

Number

Tab: Facilities

Section: Furnishings and Equipment

Subject: STAFF USE OF LIBRARY
EQUIPMENT AND SUPPLIES

SUMMARY

This document describes the Library Board's policy on staff use of library-owned furnishings and equipment.

Effective Date: Reaffirmed
Reviewed

August 17, 2011
October 4, 2017

POLICY

a. Except in carrying out of official duties, staff or volunteers of the Johnson County Library may use furnishings, equipment, machines, materials and supplies possessed by the Library only under the same conditions as the general public.

b. All written, voice, and electronic messages made on library equipment are library records. The library reserves the right to access and disclose all messages sent over or residing on its equipment for any purpose.

PROCEDURES

The County Librarian is authorized to issue procedures governing staff use of communications equipment.

October 4, 2017

ARM 60-20-30 End