

INTERACTIVE COMMUNICATION BETWEEN LAKELAND LIBRARY COOPERATIVE AND MEMBER LIBRARIES POLICY

IC1 Member Library Communication

IC.1 Member Library Director

- 1.1.1. A member Library Director will be the authorized liaison to Lakeland Library Cooperative on all matters, unless delegated to other library employees by the Library Director as communicated in writing to the Lakeland Library Cooperative Director.
 - a) Pass through purchases such as supplies require the director to designate in writing who is authorized to place orders.
 - b) E-mail accounts as additions or deletions are required in writing from the library director or their designee (which likewise must be designated in writing by the library director). SEE also 1.1.2. below in the absence of a library director.
 - c) Listserv additions or deletions will be done by the Cooperative Director as committee assignments change.
 - d) Overdrive account access must be authorized by the library director to the Overdrive Coordinator in writing. In the absence of a library director and where no one else has been designated by the library director prior to their library's director vacancy the person in 1.1.2. should contact the Overdrive Coordinator in writing for assignment of account access.
 - e) ILS Council Representative is appointed by the library director in writing to the Cooperative Director.
- 1.1.2. In the event of a Library Director vacancy the member Library Board Chair (or executive officer of the governing body) will be the authorizing agent to appoint a temporary staff liaison for library communication and provide this notification in writing to the Lakeland Library Cooperative Director.
- 1.1.3. Library Board members (or executive officer of the governing body) should request information from Lakeland Library Cooperative through their Library Director or the temporary staff liaison for library communication in the absence of a Library Director.

IC.2 Requests for Information

- 2.1.1. Requests for information that would typically be granted through a FOIA request will be provided at time of request.

- 2.1.2. If a FOIA Request is made, Lakeland Library Cooperative will contact the Cooperative Attorney before releasing information.

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