

ADMINISTRATIVE REGULATIONS

TAB: Facilities

DOCUMENT NUMBER: 60-20-50

SECTION: Furnishings and Equipment

SUBJECT: VEHICLES

SUMMARY

This document describes the Library Board's policy regarding the administration and use of vehicles in the possession of the Library.

Effective Date:

July 12, 2012

Reviewed:

October 27, 2021

PRIVATE USE

a. Private use of vehicles possessed by the Library is forbidden. (K.S.A. 8-301, 8-307)

LABELING

b. All vehicles owned or leased by the Library will be labeled in accordance to the provisions of K.S.A. 8-305.

KEPT AT HOME

c. Vehicles possessed by the Library may be kept at the home of library employees under conditions described in K.S.A. 8-307 only with the written permission of the County Librarian.

PROCEDURES

d. The County Librarian will ensure the establishment of procedures governing the use of library vehicles.

October 27, 2021

ARM 60-20-50 End