

STAFF USE OF LIBRARY MATERIALS

1. Any materials for personal use by staff must be checked out if they are removed from the library. Large quantities of material should not be kept out of circulation for extended periods by the staff.
2. Staff are responsible for materials checked out on their account. Repeated overdue returns are subject to disciplinary action.
3. Staff may use the photocopier to make personal copies at a rate of 50% less than patrons.

Approved by the Monticello Library Board of Trustees March 8, 2005

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