

## E-library Maintenance Procedures

In an effort to keep the e-Library current, formalized procedures for maintaining the e-Library have been developed. These procedures show which individual, organization or NCHELP Committee is responsible for updating each section of the e-Library. The chart below indicates which group or individuals have primary responsibility for updating each section of the e-Library.

<b>e-Library Section</b>	<b>Primary Responsibility</b>	<b>Comments</b>
Budget Reconciliation & HEA Reauthorization	Program Regulations Committee/NCHELP Central Office	
<i>Common Manual</i>	<i>Common Manual</i> Policy Committee	The CM group has developed a CM web site: <a href="http://www.commonmanual.org">www.commonmanual.org</a> CMPC will notify NCHELP Central Office to update.
Dear Partner Letters	NCHELP Central Office	
Electronic Standards Documentation & Tools	Mark Putman-NCHELP /Electronic Standards Committee	
Forms	Program Operations Forms subcommittee/ NCHELP Central Office	The Forms subcommittee will provide all other updates for this section.
Higher Education Research	NCHELP Central Office	This section is primarily updated by the Central Office.
Laws	NCHELP Central Office	This section is primarily updated by the Central Office.
Legal Proceedings	NCHELP Central Office	This section is primarily updated by the Central Office.
Manuals, Guides & Newsletters	NCHELP Central Office	This section is primarily updated by the Central Office.
Daily Briefing	NCHELP Central Office	This section is primarily updated by the Central Office.
Presentations	NCHELP Central Office	This section is primarily updated by the Central Office.
Reference Materials & Resources	Program Regulations Committee	
Regulations & Federal Registers	NCHELP Central Office	This section is primarily updated by the Central Office.
Reports & Testimonies	NCHELP Central Office	This section is primarily updated by the Central Office.
Training Modules	Program Regulations MET subcommittee	

Any item included in the NCHELP Daily Briefing that is linked to an e-Library section is posted by the NCHELP Central Office into the applicable section.

Requests for changes to the e-Library originating outside the NCHELP Central Office are made by submitting the suggested changes on the NCHELP Web Revision Form. This form is available from the home page of the e-Library section. The completed form, along with the attached file(s) to be changed and/or added, should be forwarded to [elibrary@nchelp.org](mailto:elibrary@nchelp.org).

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