
Routine Operations

Book:	2 Routine Operations
Chapter	I Station Operations
Subject	2 Station Library
Code	2-I-2
Revised	

2.01 Purpose

To maintain an up-to-date fire service reference library at the Jersey Village Emergency Services Station and to allow full access to it by all personnel of the Jersey Village Emergency Services.

2.02 Policy

- a. The Jersey Village Emergency Services will maintain a reference library of fire service and emergency medical service books, videos, and materials including training materials.
- b. All reference books and materials may be loaned or taken from the Station Library provided that they are signed out.
- c. Any loaned out reference books or other materials shall be returned within one week of being signed out. A one-week extension is available by signing out the material again.
- d. Individuals who sign out software, books, videos written materials, and training materials will be held accountable for any lost or damaged materials and will be required to pay the replacement cost of said item (s).

2.03 Authority and Responsibility

The Fire Chief Shall:

1. Have full authority regarding the content of the Station Library.
2. Be responsible for evaluating any additions to or deletions of library books or materials.
3. Have sole authority in regards to the removal of any books, videos, reference materials, written materials, or training materials by any person not an employee or member of the Jersey Village Emergency Services

The Training Officer shall be responsible for:

1. The overall supervision of the Station Library.
2. The overall serviceable condition of the Station Library.
3. Forwarding all recommendations received from personnel for additions or deletions of books or other materials to the Fire Chief.
4. Reporting any missing or damaged books or other materials to the Fire Chief.

5. Maintaining an inventory of library books, videos, and reference materials in the Station Library.
6. Maintain a card file or other sign-out log of all books or other materials removed from the Station Library.
7. Assuring that the removal of any books or other materials from the Station Library by an individual not an employee or member has the approval of the Fire Chief.
8. Cause the replacement of missing books and other materials with the approval of the Fire Chief.
9. Cause the repair of damage books and other materials.

All Employees and Members Shall:

1. Take reasonable care to not damage books, videos, reference materials or other materials in the Station Library or signed out to their care.
2. Not remove books or other materials without informing the Training Officer.
3. Return books or other materials to the Station Library after use or at the time period expiration.
4. Forward recommendations for additions or deletions of books or other materials to the Training Officer.

2.04 Procedure

- a. All Employees and Members