



Policy 1.1 General Policy Philosophy

Adopted by Library Board of Trustees
2/28/2008

The North Olympic Library System (NOLS) Policy Manual is designed to provide important policy information to employees, Board Members, and the general public. All employees are responsible for familiarizing themselves with the contents of this manual. The Policy Manual contains the basic policies and principles under which NOLS operates. All NOLS employees are expected to follow them.

Utilization of these policies may require familiarity with additional procedural instructions, guidelines, sample forms, and miscellaneous other information. These resources will be made available to employees as needed.

Policies are current and accurate as of the date(s) indicated on each one. Because NOLS is a continuously changing and growing organization, policies are subject to reconsideration and change when appropriate. The Library reserves the right to modify, change or delete policies and procedures when necessary. Employees who see a need for a change in any policy should discuss their concerns with the Library Director.

The Library Director or his/her designate is responsible for the administration of NOLS policies. The Library Director or his/her designate may make exceptions when appropriate.