

Acknowledgement

I acknowledge that I have received the Mid-Mississippi Regional Library System Policy and Procedure Manual and that I have read and understand the policies and procedures.

I understand that I am to familiarize myself with the policies and procedures in the Policy and Procedure Manual and to perform my job responsibilities according to these policies and procedures. I also understand that if I do not comply with all of the provisions of the Policy and Procedure Manual, I may be subject to disciplinary action up to and including discharge.

I understand that this Policy and Procedure Manual represents only current policies and procedures, and that it does not create a contract of employment. Mid-Mississippi Regional Library System retains the right to change these policies and procedures, as it deems advisable. **If you are unsure of the policy or procedure, an updated Policy and Procedure Manual can be located on MMRLS' website: <http://www.mmrls.lib.ms.us/>**

I understand that the information I come into contact with during my employment is proprietary to MMRLS and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties, or disclose it to any person or entity outside MMRLS. I understand that I must comply with all of the provisions of the Policy and Procedure Manual to have access to and use MMRLS resources. I also understand that if I do not comply with all provisions of the Policy and Procedure Manual, my access to MMRLS resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with MMRLS' safety, health, and emergency procedures as outlined in this Manual or in other documents.

Signature

Date

Please Print Your Name