



E-005

Richmond Heights Memorial Library STAFF USE OF LIBRARY MATERIALS AND EQUIPMENT

Public employees are held to a high standard of ethical behavior. Staff is prohibited from using their position for private gain and from transacting Library business with any entity in which they have a financial interest.

Library telephones, copiers, fax machines, personal computers and other office equipment and communication media are intended for Library business. Use of this equipment for personal communication (including telefacsimile and e-mail) should be extremely limited and employees are responsible for any associated fees, costs or charges. Such personal use should never occur from a public service desk. Library materials or equipment for personal use must be checked out if they are to be removed from the Library.

*Adopted by the RHML Library Board of Trustees April 17, 2000
Reviewed and adopted by Board of Trustees, March, 2015*