

## **HR 111 Procedure Change**

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Last Modified –

### **Policy:**

In order to remain a dynamic, growing organization, the Library, must always be adapting its policies and procedures for changing times.

The need for change may come from the CEO identifying a problem with the current procedures, or it might arise out of an issue that catches the staff “off guard” without a proper procedure to handle it. Staff may request a change or the re-evaluation of a procedure by filling out the ***Request for Change in Procedure Form*** and submitting it to the CEO for consideration.