



**Policy HR 1.3**  
**Scope of Policy Manual and**  
**Scope of Authority Revisions**  
Adopted by the Library Board of Trustees: 01/24/2013

The policies set forth in this manual apply to all Library employees and to those individuals who volunteer their services to the Library.

Volunteers are essential to the success of the Library and are always welcome as long as their performance and behavior align with the conduct as defined in the employee policies manual, specifically the Volunteer Policy, Section 3.10.

In cases where these policies conflict with any local, state or federal law, the terms of the law, and its underlying rules or regulations shall prevail. In all other instances, the policies set forth in this policy manual shall prevail.

Except as otherwise provided, NOLS Board of Trustees and the Director of the Library are responsible and thus have the authority to enforce the policies as outlined in this policy manual. The policies and procedures outlined in this manual may be changed or discontinued at any time with or without notice.

Notices of new policies and changes in NOLS policies will be posted on the employee network drive and the home page of the ADP payroll system and will be sent to the NOLS email address on file for each employee.

## **I. Administration**

The Board of Trustees has the sole authority to make changes in policy except under special circumstances when the Library Director can make the changes, of which the Board will be promptly advised.