

## **1-01/080.10 - "Library" Copies**

Library copies of the manual have a four digit number on the inside of the front cover. The covers are held together by three posts and screws, and the words "Manual" and "Library Copy" appear near the top of the front cover.

Library copies of the manual, which contain the same volumes as the formal copies, are primarily assigned to Units to be made available to Unit employees who wish to borrow a copy for study purposes, etc.

The Unit Manuals Coordinator shall maintain a check-out/check-in system to record and control the location of all library copies borrowed by Unit personnel.

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