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

**Effective Date:**
August 17, 2011

**Reviewed:**
October 27, 2021

**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.