

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	DDS/Resource Library	1017

1. Purpose. This policy has been prepared to clarify the intent of the DDS Resource Library and to set forth priorities and responsibilities for its use.
2. Scope. Anyone providing services to persons with developmental disabilities or those in need of enriched educational and cultural understanding may use the DDS Resource Library. However, priority for the use of materials and equipment purchased with Chapter I funds will be given to Chapter I providers/trainers.
3. Responsibilities.
 - A. Designated staff shall be responsible for developing, updating, and disseminating the DDS Resource Library Procedures Manual which will ensure compliance with this policy and all applicable State and Federal laws.
 - B. Upon requesting materials or equipment from the DDS Resource Library, the requestor assumes responsibility for following all applicable procedures. Repeated failure to follow procedures will result in the loss of the privilege of using the Library.
4. Procedural Additions.
 - a. See DDS Resource Library Procedural Guideline.

Replacement Notation: This policy replaces Commissioner's Office Policy #1017 effective November 5, 1980, November 9, 1981, and January 8, 1987.

Effective Date: March 15, 1993

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References: Chapter I of the Education Consolidation Improvement Act of 1981 and DDS Resource Library Procedures Manual.

