

# CROMAINE DISTRICT LIBRARY

## BOARD OF TRUSTEES OPERATING PROCEDURE

### Board Use of the Library and Its Resources

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Number 8014

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Date approved: 3/18/10

Date reviewed: 4/5/11; 8/5/21

#### ***Library Facility, Materials and Equipment***

Board members have the right to the use of Cromaine District Library's material, equipment and resources for Cromaine District Library business only.

Board members should not anticipate or expect that exceptions from the Library's procedures and policies will be made for the use of meeting rooms, the circulation of materials or the use of library equipment.

Board members are welcome in the library during all open hours; presence during non-public hours should be consistent with library activities and scheduled board meetings.

#### ***Library Counsel***

Board members may use Cromaine District Library legal counsel solely for the purpose of conducting Cromaine District Library business. Such use should come from matters known to the Library Director and Board of Trustees members, but may occur immediately following consultation with the Board President. A written report of the outcome of the use of Library Counsel will be presented at the next regular or special board meeting.

#### ***Library Staff***

Board members are encouraged to use the services of library staff as any community member is welcomed to do so. However, any request for services beyond those provided within the scope of the library staff's customary responsibilities will be given to the Library Director who will determine viability. Requests such as the appraisal or cataloging and organization of a personal collection of materials, a story time/story telling experience for a child's party, troubleshooting and repair of a personal computer, or maintenance and/or repair of privately owned building and grounds are not likely to be considered viable or within the scope of the library's staff responsibilities to its community.