

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 904

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BULLETIN BOARDS

Reviewed and
Reissued 6/03

Official Bulletin Board

The official bulletin board of ALA is mounted on the north wall of the lower level corridor of 50 East Huron leading into the staff lounge. Items pertaining to all staff members and of potential interest to staff members will be posted on the official bulletin board. This includes general announcements, communications to staff, ALA official announcements, etc.

The official bulletin board is maintained by the Human Resources Department and items to be posted are to be cleared with Human Resources.

Employees' Bulletin Board

The bulletin board on the south wall in the staff lounge corridor has been designated as the employees' bulletin board in addition to those items posted on the official bulletin board.

The Human Resources Department maintains this bulletin board and items posted will be removed by the Human Resources Department after three (3) weeks.

Elevator Bulletin Boards

The bulletin boards are posted near the elevators for updated and current information.

Items to be posted on the elevator bulletin boards are to be approved by the Human Resources Department. All items posted on any bulletin board must indicate a "date posted."