

Title: Use of Library Property Policy

Effective Date: 1/1/20

Authorized By: Library Board of Trustees

Date of Last Revision: 12/21/22

This policy is intended to outline the acceptable use of Library Property by individuals and organizations. For the purposes of this policy, "Library Property" will be defined as any property or item that is owned or leased by the library that is not included in circulating collections.

Library property may not be removed from the library for personal use by any individual, including library staff. Staff members may remove library property for official library use.

Library property may never be used for commercial or for-profit use.

Non-profit and community organizations may request the use of library property for community events. Any such use must be approved by the Library Director. A refundable deposit may be requested for the use of any property at the discretion of the Director.

The Library may, at any time, convert any property to a circulating material status. After conversion, the use of the item will follow all standard circulation policies.