POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: 6290 UI Library

Minor Amendment □
Chapter & Title: __________________________________________________________

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Robert Perret  11/03/2017
(Please see FSH 1460 C)
Name Date
Telephone & Email: (208) 885-6534  rperret@uidaho.edu

Policy Sponsor: (If different than originator.)
Name Date
Telephone & Email:

Reviewed by General Counsel  ____ Yes  ____ X  __ No Name & Date: ____________________________________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. Revisions to update policy on current library practices, partnerships, and policies.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? N/A

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
N/A

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ___________________________________________

Track # __________________
Date Rec.: _____________
Posted: t-sheet ______
h/c ___________
web ___________
Register:  ______________ (Office Use Only)
(FSH)
Appr. ______
FC ______
GFM ______
Pres./Prov. ______
[Office Use Only]

[APM]
F&A Appr.: ______
[Office Use Only]