

REMOVAL OF LIBRARY EQUIPMENT FROM LIBRARY PROPERTY

Employees of LDL shall not remove library equipment from library property without written permission of the Director or designee.

The employee shall complete the Library Equipment Removal form. (See attached)

The employee will submit the form to the Director or designee for approval or denial. The Director or designee will notify the employee of the Director's or designee's decision.

If the Director or designee has permitted the removal of library equipment, the employee will notify the Director or designee when the employee returns the equipment.

The employee is responsible for returning the equipment on time. Accessories furnished with the equipment shall also be returned. The employee is responsible for returning the equipment in undamaged condition. The employee shall inform the Director or designee of any problems with the equipment.

Approved by the Loutit District Library Board of Trustees for inclusion in the Personnel Policy on September 14, 2010.