

Policies and Procedures Manual



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Forward

This Bylaws – Policy – Procedure Manual has been developed to serve as a working reference source for every Bradford Area Public Library employee and volunteer. This manual describes in an orderly manner the approved Bradford Area Public Library practices. The term “practice” refers to a statement that conveys the policy or procedures that have application throughout the Bradford Area Public Library operation. Every employee and volunteer of the Bradford Area Public Library is expected to act in accordance with established practices as set forth in this manual.

Employees and volunteers should refer to the appropriate bylaw, policy, or procedure for guidance whenever questions or doubts arise regarding a proper course of action. Most of the topics in this manual define responsibilities, give instruction, and outline accepted Bradford Area Public Library behavior patterns. In cases where you feel additional information or topics would be helpful, please offer your comments or suggestions to the Executive Director.

This manual has been designed and written for Bradford Area Public Library employees and volunteers. It is the personal responsibility of each stakeholder to review all material. This manual is the property of the Bradford Area Public Library and may not be reproduced or used by any person or entity not affiliated with the Bradford Area Public Library.