

## 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 NCHHELP 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>
<i>Common Manual</i>	<i>Common Manual Policy Committee</i>	The CM group has developed a CM web site: <a href="http://www.commonmanual.org">www.commonmanual.org</a> CMPC will notify NCHHELP Central Office to update.
Consumer Credit / Protection	NCHHELP Central Office / Private Education Loan Committee	
Daily Briefing	NCHHELP Central Office	
Dear Partner Letters	NCHHELP Central Office	
Electronic Standards	Mark Putman-NCHHELP /Electronic Standards Committee	
Federal Contracting	NCHHELP Central Office	
Federal Registers	NCHHELP Central Office	
Financial Literacy	Debt Management Committee / NCHHELP Central Office	
Forms	Program Operations Forms subcommittee/ NCHHELP Central Office	The Forms subcommittee will provide all other updates for this section.
Higher Education Research	NCHHELP Central Office	
Laws	NCHHELP Central Office	
Legal Proceedings	NCHHELP Central Office	
Legislation	NCHHELP Central Office	
Manuals, Guides & Newsletters	NCHHELP Central Office	
Presentations	NCHHELP Central Office	
Reference Materials	Program Regulations Committee	
Regulations	NCHHELP Central Office	
Reports & Testimonies	NCHHELP Central Office	
Training Modules	Program Regulations - Training Team	

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

Requests for changes to the e-Library originating outside the NCHHELP Central Office are made by submitting the suggested changes on the NCHHELP 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).

Revised 09/26/2011