

LOUTIT DISTRICT LIBRARY
EQUIPMENT REMOVAL POLICY

Employees of the Loutit District Library shall not remove library equipment from library property without the permission of the Director or his/her designee.

If the Director or his/her designee has permitted the removal of library equipment, the employee will notify the Director or his/her designee via email when the employee returns the equipment.

The employee is responsible for returning the equipment. 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 his/her designee of any problems with the equipment.

Originally adopted: September 14, 2010

Revised: July 10, 2018