

PER10: Staff Use of Library Collection Materials and Equipment

Library employees must exercise extreme caution in the access and use of materials and equipment placed in their trust. Staff members are prohibited from using Library facilities, equipment, supplies, and other resources for personal use, except to the extent that those resources are available to the public. Library materials and equipment taken for personal use must be checked out if they are to be removed from the library or if the item(s) will be kept away from the normal location for more than one hour. Large quantities of material should not be held out of the collection for extended periods for staff use.

Staff will be held to all the same policies that customers are subject to in regard to materials and equipment. Staff may not make personal copies on the photocopier using the bypass key. Violation of any part of this policy may be considered theft of property or services and subject employees to disciplinary or legal actions.

Chattahoochee Valley Libraries Board:
Muscogee County Library Board:

Revised and adopted: October 17, 2019
Revised and adopted: December 12, 2019