



LaConner Regional Library  
LaConner, Washington USA

## Procedure 702p1

### ADMINISTRATIVE PROCEDURE

### PUBLICATIONS PROCEDURES

Publications of the Library should meet these goals in writing traits:

1. **Content** – The document should express La Conner Regional Library activities, policies & procedures clearly so that every reader can understand them. It should provide the reader with ideas of interest on a particular theme or topic.
2. **Organization** – The document catches the reader’s interest and makes several main points with supporting details.
3. **Voice** – The tone of the document should communicate the sense of library service to the community. The voice clearly reflects the [Mission and Objectives](#) of the La Conner Regional Library.
4. **Word Choice** – The choice of words in the document reflects the feeling of service to the community, and makes the library sound literate, intelligent and enjoyable.
5. **Sentence Fluency** - Sentence structure and length should demonstrate planning and good writing skill.
6. **Conventions** – The document will follow the conventions of good grammar, spelling, punctuation, paragraphing and capitalization.

Effective: 12/10/04

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