



## BOARD OF TRUSTEES POLICY LIBRARY PROPERTY & EQUIPMENT

---

Use of Library facilities, equipment and supplies is limited to Library authorized activities. Each employee is responsible for all keys, name tag, and/or other credentials, equipment, and any other Library property assigned to the employee and must return such items immediately upon termination of employment or at the request of a Manager, Supervisor or Library Administration. The Director will return Library property to the Board of Trustees.

An employee must immediately report the loss of any Library assigned property or equipment to his or her Manager or Supervisor who will then notify those departments responsible for assigning the property or equipment to permit that department to manage inventory or physical security. The Library reserves the right to require an employee to pay for lost equipment or property for which the employee was responsible. Employees who are found to have lost or damaged any Library equipment or property through negligence may be subject to discipline up to and including termination.

If an employee is required to remove equipment or supplies from Library offices or premises for official business, the employee's Manager or Supervisor should be notified of such action. No employee can possess or use any Library owned equipment, property, supplies or resources for personal use.

The Library discourages unreasonable personal use of Library telephones. An employee should limit telephone use to breaks and meal periods. **This includes the use of personal cell phones for calls and text messages.** The Library reserves the right to take disciplinary action against employees who make excessive personal phone calls on both Library and personal telephones.

*Adopted by the Board of Trustees 03-15-11*