

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 902

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COMMUNICATIONS

Reviewed and
Reissued 6/03

Staff Meetings and "Memos"

Staff meetings are held when this form of communication is the best method to keep our staff well informed.

Memos are issued as required to staff members for purposes of information, advice or instruction.

ALA Newsletters

The ALA Staff Association News is a periodic newsletter addressed to the ALA Headquarters Staff prepared by ALA Staff Association. The HR newsletter, HR Connections, issued by Human Resources, includes news of interest about ALA and headquarters from the Executive Director, information from the Human Resources Department, and administrative news from the units at ALA Headquarters.

KMS

The URL is <http://km.ala.org/>, and contains staff directory, policies, forms, calendars and schedules, conference information, reports, library and general information resources/media relations/statistics and surveys, How To...ITTS Help Desk, and position vacancies.