

Academic Library Services Procedure Manual

100.10

Title: Procedure Manual Format and Revision Process

Date Adopted by the EHRA Assembly: unknown

Date Revised: February 6, 2020

Format

The official copy of this manual is maintained as an electronic document accessed through the Joyner Library website.

Each new or revised operational, administrative, or collection development procedure must be in Times New Roman and 12 point font, saved in Word format for future revision, and saved in PDF format for web posting.

Process for Revising and Issuing Procedures and Updating the Procedure Manual

1. Each library department is expected to review their respective procedures periodically and to submit revisions, additions, and requests for withdrawals to the OPRC as needed.
2. The OPRC will review the full contents of the procedure manual at least biennially and prompt responsible departments to revise procedures that appear to need updating.
3. The OPRC will
 - a. review submitted procedures,
 - b. ensure consistent formatting of procedures,
 - c. advise on clarity of submitted procedure organization and language,
 - d. ensure alignment with existing procedures, and
 - e. decide the placement and numbering of procedures
4. The OPRC chair will email library employees notice of new and revised operational procedures and recommendations for withdrawals in advance of the EHRA Assembly meeting where they will be discussed.
5. After approval by the EHRA Assembly, the OPRC chair is responsible for sending an electronic copy of each new or revised operational procedure to the designated staff member for posting to the online manual and for requesting the designated staff member to remove any withdrawn operational from the manual. .
6. The director of ALS or delegate is responsible for sending an electronic copy of each new or revised administrative procedure to the OPRC chair for a format check and review for duplication or conflict with existing procedures. Within 10 working days of receiving a procedure from a library administration representative, the OPRC chair will complete the

check and review in consultation with OPRC members and forward the procedure to the designated staff member for posting to the manual.

7. The designated staff member is responsible for updating the electronic procedure manual.
8. The OPRC chair is responsible for notifying library employees of new and updated procedures and withdrawn procedures.
9. The OPRC Chair will submit superseded and withdrawn procedures to University Archives as required by records retention rules.

Guidance about what is an Operational Procedure or an Administrative Procedure

Operational procedures are generally procedures that broadly govern major services and collections of the library that need wide-ranging input when being revised and are approved by the EHRA Assembly.

Administrative procedures are generally procedures that govern the internal operations of the library as an organization and are issued by the director of ALS or designees.