THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A
CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE
TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF
SOUTH CAROLINA.

A. Policy

Every member of this Department should have source documents available to him/her that
will provide a basis during the decision-making process. The Department Library, located
at the Headquarters building, was created and is operational for that purpose.

B. Procedure

1. Facility Responsibility
   a. The Training Officer has overall responsibility for the Department Library.
   b. The Training Officer's Library duties include:
      1) Inventory and control of all materials, including "Check-In" and
         "Check-Out" procedures;
      2) Updating those materials with periodic supplemental material;
      3) Indexing of material;
      4) Return of material to the proper location; and
      5) Review of new publications for the purpose of recommending
         purchase.

2. Use of the Library
a. Storage and Study

1) The materials will be stored in unlocked shelves and their use will be on the Honor System.

2) All materials are available for use by all members of the Department, within the established guidelines.

3) The facility may be used for personal study as long as it does not interfere with Department functions.

4) Any material marked **DO NOT REMOVE** may not be taken from the Library.

b. Check-Out Procedures

1) All materials, except those marked **DO NOT REMOVE**, may be checked out and removed from the Library for up to seven (7) days. Employees desiring to extend use of a publication, must obtain permission from the Training Officer.

2) Check-out of Library material is accomplished by removing the Index Card, recording the name of the employee checking it out and the date on the card, and placing the card in the tray located in the Library, titled "Books Checked Out".

3) Books shall be returned to the Training Officer. The Training Officer will check the book in and place it back in the Library.

3. New Material

a. Sources:

1) Purchased material;

2) Programs attended by employees; and

3) Donated material

b. Guidelines

1) Any employee may recommend the purchase of publications for the Library. These recommendations will be reviewed by the Director of Public Safety, and purchases made as needed.
2) Employees attending Training Schools at Department expense, shall submit course materials for review along with their program evaluations. Material, that will be beneficial to other employees and are not already part of the Library, will be placed in the Library. Other materials may be returned to the employee with the permission of the Director of Public Safety, or his designated representative.

3) Any material donated to the Library shall be received by the Director of Public Safety for review and approval.