

LEMONT PUBLIC LIBRARY DISTRICT BUILDINGS AND GROUNDS POLICY

OVERVIEW:

The Building Maintenance Plan (Appendix R) outlines responsibilities for maintenance and repairs of the library building and grounds.

PARKING LOT:

All employees shall only park their vehicle in the area designated by the Library Director.

LIBRARY USE, EQUIPMENT & MATERIALS INVENTORY AND USE OF EQUIPMENT:

- 1) The Library Public Library District (the "Library") may be closed as recommended by the Library Director with the approval of the Lemont Public Library District Board of Trustees (the "Board"). The Library Director, without the prior approval of the Board, may make emergency closings. The Board may make recommendations to the Library Director concerning special openings/closing of the Library.
- 2) A capital equipment list shall be maintained by the Library. Capital equipment is defined as personal property having an acquisition cost of at least five hundred dollars (\$500.00) and a useful life of greater than one (1) year. This capital equipment shall be appropriately labeled and tagged.
- 3) Physical verification of the existence and location of items recorded in the capital equipment inventory list shall be performed at least once each fiscal year. A physical verification of the existence of the Library's materials/collections shall be done every fifth (5th) year, starting July 2002.
- 4) Personal use of library equipment outside of the Library premises, except with the Library Director's permission, is prohibited.

TOBACCO:

Smoking or use of tobacco products is not permitted anywhere in the Library or within 15 feet of any library building entrances.

<p>Approved – Library Board of Trustees October 8, 2009</p>
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