



# POLICY

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## Authorized use of library-owned materials and equipment

The Board of Education permits the use of Library-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by administrators and employees of the Library when such material and equipment is needed for Library-related purposes.

The Library Director shall establish regulations governing the loan and use of such equipment, including the individuals who may properly authorize the use of such material and/or equipment. Such regulations must address:

- that such material or equipment may not be used by the borrower for private, non-Library business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that all loaned equipment must be returned to the Library.
- that no item may be sold to or purchased by the borrower except in accordance with district policy and procedure on disposal of equipment.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing library-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. In addition, since administrators and employees are issued Library-owned equipment in connection with their work responsibilities, the individual using the Library owned equipment shall not have an expectation of privacy with respect to information contained on the device (e.g., computer files, images, messages).

Community members may only use Library equipment when at the Library for an authorized facilities use.

The Library Director or their designee shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.