

Purpose: This policy sets out the limitations and privileges of Medicine Hat Public Library Board members regarding library equipment and services.

1. Personal use of equipment
 - 1.1. Telephone, Fax, Photocopier, computer workstations and other library equipment and services that are available to the public as part of regular library service will be available to Board members for personal use under the same terms and conditions that apply to regular patrons.
 - 1.2. When Board members are in the building outside regular open hours, e.g. for Board or Committee meetings, they may access and use library equipment in a manner that is equivalent to regular public use. Normal access procedures may be waived at the discretion of the Chief Librarian if they are not practical due to the building being closed to the public.
2. Petty Cash
 - 2.1. Only expenditures authorized by the Chief Librarian or by a Board resolution will be reimbursed from petty cash.
 - 2.2. Expenditures that are reimbursed must be documented with receipts.
 - 2.3. Cash advances must be authorized by the Chief Librarian or by a Board resolution.
3. Access to the Building
 - 3.1. Board members are authorized to enter the library building outside of open hours for scheduled Board and Committee meetings.
 - 3.2. All other non-emergency access to the library building outside regular open hours shall be authorized by the Chief Librarian (or the Board chair).
4. Library Cards
 - 4.1. Library cards are issued free of charge to current board members.
 - 4.2. Board members are required to pay any additional charges on their library cards (e.g. fines, lost items).