

Staff and Board Member's Considerations
December 11, 1997
Revised 1/10/2007, 7/14/2010, 11/10/2010
Reviewed 3/4/14, 1/14/20

FAX USAGE: A personal fax may be sent for the price of the telephone call. The transaction will be recorded in the fax notebook.

COPIER USAGE: Personal copies will have a charge of 10 cents per page.

COMPUTER USAGE: Personal copies will have a charge of 10 cents per page.

CHECK-OUTS: A staff member may check out popular new material within the following guidelines:

- If the material is on the best sellers list, staff may check it out after it has been on the shelf for three days.
- If the material has a reserve list, the staff member may add their name after 4 reserves are received.