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| POLICE LIBRARY | Document Number | GO 521 |
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1. PURPOSE

The purpose of this policy is to establish the guidelines for the use of the police library.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that its members have access to materials available and maintained in the police library. Members agree to comply with the rules set forth herein.

4. PROCEDURES

4.1. Maintenance of library – The Administrative Bureau shall be responsible for the maintenance of the library including the custody, safekeeping, indexing, releasing and return of all material.

4.2. Library rules

4.2.1. Borrowed material shall be kept no longer than two weeks on each loan.

4.2.2. Borrowed material may be renewed unless the item has been reserved or is otherwise in demand.

4.2.3. Members shall be required to pay a replacement cost for materials that are defaced, damaged, or lost.

4.2.4. Members shall be expected to exercise reasonable care in the handling of items so as to keep them clean, in good condition, and free from damage.

4.2.5. Members who are negligent or disregard library rules shall have their privilege suspended.