

Acknowledgement Form

RECEIPT OF POLICY MANUAL

I have received a copy of the revised **Personnel Policies Manual** and have read it and been given the opportunity to have my questions answered. I agree that my employment is terminable-at-will, i.e., both the Library System and I remain free to end our work relationship.

I understand that this manual has been prepared for the information and guidance of library staff members working for the System. It is intended to cover the procedures, rules and policies most often applied to day-to-day work activities.

Some of the information will change from time to time since our policies are under constant review and are revised when appropriate. I understand that I will be notified in writing of such changes.

I understand that there is no guarantee of employment made to any staff member, either expressly or implied, in this manual.

Employee's signature

Date