

Rapides Parish Library  
Alexandria, Louisiana

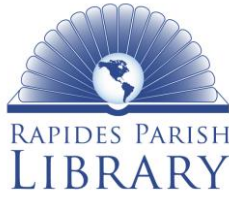
## **CONFLICT OF INTEREST POLICY**

“In compliance with LSA-RS 42:1119 which prohibits the Library from doing business with Board members or their families,”

The following employees of the Rapides Parish Library will be required to complete a Conflict of Interest form annually:

Director  
Administrative Assistant  
Assistant Director for Support Services  
    Technical Services Manager  
    Loans Manager  
Business Office Manager  
Direct Services Coordinator  
    Branch or Library Managers  
Facilities Manager  
Human Resource Administrator  
ILS Data Entry Manager 2  
Outreach Services Coordinator  
    Bookmobile/Outreach Manager  
    Preschool Outreach Services Manager  
    Youth Services Program Manager  
Payroll Benefits Administrator  
Public Relations Officer  
Systems Manager  
    Systems Administrator

Additionally, all new employees will be required to complete a Conflict of Interest Form as part of their initial hiring process.



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Adopted: Jan. 2005  
Revised: March 2006  
Reviewed and approved: Dec. 2009  
Revised: Dec. 2012  
Revised: Jan., 2015  
**Revised: Nov., 2018**