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CHAPTER 1: OVERVIEW
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The contents of this manual is made from the following components. These components will be called CODES. Each of the four contains equal enforcement value. The difference lies in their origin.

POLICY (Blue Paper)

A course of actions adopted and pursued by the Library Board of Trustees of the Marathon County Public Library. The Library Director at the direction of the Library Board shall enforce all policies.

PROCEDURE (White Paper)

The particular action or process for conducting business. Procedure is administratively written and enforced by the Library Director through the Division Heads. Procedures do not require Library Board approval.

INFORMATION (Canary Paper)

Knowledge communicated or received concerning a particular factor or circumstance. This information is gained through communication, research, instruction, etc.. In this manual information clarifies policies and procedures or provides added comments to give a more thorough explanation to specific areas.

AGREEMENT (Pink Paper)

A document which is the end result of an act of agreeing or of coming to a mutual arrangement between involved parties. Agreements may be approved by Library Board action or by the Library Director administratively depending on the nature of the document.