

***ANNOUNCING  
THE REVISED AND EXPANDED***

**NJLA GUIDELINES FOR  
DEVELOPING A LOCAL PUBLIC LIBRARY  
PERSONNEL MANUAL**

**2006 Edition**

An excellent publication which can serve as a guide and outline in the development of local library personnel manuals. This revised publication covers a wide variety of personnel issues including recruitment, job evaluation, personal leave, overtime and grievances. The new manual also includes sample forms and a list of resource contacts.

Every library should have a copy of this publication. Order yours now!

Mail the order form below with a check or PO for \$20.00 each to:

NJLA  
Attn: Personnel Manual  
PO Box 1534  
Trenton, NJ 08607

---

**ORDER FORM**

NJLA GUIDELINES FOR DEVELOPING A LOCAL PUBLIC LIBRARY  
PERSONNEL MANUAL, 2006

Library \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Number of copies \_\_\_\_\_ @ \$20.00 each Total: \_\_\_\_\_