
Administrative Rules

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Rule 1.0 Administrative Rules

Overview and General Rules

I. PURPOSE

Administrative Rules are issued by the Director to establish organizational-wide procedures under the authority delegated to the Director by the District Board. Administrative Rules supercede all other rules or procedures.

II. OBJECTIVE

This rule establishes a process whereby staff members of the Library District may recommend additions or changes to Administrative Rules.

III. RECOMMENDATIONS

Recommendations for new Administrative Rules, or for changes to existing Administrative Rules, may be submitted to the Library Director with a brief explanation of the intent of the proposed change.

The Director, or his designate, will respond to the suggestion within 14 work days.

- ♦ An explanation will be provided when the suggestion is not accepted.
- ♦ Additional comment and review may be solicited from the Management Team by posting the proposed rule for a period of 5 days, depending upon the complexity and nature of the proposed change.
- ♦ Any changes or additions to the Administrative Rules issued by the Director shall be distributed to staff and posted on the Internet.

Managers will conduct appropriate training with department/branch staff.