

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-20-30

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:

August 17, 2011

Reviewed:

October 27, 2021

October 10, 2024

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 10, 2024

ARM 60-20-30 End