format using Times New Roman and 12 point font.

3. The library director or an associate director is responsible for sending an electronic copy of each new or revised administrative procedure to the chair of the OPRC for a format check. Each new or revised operational procedure must be in PDF format using Times New Roman and 12 point font. Within 10 working days of receiving a procedure from the Administration representative the chair will complete the format check and forward the procedure to the designated Systems staff member.
4. The designated Systems staff member is responsible for updating the electronic procedure manual and notifying library faculty and staff about the update no later than 10 days after receiving an updated procedure.
5. The designated Systems staff member will validate hypertext links on a quarterly basis (i.e., January, April, July, October).
6. Superseded procedures will be maintained as indicated in the ECU Archives Records Disposition Schedule.