



The spotlight
is on . . .

Policies and Procedures

Join System Directors Sharon Osenga and Denise Harders in discussing what should be included in a policies and procedures manual.

Bring your policies and procedures for review and updating.

Don't have any policies and procedures? This is the time to write them! We will provide each library in attendance with a flash drive to save their policies and procedures.

UNK Calvin T. Ryan Library Computer Lab

January 5, 2012

10:00 a.m.—3:00 p.m.

Cost: Free (lunch on your own)

4 Continuing education credits

This workshop is sponsored by the Meridian Library System and Republican Valley Library Systems.

In case of inclement weather, please call your Systems office to ensure the workshop will be held.

Registration:

Name: _____

Library: _____

City: _____

Phone: _____

Email: _____

Mail registration to:

Meridian Library System

816 E 25th St., Ste. 7

Kearney, NE 68847

1-800-657-2192

308-234-2087

Or

E-mail: meridian@frontiernet.net