

Elizabeth Titus Memorial Library
Personnel Policy

The Elizabeth Titus Memorial Library is a department of the City of Sullivan. All library employees are directed to become familiar with the *City of Sullivan Personnel Handbook*, and the *Elizabeth Titus Memorial Library Job Description/ Procedures Manual*.

The *City of Sullivan Personnel Handbook* has been designed to acquaint each employee with the City and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

The *Elizabeth Titus Memorial Library Job Description/ Procedures Manual* has been designed to acquaint each employee with his/her specific job responsibilities, pertinent Library policies, Board of Trustee information, and hours of operation.

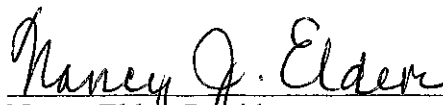
All library employees must understand, and adhere to, all policies: to the American Library Association's *Library Bill of Rights: Freedom to Read Statement: Freedom to View Statement: and Statement of Professional Ethics*. Failure to comply with any of the above may be considered ground for immediate dismissal.

All library employees are directed to acknowledge they have received a copy of the: *Elizabeth Titus Memorial Library Personnel Policy*, the *City of Sullivan Personnel Handbook*, and the *Elizabeth Titus Memorial Library Job Description/ Procedures Manual*.

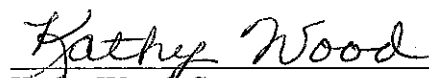
The employee signature below verifies that he/she has received copies of:
ETML Personnel Policy: City of Sullivan Personnel Handbook: and the
ETML Job Description/ Procedures Manual.

Employee: _____ Date: _____

Elizabeth Titus Memorial Library Personnel Policy was approved by the Library Board of Trustees this 27th day of June, 2017.



Nancy Elder, President



Kathy Wood, Secretary