Salem-South Lyon District Library Policies

Policy 423: Sales related to Library Programs

Reviewed: 11/16/15 Revised: 01/6/14 Approved: 01/6/14

The Library frequently offers programs that are scheduled by the Library staff according to availability and local interest. Occasionally, a presenter will have a book, craft or some other material related to the program that they would like to make available to the program attendees to purchase.

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The Library employee is authorized to take this vendor request to the Library Director or Assistant Director for approval.

The Library Director and Assistant Director are authorized to approve or deny these requests. In the case of denial, a reason should be given to the denied vendor.

A list of these vendor requests and their outcomes should be included in the Director's report as part of the Board pack for the monthly meeting.