

- 7) The Douglass Center Branch Librarian will keep detailed accounts and statistics of all activities inside and outside of the library on forms consistent with those in use by Champaign Public Library, such as - number of books and other materials circulated per month, number of visitors to the library, number of people visited outside the library (including characteristics such as age level, type of groups, etc.), number of reference and reader's assistance questions asked, number of books added or withdrawn and total in the collection. Total time spent outside the library should be detailed by type of activity and results. Copies of these will be submitted to the Joint Board and Director of Champaign Public Library monthly.

Evaluations and reports will be made for all programs, giving numbers and ages served, type of program, planning, success, etc. All reports and accounts of activities will be submitted monthly to the Joint Board and the Director of the Champaign Public Library.

- 8) Regular monthly meetings for informational and in-service training will be set up between the Douglass Center Branch Library Staff and the Champaign Public Library staff.
- 9) Employees of Douglass Center Library are expected to display the following attitudes toward their duties and the Library:
- a) Loyalty to the Library;
 - b) Desire to promote the interest of the Library;
 - c) Concern that all patrons be treated with courtesy, consideration and tolerance;
 - d) Cooperative spirit toward fellow staff members and other employees.