

Staff Use of Electronic Equipment Belonging to the Library

Library employees are allowed to use the library's electronic equipment both on and off site, as required in their job duties. In order to track this equipment, the employee must use their own library card to check out the equipment if it is removed from its regular place in the library.

Electronic equipment of \$50.00 or more in value will be cataloged in our integrated library system (ILS). Anytime a staff member removes a piece of equipment from its regular storage place, that staff member should checkout the equipment using the ILS, checking it out to their library card. Equipment should be checked out even if it will not be removed from the building, if the employee is taking the equipment from its normal location.

The checkout period for electronic equipment ordinarily is for one day. Equipment can be renewed if necessary, or the loan period can be extended if the employee knows use will be longer than one day. Long term use of equipment may be accommodated by changing the location rather than checking out. Equipment can be recalled if needed.