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**From:** BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Holley W Schramski <hschrams@UGA.EDU>  
**Sent:** Tuesday, March 05, 2013 6:31 PM  
**To:** BAAF-L@LISTSERV.UGA.EDU  
**Subject:** Introduction of New F&A Policy and Procedure Library - Your Input                      Needed

Dear BAAF-L:

The Finance & Administration policies and procedures have been available online for many years. Historically the organization of these items has been departmentally structured. This makes it challenging to find specific policies or procedures. In Fall 2010, Finance & Administration began a process to review the current organization and structure of policies and procedures and asked the UGA community what they would like to see in a restructured online library. As a result of that input, we have developed a reformatted web-based Finance & Administration Policy and Procedure Library. The new format has a similar look and feel to the External Affairs policies and procedures site and utilizes the same technology infrastructure. The new format uses a standard template so all entries are organized in the same manner. The site has search functionality, archives, and the ability for users to subscribe to an RSS feed which will send subscribers an email when changes are made to the library.

We are rolling out the new library in a phased approach. Starting March 11, 2013 the F&A Policy and Procedure Library will be launched with a "soft-opening" and will be available for you to navigate and use. There will be a few entries still "under construction" and this "soft-opening" is a time for selected business and communications officers to test the new site and identify needed adjustments. Please advise Crystal Rogers at [cgrogers@uga.edu](mailto:cgrogers@uga.edu) of any revisions you would suggest. In late April 2013, we will more widely introduce the UGA community to the site and encourage additional usage. The existing website for F&A policies and procedures, AskUGA, will remain live and active until June 30, 2013, at which time the new site will become the only online location for these policies and procedures.

Many UGA websites and online resources contain links to information in AskUGA. We ask that you contact your communications staff and web masters with this information so that the months of March through June can be used as a time to redirect links that currently point to AskUGA to the relevant material in the new Library. We are using the Business Affairs Advisory Forum and Strategic Communications listservs to share this information with key business and communications staff in the schools, colleges and units.

To introduce UGA users to the new Library, its functionality and navigation, a demo and information session will be held on Monday, March 18th from 10am-11am at Masters Hall in the Georgia Center for Continuing Education. Please invite anyone you think may be interested in attending; no registration is required. This session also will be transmitted via Wimba and will be archived. We expect to hold other demo sessions in late April or May once the roll-out is more widely communicated.

Please direct any questions about the new library to Crystal Rogers at [cgrogers@uga.edu](mailto:cgrogers@uga.edu) and be on the lookout for the March 11 announcement of the "soft opening" of the Finance & Administration Policy and Procedure Library.