

## **LIBRARY POLICIES**

### **(NCDOL EMPLOYEES)**

- NCDOL employees may check out a maximum of 5 books at a time (the librarian may allow an employee to exceed that number in certain situations) for a one month loan period (they will be allowed to renew their loan period at least once provided there isn't a hold on the item and the librarian may allow additional renewals in certain situations)
- NCDOL employees may check out a maximum of 5 videos at a time for a 3 week loan period; only one renewal is allowed providing there isn't a hold on the item/s
- If an item isn't returned after repeated reminders/overdue notices is sent to an employee (or lost by the employee), the library may contact the employee's supervisor to expedite return of material or receive reimbursement for replacement cost
- All items checked out to an employee must be returned before separating from NCDOL regardless of the due date
- NCDOL employees may transfer an item checked out to him/her to another NCDOL employee providing he/she inform library staff so the item can be remotely transferred and the recipient accepts that he/she is responsible for the return of the item
- These policies also apply to employees in the Labor Section of the Attorney General's office (i.e., they are regarded as NCDOL library patrons/users)
- A separate policy applies to external (public--including employees in other state agencies with the exception of AG-Labor Section employees) patrons/users (as stated on the How to Borrow... pages: <https://www.labor.nc.gov/safety-and-health/library> )