

Lakeland Library Cooperative

Employee Handbook

801 Suggestion Program

Effective Date: 05/14/2009

Revision Date:

As employees of Lakeland Library Cooperative, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

All employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit Lakeland Library Cooperative by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Lakeland Library Cooperative a better or safer place to work. Statements of problems without accompanying solutions or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to your supervisor or the Cooperative Director.

Lakeland Library Cooperative

Employee Handbook

803 Purchasing Policy

Effective Date: 10/1/2002

Revision Date: 5/14/2009

Unless specific authorization is delegated to a supervisor, all purchases on behalf of Lakeland Library Cooperative must be approved by the Cooperative Director. All purchases must fully conform to all Lakeland Library Cooperative Board policies.

Lakeland Library Cooperative

Employee Handbook

805 Confidentiality of Patron Records

Effective Date: 05/14/2009

Revision Date:

It is the policy of the Lakeland Library Cooperative to preserve the privacy of patron records in the Lakeland Library Cooperative database to the fullest extent permitted by law. To that end, the patron records in the Lakeland Library Cooperative database shall be released or disclosed only as provided for herein.

Lakeland Library Cooperative staff shall not release library records to any person other than the patron named in the record (i.e. the library cardholder). The Michigan Library Privacy Act prohibits disclosure to all third parties, except as provided in MCL 397.603(2), disclosure to the person liable for payment for or return of the materials identified in the record.