

To: Marshfield Public Library Board of Trustees
From: Lori Belongia, Director
RE: Policy Manual Distribution List (.030)
May 5, 2005

It was brought to my attention that while each of our sections keeps a consultation copy of the MPL Policy manual in their office, no copy was available to the public. I recommend that we add another copy of the manual, to be cataloged and available on the Library's ready reference shelves for the public and staff to consult when needed. The other change that I recommend is to change wording from Computer to Information Technology to conform with the way we refer to this section. Since these are very minor changes to an existing policy, it does not require a second reading.

The addition to the policy below is marked in **bold and underlined**. Deletions appear as ~~strikeouts~~.

.030

MARSHFIELD PUBLIC LIBRARY
POLICY MANUAL
DISTRIBUTION LIST

- 1-10 Library Board of Trustees
- 11 Library Director
- 12 Business Office
- 13 Adult Services
- 14 Children's Services
- 15 Circulation Services
- 16 Technical Services
- 17 ~~Computer~~ **Information Technology** Services
- 18 Ready Reference**

Adjust the Distribution List for the Policy Manual to include a Ready Reference copy that will be available to the public and staff on the service floor.