

CVS POLICY & PROCEDURE MANUAL

Policy Area: Policies - General

Policy # **3.8** **Library Resources**
& Name:

Group: All Staff, Volunteers, Board Members

Purpose:

To ensure a broad base of information is kept and made available to employees and volunteers.

Policy Statement:

Community Ventures Society has resource libraries on aspects of advocacy, community living and community living services for children, youth, adults and families.

These libraries are located at the Ridgeway Avenue office.

Resource materials may be borrowed by employees. Employees are responsible for costs if resource materials are lost or damaged.

Policy Requirements:

Library resources are cataloged on a regular basis and made available for staff sign out upon request.

Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position

Responsible: Executive Secretary

References: ☞ Library Resource Binder
