

Halifax Fire Department

June 9, 2004

STANDARD OPERATING GUIDELINE

Fire Department Library

16.01 PURPOSE

To maintain an up-to-date fire service reference library at the Station and to allow full access to same by all personnel of the Fire Department.

16.02 POLICY

- A. The Halifax Fire Department will maintain a reference library of fire service books and materials including training materials.
- B. All reference books and materials may be loaned or taken from the Station Library after signing them out and with the approval of the Training Officer or Fire Chief.
- C. Any loaned-out reference books or materials shall be returned within five (5) working days of being signed out. Any extension of this loan-out period must be approved by the Training Officer or the Fire Chief.
- D. Individuals who sign out software, books, written materials, will be held accountable for any lost or damaged materials and will be required to pay the replacement cost for said item(s).

16.03 AUTHORITY AND RESPONSIBILITY

- A. The Training Officer shall:
 - 1. Advise the Fire Chief regarding the content of the Station Library.
 - 2. Be responsible for maintaining the "sign-out" log.
 - 3. Be responsible for evaluating any additions to or deletions of library books or materials.
 - 4. Be responsible for reporting any missing or damaged books or materials to the Fire Chief.
 - 5. Review all recommendations received from shift personnel for additions or deletions of books or materials with the Fire Chief.

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- B. The Fire Chief shall be responsible for:
 - 1. The overall supervision of the Station Library.
 - 2. The overall content of the Station Library.
 - 3. The overall serviceable condition of the Station Library.
 - 4. Reviewing all recommendations received from shift personnel for additions or deletions of books or materials with the Training Officer.

16.04 PROCEDURE

- A. The Training Officer shall:
 - 1. Maintain the inventory of library books and reference materials in the Station Library under the direction of the Fire Chief.
 - 2. Cause the replacement of missing books or reference materials.
 - 3. Cause the repair of damaged books.
 - 4. Cause the return of library books or reference materials to proper location after use.
 - 5. Report damaged or missing books or materials to the Fire Chief within twenty-four (24) hours.
 - 6. Forward recommendations for additions or deletions to the Fire Chief for review.
- B. All personnel shall:
 - 1. Take reasonable care to not damage, lose, or destroy library books or reference materials.
 - 2. Not remove books or materials from the Station Library without approval from the Training Officer or Fire Chief.
 - 3. Sign out the materials on the Department Form.
 - 4. Return books or materials to the Training Officer or Fire Chief after use and sign them back in.